

GSR HELPFUL HINTS

The Northern Lights Area Service Committee (A.S.C.) meeting is held the 3rd Saturday on specified months at 2:00 PM. (See current meeting guide for location)

BEFORE THE ASC MEETING BEGINS...

Check-In

- You should sign in at the check in table, pick up your groups' nametag, GSR packets for the group (if you haven't already received one), and a copy of the agenda and minutes (if you did not receive in the mail).

Adopt a G.S.R.

- If this is your first area, or you are still unsure of the process; please let the check in table know and they will direct you to the ASC New GSR coordinator, who will pair you up with an experienced ASC member.

Literature Order

- Upon arrival of the ASC meeting, place the group's literature order (if any). The Literature committee will take your order form. You may pick up and pay for your order after the ASC meeting. Literature cannot be picked up prior to the completion of the ASC meeting.

Event Flyers

- Event flyers are located near the check in table. Pick up flyers and other area meeting guides. Use your judgment on the number of announcements to pick up. Many times there is only enough for one announcement per group. Occasionally, there is mail for each group (The NA Way Magazine, etc). Be sure to pick this up as well.

DURING THE ASC MEETING...

Agenda

- The ASC meeting follows an agenda that is typically mailed with the minutes from the previous ASC meeting to all GSRs and addicts on the mailing list. The secretary always brings extra copies, left at the welcoming table.

Open Forum

- Anyone can discuss points of interest and seek solutions (on non-voting matters) from other members. This is an open discussion of whatever topics are brought up.

Reports

- The majority of the ASC meeting consists of verbal and written reports from the various ASC administration, executive and working group members.

Group Reports

- When your group is called, read your report aloud and turn in the written report to the secretary.

ASC Donation

- Give the treasurer the group's ASC donation; wait until the treasurer has written a receipt.
- Give the receipt to your group's treasurer for their records.

Notes

- Highlight or make notes during each report as to what you think your group will find important.
- Also, make a note of what positions are open and add them to your announcements to read.
- Take notes on what is said during open forum to add to your GSR report.
- Take notes on all motions under new and old business.
- Pay close attention to any motions that are sent back to the groups to vote on. At the next ASC, you will need to vote the conscious of your group.

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Motion Forms

- New motions should be brought to the secretary before new business.

AFTER THE ASC MEETING...

Literature Order . . .

- When you pick up and pay for the literature after the ASC meeting, the literature committee will give you a receipt.
- Prior to leaving the ASC check the literature received against the literature order form.
- If we received literature that we did not pay for or we were charged for literature that we did not receive, go back to the counter and inform them of the discrepancy (meeting guides and literature order forms are free).
- Give the group's treasurer the literature receipt with a note to either confirm that the order was filled correctly or that it wasn't and you had taken the steps to get it corrected.

Back at the Group...

- At the next group meeting, bring the group's literature and stock it accordingly.
- Give the group's treasurer the literature receipt and the donation receipt.
- Update the meeting lists. Replace last month's with the new ones you received at the ASC.
- Update your announcements. Get rid of the outdated ones and add the new ones to your GSR report.

At Each Meeting...

(This may vary from group to group; some announcements are done through the secretary only).

- When the chairperson asks for any NA announcements, stand up and announce the upcoming events and open positions.

At the Next Business Meeting...

(Some meetings do not have a business meeting and give GSR report during the meeting, keep notes brief to avoid taking up too much meeting time, have all reports available for any member to read.)

- Be prepared to give your report on the ASC meeting. **Your report should consist of highlights from each report presented at the previous ASC meeting, topics under open forum, any motions voted on at the ASC, any new motions to be voted on by the group, and anything else that you think is noteworthy.**
- Make sure that any motions to be voted on by the group are brought up under new business at the group's business meeting or during regular meetings for those that have no business meeting. When these motions are brought up at the next ASC, vote the group's conscious (which you received at your groups' business meeting).

APPROXIMATELY TWO MEETINGS BEFORE THE NEXT ASC...

(This may vary from group to group).

- You should receive the ASC meeting minutes in the mail.
- The amount of literature should be inventoried.
- Using a blank literature order form, count the number of pamphlets, books, and medallions that is currently in stock.
- Get a group conscious on spending group funds to replenish the literature.
- Give the order form to the treasurer for group funds to purchase the literature.
 - o If your group is in financial distress, please ask for assistance at the area during your group report.

APPROXIMATELY ONE MEETING BEFORE THE NEXT ASC...

(This may vary from group to group).

- Your group report form should be filled out as completely as possible.
- The treasurer will provide you with a complete literature order form and cash to purchase literature.
- A group conscious is needed in order to determine what funds can be forwarded to the Area.
- The treasurer will supply you with the group's donation to the ASC.

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COMMUNICATION IS THE KEY...

1. If you are unable to attend the ASC meeting, please contact your Alternate GSR to take your place (phone numbers should be available of GSR, GSR-A, Treasurer and Secretary).
2. If the Alternate GSR is unavailable to take your place, then contact another trusted servant from the group. *Whenever a representative is unable to attend, be sure to mail your group report to NLANA, PO Box 16934, Duluth, MN 55816.*
3. The group's representation is required at the ASC.
4. If your group misses two consecutive ASC meetings, the Outreach Chair will make a courtesy visit (or call) to ensure your meeting is still active; this is set in place by the ASC Administrative Committee.
5. If your group misses three consecutive ASC meetings, the group will not be considered in the voting quorum at the Area, this is defined as loss of voting privileges at the Area level and no appropriation of Area funds for that meeting. A group becomes active again when a GSR or GSR alternate next attends the ASC.

ALPHABET SOUP

A.S.C. = Area Service Committee

G.S.R. = Group Service Representative

H & I = Hospitals & Institutions

NAWS = Narcotics Anonymous World Service

P.I. = Public Information

R.B.M. = Regional Business Meeting (aka Regionals)

R.C.M. = Regional Committee Member

MNNAC = MN Narcotics Anonymous Convention

WSC = World Service Conference

VERMILION = Our largest event, which is a camp-out held every September.

REMEMBER TO ASK QUESTIONS...

- Talk to your Higher Power.
- Talk to your Sponsor.
- If you have any confusion, ask for help.
- If you have to stop the meeting to ask a question or get an answer, then do it.
- It is your meeting, and your group is depending on you to provide them with the information they need to make informed decisions.

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ASC MEETING:

DATE:

OPEN FORUM NOTES:

OPEN POSITIONS:

MOTIONS VOTED ON:

MOTIONS BACK TO GROUPS:

UPCOMING EVENTS:

ANYTHING ELSE YOU FEEL YOUR GROUP NEEDS TO KNOW: