A Guidebook for the Group Service Representative

Welcome to the Everett Area Service Committee for the Fellowship of Narcotics Anonymous

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NOTES

Welcome to the EVERETT AREA SERVICE COMMITTEE

If you are like most of us you'll probably find an area service committee meeting an utterly baffling, confusing and, at times, a frustrating place. This booklet will help to explain the basis of what a "Group Service Representative" (GSR) does and how the Everett Area Service Committee works.

What does a GSR do?

A Group Service Representative is the first in a line of communication between a group and Narcotics Anonymous as a whole. They are the links that bind the groups together in the performance of our primary purpose, to carry the message of recovery to the addict who still suffers. It is their responsibility to keep a group informed of area goings on and to express a group's conscience in all matters. In other words, they are the voice of their group. Electing GSR's who will take an active part in the business of N.A. is probably the most important thing we can do to improve the unity of the fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote common welfare.

The active participation of each group representative is essential for a successful A.S.C. The GSR attends the monthly EASC meetings and speaks for their group at these meetings. They take part in the planning and implementation of any functions, which affect the members of their group. As a result of their participation they can keep their group informed about what is happening in N.A.

In addition to this, members of a group should always be able to go to their GSR and find out about activities, other groups, how our N.A. service structure works, the Twelve Traditions, and how they can become more involved. One resource to find out more about how the service structure works is the Temporary Working Guide to Service, which is available through the area Literature committee.

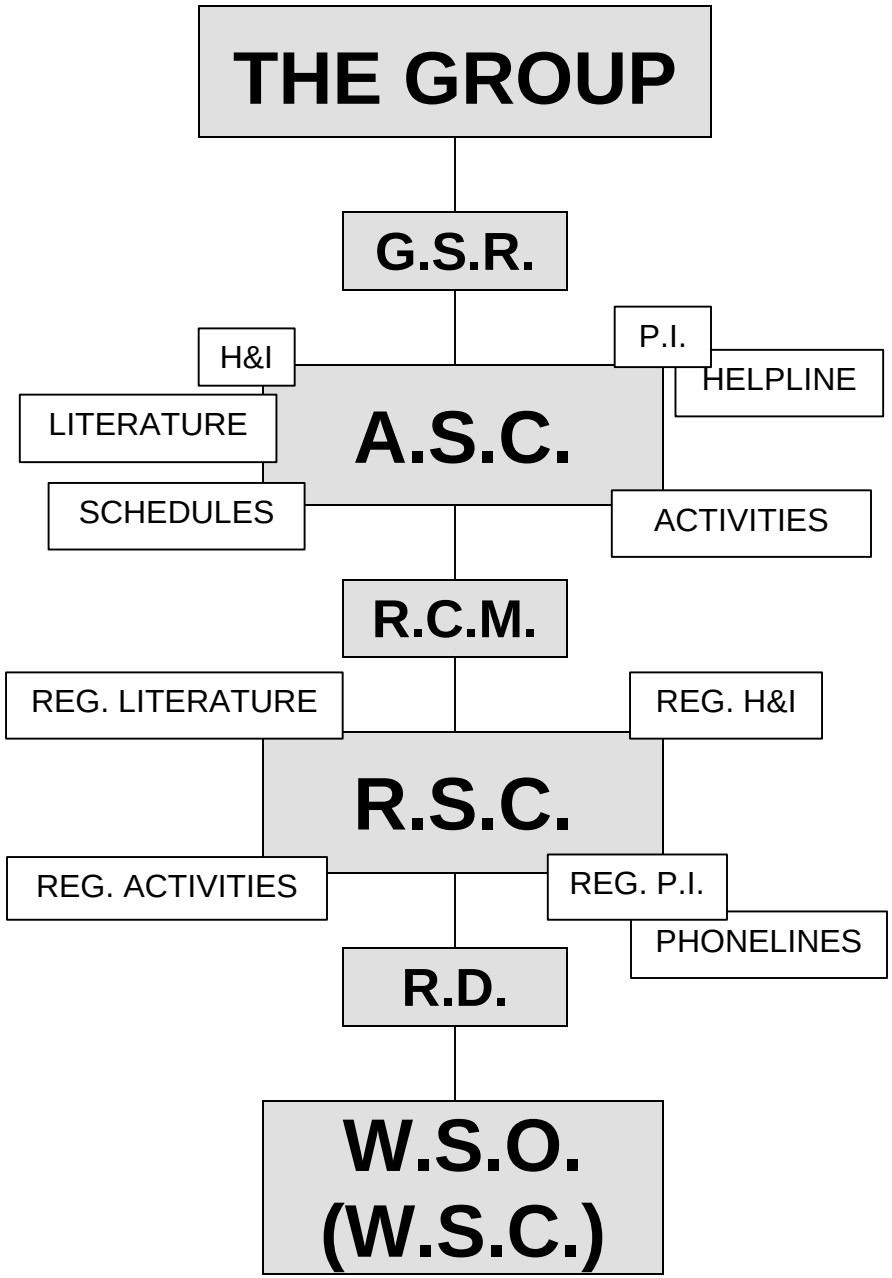
What is a Group Conscience?

