

9/16/08

The N.E.F.A. Handbook
For G.S.R's

This Handbook Contains
G.S.R. Instructions
Area Guidelines
Area Policy

Preface

You will find this a very simple explanation of duties for Group Service Representatives (G.S.R.'s.) This is very basic in nature. This material is intended for all G.S.R.'s, and others who may find it helpful. It is suggested that every G.S.R. get a copy of "A Guide to Local Services." A copy of the "Twelve Concepts for N.A. Service" is included in the guide. These will prove to be valuable resources for you.

The Primary Purpose

- A) Of a N.A. member is to stay clean, one day at a time, and to carry the message of recovery to the addict who still suffers by working with others.
- B) Of an N.A. Group is to carry the message of recovery to the addict who still suffers by providing a setting for identification, and a healthy atmosphere for recovery, where addicts can come for help if they have a desire to stop using.
- C) Of an Area Service Committee (A.S.C.) is to be supportive of it's Area and Groups, and their primary purpose, by associating a Group with other Groups locally, and by helping a Group deal with it's day to day situations and needs.

What is a Group Service Representative?

"Our common welfare should come first; personal recovery depends on N.A. unity." N.A. unity is almost entirely dependent on G.S.R. participation, and should be a G.S.R.'s first priority as the link between the Group and the rest of the N.A. Service Structure.

Please remember that an A.S.C. meeting is a business meeting, there is a lot more going on here than in a regular meeting. Please restrict lengthy or personal conversations, this can be disruptive to the meeting. If you have a question, please raise your hand, and wait to be recognized. Remember that there is no such thing as a dumb question! If you need a point clarified, your question is valid, and necessary for your growth as a Trusted Servant, the good of your Group, and N.A. as a whole.

It is the G.S.R.'s responsibility to keep the Group informed of all Area, Regional, and World Level news. He or she will vote for the Group at the Area Level. Sometimes an issue of some kind will be sent back to the Group for consideration. After information is presented to the Group, the G.S.R. asks the Group for input regarding the issue at hand, and seeks the Group's guidance, and council. The G.S.R. should try to keep the focus on the topic. After the open discussion, the G.S.R. calls for a vote. This is the Groups vote, and the result of that vote will be taken to the next Area Service Meeting. Other times the G.S.R. uses the vote of confidence given by the Group. This means that the Group allows the G.S.R. to vote on matters concerning the Group or N.A. as a whole, confident that the G.S.R. will make the correct decision on the Group's behalf.

The G.S.R. usually calls for a Group conscience at a convenient time following Area Service, although any Group Member can call for Group conscience at any time. It would be a good idea to have Group conscience scheduled at the same time each month.

Things to do before the meeting starts.

- (1) Order literature; the order sheets are on the literature table in the back of the room. On the top line use your Homegroups name, and date it. All you have to do is write in the quantities, please don't fill in totals. Now take a card with a letter and/or a number on the front. Put that letter and/or number on the top right hand corner of your form. Put this card in plain sight where you are sitting so the literature person can bring what you ordered to you. Payment is made at this time. Keep an extra form with you, it makes ordering literature easier, and you can also do a more thorough job when you have the form with you when you replace Group literature. There is a box for the completed forms on the same table.
- (2) Group reports; this form is at the same table as the literature forms. This form is for Group news, like anniversaries change of location, dates, or times, or Group needs like, Group needs support, needs Trusted Servants, etc. Anniversaries should be submitted two months in advance to insure that they are printed in the Area Newsletter. There is a box for completed forms on the same table
- (3) Group donations to Area; there will be a table on one side of the room for the Treasurer. Here you will get an envelope and put your Homegroup's name, and the amount of the donation on it, and put the donation inside. The Treasurer will accept change, however it must be rolled. It would also be a big help to the Treasurer if you unfold the corners of the bills, and use tape on torn bills. Check back from time to time, to see if your Groups receipt is ready to be picked-up. You'll need this for your Treasurer's records.
- (4) Sign-in, Fliers, and committee reports: There will be a table on the side of the room with new fliers, and Committee reports for this Area Service meeting, you can pick these-up while you are here and sign-in at the same time. Please be sure to sign-in!

