

GSR Orientation Package

Welcome Group Service Representative!

A San Fernando Valley Group Representative or (GSR), is also known as the foundation of the NA service structure. GSR's provide a “grass roots” perspective to the Area's decision-making process, helping to ensure that the committee's feet are planted firmly on the group. GSR's, link their group to the rest of Narcotics Anonymous, and have a dual role. GSR's take part in the area meeting by bringing their groups' wishes, issues, and voice to the service structure, while bringing back information on what is happening in the larger world of NA to their group.

Basic Functions of the GSR

1. Bring issues, struggles and/or suggestions to the Area meeting to get guidance from the Area on resolving them.
2. Provide active influence over the discussions being carried out by participating at the monthly Area Service Meetings.
3. Obtain literature for their group; make available fliers, announcing area and regional activities.
4. Make a report for their weekly group meeting which summarizes the SFV committee, Regional and World activities.
5. Bring donations from the group to the Area which are vital to the service structure and keeping with the 11th Concept of NA Service, which help service NAWS and our primary purpose.

How we function as a GSR

Monthly Meetings are held every **2nd Sunday of the Month starting at 2:00pm** (Unless that Sunday is a major holiday, i.e. Mother's Day). Then the meeting is held on the 1st Sunday of the month). Our current meeting location is: ***Tujunga First United Methodist Church 9901 Tujunga Canyon Blvd. Tujunga, CA 91402.***

1. When you arrive, go to the literature table and get an order form. Fill out your group's literature needs (**do not total the sheet**), hand the sheet to the literature representative and you will receive a number. *****Please Bring Your Own Bag*****.
 - a. If you are **not** purchasing literature, turn in your bag, and get a number to receive current Area Directories and Flyers Only.
 - b. You will pay for and pick up literature, as well as flyers after the meeting, and when your number is called. (if you are only getting flyers and directories, go to the front of the line and pick up your bag).

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2. On the table to left of the Executive Officers Table is where the meeting’s Agenda, Minutes from last month’s meeting, and all committee reports are located. If you are **not** part of the ‘SFVASC Google Group, then you will need to **get a copy of the reports in order to make your report for your meeting.**
 - a. After the meeting go to the website <https://nasfv.com> At the top find “Contact Us” Send your name, and email address to the Website letting them know you are the new GSR or GSR alternate, and to put you on the google group email list which is: sfvasc@googlegroups.com.
3. The treasurer is at the end of the Executive Officers Table with envelopes for your group’s donations. If you are donating more than \$20.00, please obtain a money order and make the **money order out to SFVSCNA**. Make sure your group’s information is on the envelope, so the treasurer marks this accurately in his/her report.
4. Find a seat next to someone whom can assist you through the meeting and can answer any questions you might have. The Vice Chair holds a new GSR orientation 20 minutes before each Area meeting monthly and is always available to answer questions or assist you.

The Area Business Meeting & Roberts Rules of Order Basics

When the Area meeting is called to order by the Chairperson, it is operated by guidelines from *Robert’s Rules of Order*, which helps us conduct the meeting in an orderly and timely fashion. San Fernando Valley also operates from their own set of Guidelines which can be found on the nasfv.com website, under subcommittees, navigate to Area Subcommittee, and the link to the San Fernando Valley Guidelines and Addendums:

http://nasfv.com/wpdocs/guidelines/nasfv_guidelines_and_addendums.pdf

1. A GSR is an **active voting member** after its representative has been present at 2 consecutive Area Meetings. Please listen for your meeting to be called by the secretary whom will determine if your group is ‘active’ or ‘inactive’.
 - a. Missing 2 consecutive meetings will cause your group to be ‘inactive’ and your group may remove you from your service position as GSR.
2. Read Area Guidelines and be knowledgeable of Roberts Rules of Order to understand the motions and **voting procedures** happening in the meetings.
 - a. Each ‘active’ GSR is entitled to one vote. In the event of the GSR’s absence, the GSR Alternate shall have the GSR’s vote.
 - b. A quorum of 50% of the eligible groups must be present at the meeting in order to carry out business which requires a vote (Quorum is established after roll call).

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All Motions must be submitted in writing to the Secretary before the motion can be voted on. All motions must have a second.

- c. Votes will be decided by simple majority, unless it is a money matter and then a 2/3 majority will be needed to pass the motion on the floor.
3. Roberts Rules Of Order Main Objectives Used in our Area Meetings.
 - a. **Motions** can be made by any participants or nonparticipants that have been acknowledged by the Chairperson. Only one motion may be before the committee at any one time. All motions must be seconded by another participant before it can be brought to the floor. Once it has been brought to the floor, questions may be asked of the maker of the motion for clarification, then 2 pros and 2 cons regarding the motion will be asked of the participants before a formal vote.
 - i) If a GSR has not obtained a ‘vote of confidence’ from their group, they may want to take the motion back to their group for their own majority vote or abstain on the motion if the vote is not tabled or postponed (see Robert’s Rules of Order).
 - ii) GSR’s are the only active voting participants, unless there is a tie which the Chairperson breaks the tie.
 - b. **Motion to Amend** (simple majority needed and can be debated). Anyone can say during the debate of a motion when a change would benefit the original motion.
 - c. **Motion to call the Previous Question** (2/3 majority required) This is to move to stop the debate and prevent a needless lengthy debate once the motion is clear, and you do not need to be called upon to state this.
 - d. **Motion to Table** (simple majority needed) It is a way of delaying a motion, either until more information is needed, or until another appropriate time to conduct the vote on a motion.
 - e. **Motion to Refer** (simple majority) when the committee does not have enough information to make an immediate decision and may need an ad-hoc committee.
 - f. **Motion to Reconsider or Rescind** When a member feels a motion which was passed will prove harmful. The motion must have been passed in either the last meeting or current meeting. The member making the motion must have information on the issue that was not available, and the member must have been with the winning side of the original vote.
 - g. **Point of Information** If a committee member needs certain information before deciding about a motion at hand.
 - h. **Point of Order** If it appears to a committee member that something is happening in violation of the rules of order and the chairperson has not yet done anything about it.
 - i. **Point of Personal Privilege** If the room is getting too noisy, or too hot or you may interrupt the proceeding by stating this.



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-making process.

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."