

The Importance of the GSR: The nuts and Bolts

GSR Responsibilities: Area & Group level

- Bringing any concerns/successes/failures from the Group to Area as well as donations.
- Bringing any new business, events, price changes, open positions at the Group & Area level. Treasurer financial report & minutes from Area to the Group.

Area Service meetings in the Milwaukee/Waukesha (MWASC) are scheduled for the 2nd Sunday of every month: Introduce yourself as a new GSR when prompted by the facilitator and which group you represent

- 12:30 - PR/H&I meeting
- 1:45 - Admin meeting
- 2:30 - GSR Orientation (1x/month) & Literature pick-up
- 3:00 - Area meeting: All GSR's are to attend. Make sure the Area Secretary has your email so you can get the meeting minutes & financial report. (you also need to remove the old GSR from the email list)

Group Business Meetings

GSR's run the Group Business meeting on the last meeting before your Area meeting

Typically the Business meetings are opened with this prayer but each group is Autonomous.

"God, grant us knowledge that we may write according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, Not ours - in order that No addict, anywhere, need die from the horrors of addiction." (Basic Text page xxvi)

GSR's

- Motion to start business meeting
- Address any old/unresolved business
- Ask your group if there is any new business at the Group level to bring to the Area level, discuss it with the group then ask for a group conscious ...majority rules but if there are people who oppose it then any new business or ideas must be discussed and modifications made if possible.
- Write down any and all concerns so nothing is forgotten
- Write down any new changes that will affect the group:

Address any open positions. Nominations of any new positions in the group: typically, the nominee would leave while the other group members would discuss and vote them in or out. When the nominee returns, they are informed of the Group decision.

- Positions: Chair/Alternate Chair
- Treasurer/Alternate Treasurer
- GSR/Alternate GSR

Most Groups will take a group conscious to see if anyone is opposed and if no one opposes then the position is filled. (some Groups start with a motion followed by someone who will second the motion...) If there is an opposition then the group discusses it to reach a solution or it gets tabled until the next business meeting.

Basic GSR Responsibilities

- Printing out all new event flyers, updated meeting lists and price lists at *namilwaukee.org*, *wisconsinna.org* and/or *na.org*
- Order literature, books, key tags & coins (preferably before the next Group meeting)
- Present the Group treasurer with a receipt for the money used for said literature as well as for the donations to Area signed by the Area Treasurer or Alt Treasurer
- Put new event flyers in the GSR Binder
- Fold meeting lists & place on literature table at your group meeting
- Keep copies of the current price list in your GSR Binder for easy inventory & ordering

Inventory: I like to make sure to have...

- * 10 copies of each IP/pamphlet
- * 20 white books & meeting lists
- * 4 1year, 18 months & 2 year coins
- * 2 of each of the other coins
- * between 10-20 of each key tag

Books:

- * Basic Text - 4
- * Living Clean -2
- * It Works How & Why - 2
- * Step-working Guide - 2 or 3
- * Guiding Principles - 2
- * Sponsorship - 1

(each groups needs are different, but this just gives you a starting point)

Group Announcements:

- * Any open positions at the Group & Area level
- * Any new or upcoming events, hence the flyers
(keep announcements short & sweet: what/where/day/date/time)
- * Anything affecting NA as a whole
- * Information discussed/voted on from the last business meeting
- * And anything from Area: minutes, reports & financial report

If you are unable to make your home group meeting or Area meeting, please contact the Alternate GSR or the Chair so you have a replacement for that meeting.

* GSR's only get 1 vote at Area so you need to represent your Home Group, but you can bring new information from any group to/from Area. If a group doesn't have a GSR it is highly recommended that another trusted servant of that group attend the Area meeting to represent their group.

If you still have questions not addressed here, reach out to other GSR's or ask questions at Area.