When the meeting starts.

Our business meeting starts at 7:00 p.m., and there is no set finish time. It is very important that G.S.R.'s stay for the whole meeting. In the second half of the meeting we will need your Groups vote on a number of issues. During the meeting the notes you take will be needed to report back to your Homegroup, please take brief, but complete notes, and keep them legible.

Did you remember to sign-in?

1. The meeting starts with the Serenity Prayer, and the reading of "The Twelve Concepts for N.A. Service".

2. Group news:

New Groups joining the Area.

Changes in time or location of meetings.

Loss of location.

Lack of support.

Anniversaries.

Elections.

3. All Sub-committee Chairpersons give their reports. These reports tell all of us what that Committee is working on, makes requests of the Area, or offer proposals to the Area. These Committees can also seek council, or receive direction from the Area on matters concerning that Committee.

4. Regional Committee Member (or R.C.M) gives their report; this report includes issues at the Regional and World Levels. When necessary, a vote will be made and the result of the Area vote will be taken back to the Regional Level, and cast on the Area's behalf.

5. Treasurer's report; This report includes the financial status, cash on hand; donations made this month, donations the previous month, expenses, the amount of the Area donation to the Region, and the new balance.

6. Old business; Any business remaining from the previous month is acted on. If requests for nominations were sent back to the Group the previous month, those elections are held. Motions that were sent back to the Groups for consideration are voted on.

7. New Business; Any new motions are considered and voted on. Generally speaking, business not previously presented to the A.S.C. is considered.

8. If time allows, the Chairperson may call for Open Discussion. Any N.A. Member present may raise any matter for discussion by the G.S.R.'s. This time is used to discuss ideas or suggestions on a less formal basis.

9. We close the meeting with the Serenity Prayer.

Sub-committees

In N.A. any Member can participate in the Service Structure. The Sub-committees announce the date, time, and place of their meetings, and whoever shows up for that meeting, are considered a Participating Member of the Committee.

A brief description of sub-committees

Phone Line

The phone Line Sub-committee maintains a telephone information service for N.A. that helps addicts and others in the community find us easily and quickly. Phone Line volunteers often serve as the first point of contact between the community at large and the N.A. fellowship. For this reason, it's vital that careful attention be paid to the work of this Sub-committee. N.E.F.A. is only one Area supporting the Regional Phone Line.

Special Events

Provides entertainment alternatives to the Members and also provides support for the other Sub-committees when they hold events such as workshops and learning days.

Public Information

Public Information is to inform the general public that N.A. exists and recovery from addiction is possible through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

Hospitals and Institutions

This Sub-committee carries the message of hope to people who can't get to a meeting for one reason or another. They take speakers, literature, and the N.A. message of recovery to hospitals, jails, and other institutions.

Literature committee

The literature Sub-committee does a lot of things, just a few of these things include: sell literature at cost to Homegroups, provide literature to H. & I., conduct workshops to review new literature, print schedules, and exchange information with other Areas.

Outreach

This committee provides education and support to the Groups and Area Sub-committees upon request; it is the outstretched arm of Area Service. It is also responsible to touch base with Groups who have not been to an A.S.C. meeting in two or three months to see what's happening in that Group and then bring that information to the Area.

Policy

The committee will be responsible for updating, clearing any inconsistencies, and clarifying any unclear verbiage in our Northeast Freedom Area Policy Handbook. This

Group is also responsible for keeping an up to date record of all motions passed, and for keeping an up to date record of Area Policy.

Northeast Freedom Area Service Committee Area Level Positions.

Area Chairperson arranges an agenda for and presides over the monthly meetings. They are responsible for correspondence, and maintaining Area files and archives. The Chairperson should be one of the co-signers of the A.S.C. bank account. At committee meetings they only vote in case of a tie. A Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason, it is suggested that they have a minimum of two years continuous abstinence from all drugs.

