

GSR/GSRA Sponsor Checklist

- ✓ Introduce the GSR/GSRA to the ASC Administrative Committee explaining the responsibilities of each.
- ✓ Explain the meaning of any acronyms used during the meetings (ASC = Area Service Committee; NLASC = Northern Lights Area Service Committee; RCM = Regional Committee Member; etc.)
- ✓ Help him/her to make note of any information, discussion items, and motions that should be brought back to the Group.
- ✓ Explain each order of business and what to expect.
- ✓ Explain when he/she should carry his/her Groups' conscience either through voting or consensus.
- ✓ Encourage him/her to ask questions both of you and of the Group.
- ✓ Review any handouts with him/her explaining the significance of each.
- ✓ Introduce him/her to other GSR/GSRAs at the break encouraging the exchange of phone numbers.
- ✓ Help the GSR/GSRA understand his/her role at the Group level, which items should be announced during the regular meeting and which should be discussed in depth at the Group business meeting.
- ✓ At the close of the ASC make sure the GSR/GSRA has made a list of things he/her needs to be prepare for the next ASC (their Group's conscience on certain issues, Group Report Form, etc., recommendations for upcoming nominations, etc.).
- ✓ Offer your phone number and get his/hers.
- ✓ Make a follow-up phone call a few days after the ASC and a few days before the next ASC.