Other Service Books Helpful for New GSR's

- *A Guide to Local Services*
- *12 Concepts for NA Service*
- *Group Booklet*
- *The Group IP #12*
- *Service IP's:*
 - Roles & Responsibility*
 - An Introduction to NA Meetings*
 - Disruptive & Violent Behavior*
- *Principles & Leadership in NA Service*
- *NA Groups & Medication*
 - Group Business Meetings*
 - Social Media & Our Principles*

Go to namilwaukee.org, wisconsinna.org and/or na.org to find and print

- * *Event Flyers*
- * *Updated Meeting Lists (GSR's are responsible for updating the meeting list for their home group by communicating with PR Chair)*



Welcome to the Milwaukee-Waukesha Narcotics Anonymous Area Service Committee. It can seem overwhelming and confusing the first time you come to Area so if you have any questions or concerns, please direct them to your Vice-Chair. His/her role will be assisting you in the transition to your very important role between the groups and Area Service. Below are some commonly asked questions and phrases you will hear at ASC (Area Service Committee).

What is the role of the 12 concepts?

These are the guiding principles for our service structure. Much like the 12 traditions are guiding principles for our groups' unity and the 12 steps are the guiding principles of the individual addicts' recovery.

What is the B.O.D.?

The *board of directors*; the purpose of such is strictly for legal purposes due to the fact that we are a registered non-profit with the government. The BOD is made up of individual addicts appointed by ASC members.

Meeting Lists – To be handed out to you as GSR from P.I. (Public Information) at Area for you to take back to your group.

How do I get a flier approved?

All flyers must go through the *PR chairperson* and **must** include the NA logo, as well as the name of our area and contact information; Milwaukee-Waukesha Area of Narcotics Anonymous, 1-866-913-3837 and/or our website www.namilwaukee.org.

What towns make up the Milwaukee-Waukesha Area of Narcotics Anonymous?

Grab a meeting list and take a look at the towns listed, those are the groups directly related to the MWASC. **Enclosed you will find:**

1. **G.S.R. Orientation Packet** – created to assist in you knowing what your role is as a GSR and the function of the Area Service Committee and its meetings.
2. The Area Service Agenda: designed to help you follow the order of our ASC meetings.
3. Contact list for current ASC representatives
4. Twelve Concepts for NA Service – for you to review as you seek to be an active member in Narcotics Anonymous through service work.

This packet was created as an informational resource to help GSRs to more effectively serve their groups. It is not meant to be the final word or complete description of their duties but merely a suggested guide and should not override any group autonomy. We hope that this will be an inspiration to more effectively serve in the GSR position.

Group Service Representatives (GSR)

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. *They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC sub-committee.* If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that that groups nourish and support the structure.

Group Service Representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to *serve as active members of the area service committee.* As such, they are responsible to act in the best interest of NA as a whole, not solely as advocates of their groups' priorities. As participants in the area committee GSRs need to be as well informed as they can be concerning the affairs of the committee. *They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the world service office on each area of service.* After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee.

Group Service Representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group service meetings, *the GSR report provides a summary of area committee activities,* often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the groups need. In group recovery meetings, *GSRs make available flyers announcing area and regional activities.*

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her report. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's '*sharing session*' agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

GSR Orientation Sheet

What is a GSR ? A trusted servant of their group.

- The voice of their group at the Area Service Committee. (ASC)
- The voice of area at their group.
- The financial link between their group and the Area Service Committee.
- The group's main source of information about service, activities, and events.
- The group's source of information on how to get involved in service work.
- An important source of information for the group about the traditions.
- The trusted servant who attends to the specific needs of the group including questions regarding *Traditions, Policy, and the 12 Concepts*.

How do they do it?

- Attend the group meeting regularly.
- Attend the ASC meeting monthly.
- Report to the ASC the group status, donation, problems, concerns, change of meeting time/place to update phone and meeting lists
- Bring issues from the ASC to the group for a group conscience and report back to the ASC. -Learn about the subcommittees of the ASC.
 - What do the subcommittees do?
 - When do they meet & Who may attend?
 - Which subcommittees need support?
- Attend subcommittee meetings.
- Learn the service structure.
- Learn what the ASC, RSC, WSC, WSO, etc are.
- Review the *Guide to Local Service and the ASC Policy guidelines*.

Qualifications for a GSR

- Is an addict.
- Attends the group they represent.
- Has a willingness to serve.
- Has one-year clean time. (suggested only, because each group is autonomous)
- Has knowledge of the service structure of NA or the willingness to study it.
- Has an understanding of or the willingness to learn the duties of a GSR.

How does a group take care of its business?

- At the monthly business meeting, where the recommendations are voted on for literature purchases, Area donations, rent, etc. (it is suggested that your service meeting be held the week before the Area meeting)
- By group conscience. (please see page 4)
- By holding elections of trusted servant positions as needed with prior notice if possible.
- By sending their GSR or group representative to the ASC monthly.
- By *creating an ad-hoc committee when needed.*
- By *holding special business meetings when important issue surface, like literature review, a group conscience, etc.*

How does a group communicate concerns to the GSR?

- The group or any member may bring concerns to the GSR's attention at that group meeting.

What about GSR reports? How often?

- Usually GSRs make one report to the group at the monthly service meeting. Most groups do not like to spend meeting time with reports.

What about ad-hoc committees?

- Sometimes ad-hoc committees are formed to take care of groups or subcommittees special business. They meet outside of the regular meeting time, usually just before or after.

What is a group conscience?

- An informed vote taken by the group as a whole.
- An expression of our Higher Power's will.
- Is best for the group as a whole.
- Is the practice of placing principles before personalities. (Tradition 12)

When may a group conscience be initiated?

- A group conscience may be initiated anytime during a group service meeting if a member feels it's necessary.

How does the Area donation get from the group to the Area?

- The group decides at their regular monthly service meeting if and how much of a donation they can make to the ASC. A check or money is prepared and sent with the GSR or group representative to the regular monthly ASC meeting.

GSR report: Group level-may include

- Attendance of groups and Elected trusted servants of the ASC.
- Open positions at Area and Region.
- Motions carried back to the group.
- Points of discussions made during the ASC.
- Open positions within the sub-committees.
- Passing over the Area announcements to the group secretary.
- Announce Area/Regional Activities during the regular meeting.

Points the GSR should be mindful of at the ASC-

- The GSR orientation is designed to help GSR's better understand the goings-on at the ASC. I.e. The agenda, how to make a motion, who to go to for certain questions etc.
- Does the GSR feel comfortable at the ASC? If not sit by someone who has experience at Area
- Are the trusted servants fulfilling their obligations to the Area. For example: Did the sub-committee chairpersons attend their respective committee meeting at the RSC?
If not, did the Vice Chair of the Area go in their place and submit a report?

List of suggested tools
for area service work

Member actively participates in...

- 1.) Step Work
- 2.) Prayer
- 3.) Calling Sponsor
- 4.) A Dictionary
- 5.) Twelve Concepts for NA Service
- 6.) Twelve Traditions
- 7.) A Guide Local Services in NA
- 8.) Copy of Area Guidelines / Policy
- 9.) Area Minutes which are available via email after the Area meeting
- 10.) The Group Booklet (Revised)
- 11.) IP #2 The Group
- 12.) Learning Days
- 13.) Networking in the Fellowship
- 14.) Traveling outside of home area
- 15.) Phone Calls
- 16.) Unity Version of the Serenity Prayer
- 17.) Any other spiritual, creative action you can think of.

***Please note that a group may provide some of the suggested literature for its trusted servants. Service guides and pamphlets. When the term is over please return them to the group.

Good Questions To Ponder and Perhaps Discuss with Others

1. Why do we have suggested clean time with positions?
2. If you were asked to express your feeling of what group conscience means to you, what would you say?
3. What are your priorities at a meeting of Milwaukee/Waukesha Area Service Committee?
4. What is the group open forum for? And is it just for GSR's?
5. Do you understand what discussion on a motion is for?
If yes, write it out.
6. How do your principles influence your voting?
7. What are the reasons for abstentions? List them.
8. What are my expectations before, during, and after an ASC meeting? List them.
9. Is policy important? Why?
10. Do I get confused at an area meeting? If so, how can we change that?
11. What is the purpose of having an Area Service Committee?
12. What is the C.A.R. and how are you involved as a member of N.A.?
13. What is the role of the 7th tradition in the area & N.A. as a whole?
14. What are the responsibilities of your position?
List them.
15. Where do spiritual principles play a part in service?

ALPHABET SOUP

"What does that mean??"

TERM	ALTERNATIVE TERM USED	DEFINITION
ASC		Area Service Committee
LSC LSB		Local Service Conference Local Service Board
BOD		Board of Directors
CAR		Conference Agenda Report
CAT		Conference Approval Track
GSR		Group Service Representative
GSF		Group Support Forum
H&I		Hospitals and Institutions
IP		Informational Pamphlet
NA		Narcotics Anonymous
NAWS		Narcotics Anonymous World Services
PI/PR		Public Information/Public Relations
RCM	ASR	Regional Committee Member
RD	RSR	Regional Delegate
RDA		Regional Delegate Alternate
RSC		Regional Service Committee
RSO		Regional Service Office
RSR	RD	Regional Service Representative
MWASC		Milwaukee Waukesha Area Service Committee
WRNA	WRSC	Wisconsin Region of Narcotics Anonymous
WB		World Board
WSC		World Service Conference
WSO		World Service Office



The Twelve Traditions of NA

First Tradition

Our common welfare should come first; personal recovery depends on NA unity.

Our First Tradition concerns unity and our common welfare. One of the most important things about our new way of life is being a part of a group of addicts seeking recovery. Our survival is directly related to the survival of the group and the Fellowship. To maintain unity within NA, it is imperative that the group remain stable, or the entire Fellowship perishes and the individual dies.

Second Tradition

For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Our direction in service comes from a God of our understanding, whether we serve as individuals, as a group, or as a service board or committee. Whenever we come together, we seek the presence and guidance of this loving Higher Power. This direction then guides us through all our actions. [...] When we choose a member to serve us in some capacity, we exercise mutual trust.

Third Tradition

The only requirement for membership is a desire to stop using.

The Third Tradition encourages freedom from judgment. It leads us on the path of service toward an attitude of helpfulness, acceptance, and unconditional love. [...] Addiction is a deadly disease. We know that addicts who don't find recovery can expect nothing better than jails, institutions, and death. Refusing admission to any addict, even one who comes merely out of curiosity may be a death sentence for that addict.

Fourth Tradition

Each group should be autonomous except in matters affecting other groups or NA as a whole.

Each group does have complete freedom, except when their actions affect other groups or NA as a whole. If we check to make sure that our actions are clearly within the bounds of our traditions; if we do not dictate to other groups, or force anything upon them; and if we consider the consequences of our action ahead of time, then all will be well.

Fifth Tradition

Each group has but one primary purpose—to carry the message to the addict who still suffers.

What is our message? The message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom. When all is said and done, our primary purpose can only be to carry the message to the addict who still suffers because that is all we have to give.

Sixth Tradition

An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.

Within the limits established by Tradition Six, we have tremendous freedom to carry the message of recovery and help other addicts. We have clear boundaries set by our identity as Narcotics Anonymous. When we take care to observe those boundaries, our outside relationships enhance our ability to carry the message

Seventh Tradition

Every NA group ought to be fully self-supporting, declining outside contributions.

By encouraging our group to pay its own way, the Seventh Tradition gives our group the freedom to share its recovery as it sees fit, not obligated to outside contributors. Further, it gives our group the freedom that comes from inner strength, the strength that develops through applying spiritual principles.

Eighth Tradition

Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

In this tradition we say that we have no professionals. By this, we mean we have no staff psychiatrists, doctors, lawyers, or counselors. Our program works by one addict helping another. If we employ professionals in NA groups, we would destroy our unity. We are simply addicts of equal status freely helping one another.

Ninth Tradition

NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

NA groups join together, combining their resources to create service boards and committees that will help them better fulfill their primary purpose. Those boards and committees are not called to govern NA; they are called, rather, to faithfully execute the trust given them by the groups they serve.

Tenth Tradition

Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

There are a great number of addiction-related issues that others might expect a worldwide society of recovering drug addicts to take positions on. [...] Our answer, according to Tradition Ten, is that our groups and our fellowship take no position, pro or con, on any issues except the NA program itself. [...] For our own survival, we have no opinion on outside issues.

Eleventh Tradition

Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

The existence of a public relations "policy" implies the importance of a public relations "program" in carrying out our fellowship's primary purpose. [...] As NA groups, service boards, and committees, we deliberately and energetically cultivate good public relations, not as an incidental result of our normal activity but as a way to better carry our message to addicts. [...] Public anonymity helps keep the focus of our public relations on the NA message, not the PI workers involved.

elfth Tradition

Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Anonymity is one of the basic elements of our recovery and it pervades our Traditions and our Fellowship. It protects us from our own defects of character and renders personalities



Twelve Concepts for NA Service

First Concept

To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

The primary responsibility of an NA group is to conduct its recovery meetings, carrying the message directly to the addict who still suffers. Groups join their strength in the service structure, ensuring that other services—H&I, PI, literature development, for example—are fulfilled effectively and without distracting the groups from their own primary purpose.

Second Concept

The final responsibility and authority for NA services rests with the NA groups.

The groups have final responsibility for and authority over the service structure they have created. By fulfilling their responsibility to provide their service structure with the conscience and ideas, people, and money it needs, the groups also exercise their authority. Conversely, the service structure must always look to the groups for support and direction.

Third Concept

The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

In day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned them. This is not a blank check issued to the service structure; the groups still bear final authority. To make Concept Three work, we must carefully select trusted servants.

Fourth Concept

Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

Leadership is very important to the welfare of our fellowship. The essay on this concept describes an array of leadership qualities to be considered when selecting trusted servants.

Fifth Concept

For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

In defining a single point of decision for each service assignment, we eliminate confusion about who has authority to do what. We also clarify accountability for our services: whoever is given the authority for a particular task will be held accountable for the fulfillment of that task.

Sixth Concept

Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

Group conscience is the means by which we bring the spiritual awakening of the Twelve Steps to bear in making service-related decisions. It is fundamental to our fellowship's decision-making process. It is not, however, merely a euphemism for "voting" and is not itself the NA decision-

Seventh Concept

All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

All members of a service body bear substantial responsibility for that body's decisions; therefore, all of them should be allowed to fully participate in its decision-making processes. NA service is a team effort. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.

Eighth Concept

Our service structure depends on the integrity and effectiveness of our communications.

Regular communication is essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.

Ninth Concept

All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

To check judgment, to guard against hasty or misinformed decisions, and to invite the sharing of new ideas, our services must consider all viewpoints when making plans. This is essential to the development of a fair, wise, balanced group conscience.

Tenth Concept

Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

The Tenth Concept encourages us to treat each other with respect in the service environment, and provides us with a means of making amends when we wrong others. The essay describes ways in which an individual who feels he or she has been wronged can go about seeking redress of his or her grievance.

Eleventh Concept

NA funds are to be used to further our primary purpose, and must be managed responsibly.

The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability. Direct contributions to each level of service help us focus on our primary purpose, and enhance accountability.

Twelfth Concept

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Within the context of the Twelve Concepts, as a body, this concept serves much the same function as Tradition Twelve in the context of the traditions. It brings our consideration of concepts for NA service back to the spiritual root of selfless service. "A structure based on that foundation could only be one of service, never of government."

A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.
- Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

Local Service Board Members (LSB)

Facilitator	Emily Meyer	Emilymeyer85@gmail.com
Vice Facilitator	Jacob	?
Area Secretary	Sarah	smcoogan224@hotmail.com
Area Vice	Alayna	
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Committee Coordinator	OPEN?	
Committee Trusted Servant	OPEN?	

Standing Committee Members

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