Vice-Chairperson coordinates all Sub-committee functions. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson should be one of the co-signers of the A.S.C. bank account. It is suggested that a Vice-Chairperson have a minimum of one-year continuous abstinence from all drugs.

Secretary records accurate minutes of each A.S.C. business meeting, types and distributes copies of the minutes to each G.S.R. These minutes should be verified by the Chairperson before copies are made. It is suggested that a Secretary have one-year continuous abstinence from all drugs.

Treasurer and Alt. Treasurer shall make a report of contributions and expenditures at every regular A.S.C. meeting, as well as a annual report at the end of each calendar year. The Treasurer is the other co-signer of the Area bank account. The Treasurer can also be made responsible for bulk purchases of literature for the Groups. The Treasurer is usually responsible to set up and maintain the A.S.C. bank account and a mailbox for U.S. mail. It is suggested they have a minimum of two years continuous abstinence from all drugs.

Regional Committee Member (R.C.M. and Alt R.C.M.) are usually a team, attending all R.S.C. meetings and A.S.C. monthly meetings. The Alt. R.C.M. should be prepared to step-up to the R.C.M. position as required, or when the R.C.M. position becomes available. The R.C.M. shall conduct a C.A.R. Workshop annually beginning in the early part of February 1997 and each year following. This Workshop will be coordinated by the R.C.M. with the help of the Special Events Committee. R.C.M requires three years clean, Alt.R.C.M. requires two years clean; the R.C.M/Alt.R.C.M are usually two-year commitments.

Sub-committee Chairperson has been suggested to have a minimum of one-year continuous abstinence from all drugs. The Chairperson should have a working knowledge of the Sub-committee and prior experience as a Sub-committee member.

Group Service Representative (G.S.R.) is usually elected by a N.A. Group to participate on the Group's behalf in the A.S.C. and Regional Assembly. G.S.R.'s serve a dual role. The second part of their responsibility is to exercise their own conscience and best judgment in the best interests of N.A. as a whole. The qualifications and terms of service for G.S.R.'s are determined by the Groups who elect them.

Sergeant At Arms help's maintain order at the A.S.C. meetings, and performs various duties at the direction of the Area Officers. The Sergeant At Arms shall also be responsible for coordinate coffee making, and other tasks required to support the A.S.C. meeting. There is no minimum clean time requirement for this position.

Group conscience

You could set-up your Group Conscience using the A.S.C. format. There is a sample of the format and the agenda in the A.S.C. Policy and Guidelines. The G.S.R. can adjust the agenda according to the last Group meeting, and A.S.C. meeting. Although a Group meeting is usually less formal, this will help you make sure all necessary topics are covered. You will find additional ideas for your group meeting in "The Group Booklet."

Common questions and answers regarding motions.

1. What is a motion?
A motion is an idea or concept that a Voting Member of the Area Service Committee wishes to put into action. A motion is the means by which the A.S.C. makes a decision and sets Policy.
2. Who can make a motion?
Any Voting Member.
3. Who are the Voting Members?
Any G.S.R. (or G.S.R. Alternate in his/her absence); The R.C.M. (or R.C.M. 2 in his/her absence); The Area Chairperson or Vice Chair in the event of a tie.
4. Who can second a motion?
Any of the previously listed persons.
5. How does a motion become Area Policy?
When a motion is approved by a 2/3 majority of the Voting Members present at the time a vote is taken, it is then considered Policy.
6. Who decides whether a motion should go back to the Groups?
The body of Voting Members by a simple majority vote.

7. What happens after a motion passes?

If a motion passes, it is then considered part of the Arca Policy.

9/16/08

In Closing

We hope this brief guide helps you along with your duties as a trusted servant of your Group, and N.A. as a whole. Our hope is that you too, will find the satisfaction, the rewards, and the joy of selfless service to others. Remember, "My gratitude speaks when I care, and when I share with others, the N.A. way."