In N.A. we are concerned with protecting ourselves from ourselves. Our 2nd Tradition is an example of this. By nature we are strong-willed, self-centered people.

We rely on a loving God, as he expresses himself in our group conscience, rather that on personal opinion or ego. We must be constantly on guard that our decisions are truly an expression of God's will. True spiritual principles never conflict and never contradict any of our traditions.

Self-seekers soon find that they are on the outside, causing dissension and eventually disaster for themselves.

At the EASC, we express group conscience by taking a show of hands. Many times the agenda of the meeting will have old business, new business, and open positions. These issues can be taken to group's business meetings directly and carry their conscience back to the EASC. There are times when the GSR won't get a chance to take the information back to the group and they will be asked to express a group conscience at the moment. To do this we set our egos aside keeping in mind the Twelve Traditions, the primary purpose, and your group's feelings and allow your Higher Power, as you understand it, to reveal your group's conscience to you.



WHAT'S WHAT???

WSO-------World Service Office

WSC-------World Service Conference

WLSC-----World Literature Service Committee

WNIR------Washington Northern Idaho Region

RSC--------Regional Service Committee

RLC--------Regional Literature Committee

ASC--------Area Service Committee

EASC------Everett Area Service Committee

RCM--------Regional Committee Member

RCM Alt.---Regional Committee Member Alternate

GSR--------Group Service Representative

GSR Alt.---Group Service Representative Alternate

RD----------Regional Delegate

RD Alt.------Regional Delegate Alternate

What is the Everett Area Service Committee (EASC)?
The EASC is made up of representatives elected from each group, GSR's, area officers, area subcommittee chairpersons and other interested members. There are voting and non-voting members. In keeping with our 2nd Tradition, all actions are voted on only by GSR's or the designated group representative, except in the case of a tie vote. The GSR's carry the group vote that elects the officers and subcommittee chairpersons who serve the area fellowship. All service committee meetings are open to the fellowship.

The EASC officers are:
Chairperson: The chairperson presides over the EASC meetings and maintains the area archives.

Vice-Chairperson: The vice-chairperson coordinates all subcommittee functions and fills in for the chairperson if she/he is unavailable.

Recording Secretary: The recording secretary keeps and distributes minutes of each EASC business meeting.

Treasurer: The treasurer maintains the area's funds in a bank account and makes a report of contributions and expenditures at each regular EASC meeting.

Regional Committee Member and Regional Committee Member Alternate: An RCM and RCM Alternate are to the Area what the GSR and GSR Alternate are to the group. They provide two-way communication between the Everett Area and the rest of N.A., particularly neighboring ASC's. They also represent the group conscience of the EASC at the regional level.

The E.A.S.C. Subcommittees are:

Activities:
Activities provide functions that promote unity within the fellowship and raise funds over and above regular group contributions.

Hospitals and Institutions (H&I):
Hospitals and Institutions make it possible to carry the message into meetings held in hospitals, treatment centers, and institutions.

Literature:
The Literature Committee makes available to the area all N.A. approved literature and can be fundamental in changing or forming literature using the approved review and approval process.

Public Information (P.I.):
Public Information carries the message of N.A. throughout the community.

Phonelines/Helpline:
Works closely with the P.I. committee and provides our 24-hour helpline.

Schedules:
The schedules committee updates our area schedules on quarterly basis: fall, winter, spring, and summer. The committee is also responsible for printing and distribution of schedules. It also works closely with the P.I. committee.

Keep Coming Back and Keep It Simple

Don't let this guidebook overwhelm you. Some of these procedures might sound complicated, but they do become simpler with practice. Show up at the monthly EASC, ask questions, (we never stop learning), share what you have learned and enjoy your term as Group Service Representative. Remember that the ASC is here to be of service to you and your group.

IT WORKS!

The Things we can do together include a 24-hour helpline, public information, hospital and institutional meetings, helping new groups and other groups with difficulties, providing schedules and internet website information, providing a literature inventory, literature workshops and activities. The EASC provides a means for your voice to be heard in N.A. worldwide, through the service structure.

How does the EASC help Personal Recovery?

Ask yourselves how many of us found N.A. through a hospital or institution? How many of us found the fellowship through the helpline or as a result of public information work at schools or elsewhere? How many of us have been helped by having a schedule to let us know where a meeting was when we needed one **now**? How many of us have their recovery enhanced because of the widespread availability of N.A. literature, including our Basic Text or by participating in activities or conventions?

None of these would have happened had there not been an Area Service Committee. Without the EASC, N.A. in Everett would not be as organized and effective as it is today. In order to provide these services, the EASC needs the active participation of its GSR's. A group supports the EASC both financially and spiritually. It takes money to provide the services we have described; it is a group's responsibility to offer this support. In order to provide a full line of services, the EASC requires a steady flow of funds.

How Does the EASC Work?

The EASC meets on the first Saturday of every month. The time and location is in the area schedule and on the area website. The chair calls the meeting to order, then follows an agenda usually in this order.

EASC MEETING FORMAT

A. Serenity Prayer
B. Purpose of EASC/12 Traditions/12 Concepts
C. Seventh Tradition/Announcements
D. Minutes from the last area meeting
E. Officer Reports/Group Reports
F. Old Business
G. Treasurer's Report
H. Serenity Break/deadline for new motions
I. New Business
J. Elections/Nominations
K. Close with circle of unity

The references we use in conducting business at the EASC are in the following order: the *Twelve Traditions*, our *By-Laws*, the *N.A. Service Manual* and *Robert's Rules of Order, Newly Revised.*

Business is brought before the EASC by the motion of a member. A motion is a formal proposal by a member that the EASC take certain action. If that motion is seconded, it is open for discussion to members present. After discussion, it is either sent back to the groups to be voted upon (major motions only), or a vote is taken.

Before a member can make a motion or speak in debate (the name given to discussion of a motion), they must obtain the floor; they must be recognized by the chair as having the exclusive right to be heard at that time.

To obtain the floor at the EASC, a member raises their hand and the chair will call on members in the order that they raised their hands.

Making a Motion: In the EASC anyone attending the meeting may make a main motion, after obtaining the floor, if no other main motion is still pending (hasn't been voted on, postponed or otherwise disposed of). This motion is announced and then put in writing. A voting member must second it. If a main motion is not seconded, it dies, and then business goes on. If it is seconded the chair states the question on the motion and announces that the motion is moved and seconded. The chair then reads the motion. The main motion is now before the assembly and is subject to debate.

During this time it can also have many secondary motions applied to it relating to conducting business such as amend, refer to committee, postpone (table), move the previous question and others. One of the common secondary motions of the EASC is to amend the main motion (change something in the original motion). In some cases, these secondary motions can be made to each other and pile up. See *Robert's Rules of Order, Newly Revised* for more information.

Debate: Immediately after stating the question, the chair turns to the maker of the motion to see if they wish to speak first in debate, as it is their right. After they finish, or if they decline speaking, the chair recognizes members who want to obtain the floor and then speak. In the debate each member has the right to speak twice on the same question at the same meeting if all members who desire the floor have spoken.

Voting: When debate is finished, it is either sent back to the groups to be voted upon (major motions only), or the chair presents the question and takes a vote asking first for the YES votes and then the NO votes. In the EASC votes are taken by a show of hands. The chair and recording secretary both count the vote to verify it and then the chair announces the results. If on a close vote, when any member feels the vote is announced incorrectly, they may call for a Division of an Assembly, forcing an immediate rising vote (members stand to cast their vote). However this cannot be used as an obstructing tactic when there can be no reasonable doubt on the vote. In such cases the chair will rule this incidental motion out of order. After the vote is announced the floor is open for additional business because no question is pending.

Ending the Meeting: After all business is taken care of, a voting member moves to adjourn the meeting. This motion is seconded and voted on without debate.

Why is there an Everett Area Service Committee?

The EASC and our entire service structure was born out of the First Tradition, "Our common welfare should come first; personal recovery depends on N.A. unity." The purpose of the EASC is to be supportive of its area and groups and their primary purpose by associating a group with other groups locally and by helping a group deal with its day-to-day situations and needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can go to the EASC for help. These situations are almost limitless in scope. We have learned that we can get much accomplished when we work together.