

## *Welcome GSRs*

Welcome to the Palm Coast Area Service Committee. Your task at hand is the most important. You are the link between the group members and the ASC. It's your responsibility to get literature, maybe bring your group donation (money order only), carry a vote on the area and regional proposals and carry vital information regarding the area, region and world back to your home group.

Just to let you know some of the process; arrive early & get settled. Area service starts at 1:00PM. Get your literature order and area donation turned in upon arrival as to not miss the Area Service Meeting. Pick up and check your literature order for accuracy at the end of the ASC meeting. Place your money order in an envelope. Verify the name of your group and the amount of the donation is on the envelope. A receipt will be provided. Throughout the meeting take some general notes. Most importantly during report discussions and proposals take notes. The discussions do not get printed in the minutes and this is important information you should have for your home group. We should not carry our opinions back to our group, just information.

We practice basic Consensus Based Decision Making during Fellowship Development and Area Service. A general description can be found in your policy package.

No one should vote or move on if they are not comfortable with a discussion or issue on a proposal or report. You may at any time raise your hand and ask a question. We are never too busy to stop and answer questions. There are no stupid questions. Together we can accomplish what we cannot do alone.

This is just a small introduction to your area service. You will get more information that can help you if you read the suggested reading material that is listed in this packet. The cover page of our minutes has all of the committee chairpersons and administrative committee members names and phone numbers if you have any questions.

Again, welcome to the Palm Coast Area Service. Sit back take notes and enjoy!

What do they mean when they say.....??

**Abbreviation Key:**

**Area Level**

GSR	Group Service Representative
ASC	Area Service Committee
PCASC	Palm Coast Area Service Committee
RCM	Regional Committee Member

**Regional Level**

RSC	Regional Service Committee
SEZF	South East Zonal Forum
RD	Regional Delegate
ARD	Assistant Regional Delegate

**World Level**

NAWS	Narcotics Anonymous World Service
WSO	World Service Office
WSC	World Service Conference

**Other**

RSO	Regional Service Office
FRC	Florida Regional Convention
BOD	Board of Directors

**Here is some suggested reading to better serve you, your group and NA as a whole.**

Guide to Local Service

Group Booklet

Treasures handbook Group Treasurer's Workbook

(All the above can be purchased from our literature distribution committee)

ASC Policy Package (See ASC Secretary)

ASC Timeline/Calendar (Enclosed or see ASC Secretary)

## **The Group Service Representative (GSR)**

### **Palm Coast Area**

[www.palmcoastna.org](http://www.palmcoastna.org)

#### **A.) What is a GSR?**

A Group Service Representative (GSR) is first in line of communication between a group and Narcotics Anonymous as a whole. It is the GSR's responsibility to keep their group informed, and to express their group's conscience in all matters. The GSR is the voice for their group. GSRs speak for their group at Area Service Committee (ASC) meetings. As a result of their participation they can keep their groups informed about what is happening in NA. Members of a group should always be able to go to their representative and find out about activities, other groups, how our NA service structure works, the traditions and concepts and how they can become more involved.

#### **B.) How does an NA member become a GSR?**

GSRs are elected directly by each group.

#### **C.) Suggested Qualifications**

- 1.) The willingness to serve
- 2.) An active participant in the group they serve
- 3.) Knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- 4.) An understanding of the NA service structure

#### **D.) Suggested Responsibilities**

- 1.) Attend the ASC meeting each month
- 2.) Serve as a liaison between the group and area
- 3.) Share responsibilities with the GSR Alternate
- 4.) Verify the group is actively registered with Narcotics Anonymous World Service (NAWS)
- 5.) Is a participant on any area subcommittee
- 6.) Attend the quarterly forum

The most important part of this service position is to be the link between the group and the rest of the service structure. This requires the GSR to keep their groups informed about all matters pertaining to NA in the area, region, and world service structure. Also, the GSR should keep the area informed of activities or problems within their group.

The GSR position is a 2-year commitment with the 1<sup>st</sup> year serving as the Alt-GSR. The Alt-GSR goes to ASC meetings along with the GSR or in place of the GSR (if the GSR can not make it). This year is spent learning the duties of the GSR. It is suggested that the GSR share responsibility with the Alt-GSR. This will allow for continuity of service, and makes for a more effective GSR.

### **Group Business Meeting**

#### **A.) What is a business meeting?**

*Refer to "The Group" IP #2 and /or "Introduction Guide to Groups".*

## **Area Service Committee**

### **A.) What is an Area?**

A designated area within NA is any local area, community, or town with a significant number of NA groups.

### **B.) Definition of an ASC:**

“An Area Service Committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, which meets monthly for the express purpose of serving the specific needs of it’s member groups.

The most important service, which an ASC provides, is that of supporting it’s member groups. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to it’s ASC for help. These situations are almost limitless in scope; however we have learned that we can get much accomplished when we work together. An ASC performs other functions that are of help to the groups. It can help groups get started, or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places to keep a stock of literature that the groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to it’s groups.”

## **Area Service Committee Participants**

### **A.) Administrative Committee**

- 1.) Chair
- 2.) Vice Chair
- 3.) Secretary/Alt Secretary
- 4.) Treasurer/ Alt Treasurer
- 5.) RCM/Alt RCM

### **B.) Subcommittee Chairs**

- 1.) Activities Chair
- 2.) PI Chair
- 3.) H&I Chair
- 4.) Literature Distribution Chair
- 5.) Convention Chair
- 6.) Spiritual Retreat Chair
- 7.) Policy Chair

Clean time requirements and duties vary widely for the above participants. Refer to Palm Coast Area policy for this information.

## **A GSR at Area Service**

### **A.) Procedural guidelines**

- 1.) As a new GSR it is important that you become familiar with Area policy and guidelines. Ask your group for a copy of these. If your group does not have them see the ASC secretary or download them from [www.palmcoastna.org](http://www.palmcoastna.org)

- B.) ASC Format (Discretion of ASC Chair)
- Fellowship Development (All Proposals to be turned in prior to start of FD)
    - 1.) Serenity Prayer
    - 2.) Purpose of Fellowship Development
    - 3.) GSR Reports
    - 4.) Member Forum
    - 5.) Subcommittee Reports
    - 6.) Work Group Reports
    - 7.) Proposals
    - 8.) 10 Minute Break
  - Area Service Committee
    - 9.) Serenity Prayer
    - 10.) Definition of the ASC
    - 11.) Traditions and Concepts
    - 12.) Roll Call
    - 13.) Admin Reports (Chair, Vice Chair, Secretary, Treasurer, RCM Archivist)
    - 14.) Old Business
    - 15.) Elections
    - 16.) New Business from Fellowship Development

### **Responsibilities of a GSR at an ASC**

- A.) Turn in literature order form and make sure all addition is correct
- B.) Turn in any Proposals that your group may be bringing to the ASC before Fellowship Development
- C.) Turn in group donation to the Treasurer
- D.) Ask for help with problems during the member forum or reading of GSR report
- E.) Make sure the secretary has your current address/email, by way of the change sheet, in order to receive minutes on time. Verify meeting info is accurate on the change sheet.
- F.) Completed reports are turned in to the secretary
- G.) Announce any activities for your group during reading of GSR report.

### **Proposals:**

- A.) A Proposal must be submitted in writing and turned in prior to the start of Fellowship Development to be discussed during that portion of the ASC Meeting Format.
- B.) A Proposal will utilize CBDM process for reviewing the Proposal.
- C.) Proposal forms are included in the minutes

### **Suggested reminders for GSR's at Area:**

- A.) As a new GSR feel free to ask for help
- B.) Listen carefully and write down any announcements or proposals that need to go back to your group.
- C.) Take any flyers back to your group.
- D.) If any issues come up where you need to vote, be sure you understand what is going on, if you don't then ASK!!! Don't base your decision on what everyone else is doing.

A group will be dropped from the roll call after missing 2 consecutive ASC meetings. After 3 consecutive absences the group will be removed from the mailing list for minutes. The group will be reinstated at their first meeting back.

**THE NEW GROUP REGISTRATION AND GROUP  
UPDATE FORMS SHOULD BE TURNED IN TO THE  
SECRETARY FOR THE WEB SERVANT TO MAKE THE  
UPDATES**

## Flyer Creation Suggestions

The Policy Subcommittee reviewed the Proposal tabled at last month's PCASC meeting and it was the Policy Subcommittee's opinion that the Proposal was in conflict with our Second Tradition that states "... our leaders are but trusted servants, they do not govern" and the Twelfth Concept that states "... our structure should always be one of service, never of government".

That said, it is the consensus of the Policy Subcommittee that based on the Fourth Tradition, "Each group should be autonomous except in matters affecting other groups or NA as a whole." Neither the Palm Coast Area nor this subcommittee has the right to legislate what goes on a flyer or does not go on a flyer. The only exception is if it against the law or it violates the Narcotics Anonymous Fellowship Intellectual Property Trust.\*

This subcommittee suggests/recommends that all flyers contain the following information:

1. **WHO** is putting on the event (what group or subcommittee)?
2. **WHAT** is the event (picnic, BBQ, Speaker Jam, etc.)?
3. **WHEN** is the event (date and time ((beginning and end)) )?
4. **WHERE** is the event (park, clubhouse)? An exact address is suggested, a pavilion name/number if in a park. A map inserted into the flyer if possible.
5. **HOW** is this being paid for? Is it free? Is there a charge for attending? What is the cost? Is there a difference for H&I and everyone else? Insert "No addict will be turned away"
6. **WHY** is the event happening? Is it a group anniversary? Is it an Activities function? Is it a fundraiser for the convention or spiritual retreat?

It is suggested; if at all possible, for the purpose of assisting the Group or Subcommittee, the creation of the flyer is done with an MS Office program (MS Word, MS Publisher, MS Excel). This helps to avoid any delay in getting the flyer published on the website. Our Palm Coast Web Servant will be able to make minor adjustments (grammar of spelling) if necessary.

The Policy Subcommittee recommends that these recommendations not be part of PCASC Policy rather that they be made available on the Palm Coast Area Website to assist in flyer creation. Also, the Policy Subcommittee recommends that this be added to the GSR Handbook.

If the Group or Subcommittee wants to have the flyer published on the internet

- \* 1. There is to be no mention of gambling (i.e. 50/50)
- \* 2. Any NA logo must have a ® trademark
- \* 3. Based on the Public Relations Statement found in the Public Relations Handbook, "we have no affiliation with any organizations outside of NA", the words "**NA is not affiliated with ...**" should appear on the flyer.

# Consensus Based Decision Making

*Consensus Based Decision Making is a process for doing business that allows for the greatest participation in forming a conscience about the matter at hand. It is more spiritual in nature.*

The use of Consensus-Based Decision-Making may take longer to achieve an outcome to an issue (called a proposal). But, the results are understood by all in attendance at a more significant level of comprehension. In addition, any proposal can be easily changed or modified as discussion progresses. Making a motion, requiring a second and so forth are no longer needed. Trusted servants become a single point of decision-making and thus accountable to their Groups.

1. Bring proposals to Area. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus-decision process. Facilitator presents the proposal to the ASC (analogous to the motion in a Robert's Rules process). Maker of the proposal speaks first to the intent.
2. Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).
3. Facilitator asks whether anyone has reservations about the proposal. These are heard and they may be answered or the proposal may be tweaked in a manner similar to the "friendly amendment" process in Robert's Rules.
4. Once all reservations have been heard and answered in this way, Facilitator asks, "Do we have consensus?" Participants respond in one of four ways.

## a. Assent

This means that the addict supports the proposal, all things considered. It may not mean that the addict is in agreement with every aspect, that the addict has heard the discussion and has had a chance to participate in the process of finalizing the proposal, and is prepared to support the final proposal. Assent is signified by remaining silent.

## GREEN CARD

## b. Assent with Reservations

This option is not materially different from the Assent option but is included as a way of giving addicts a place to stand when they do not want to object more strongly, but they do want to note that they have reservations. Assent with Reservations is done by the addict raising their hand and simply saying when the facilitator calls on them, "Assent with Reservations". The assumption is that the reservations have been heard already, and the addict is simply noting that they can support the proposal and continue to have these reservations.

## YELLOW CARD

## c. Stand Aside

A common misconception about the Stand Aside option is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that the addict does not support the proposal, but the addict's objection is not of the nature or the severity to warrant a block. Should the number of addicts opting to be Stand Asides reach 45% or more of the addicts present, this will then indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the Maker of the proposal or an Ad Hoc Committee for reworking.

## ORANGE CARD

## d. Block

This option is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. An addict who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the proposal."

## RED CARD



For Discussion	For Consensus
<p><i>"I can Clarify"</i></p> <p>Or</p> <p><i>"I need clarification on what was just said."</i></p>	<p><i>"I think this may be a mistake but I can live with it."</i></p> <p>Raise this yellow card to:</p> <p><b>ASSENT</b> with <b>RESERVATIONS</b></p> <p>If you are willing to let a motion pass but want to register your concerns</p>

For Discussion	For Consensus
<p><i>"I have something to say"</i></p> <p>Raise this green card to:</p> <ul style="list-style-type: none"> <li>• Make a comment</li> <li>• Give your opinion</li> <li>• Ask a question</li> </ul>	<p><i>"I agree with the decision at hand, all things considered."</i></p> <p>Raise this green card to <b>ASSENT</b> if you are generally in support of the proposal. Assent does not mean that you agree with every aspect of a proposal, but that you have heard the discussion, had a chance to participate in the process of finalizing the proposal, and are prepared to support the decision.</p>

For Discussion	For Consensus
<p><b>"STOP!"</b></p> <p><i>Our agreed upon procedures are not being followed.</i></p> <p>Raise this red card to indicate serious problems with the process.</p> <p>Such as when:</p> <ul style="list-style-type: none"> <li>• The discussion has gone off topic</li> <li>• A member is dominating the discussion or being otherwise inconsiderate</li> </ul>	<p><i>"I cannot support this or allow the group to support this. It is against our principles."</i></p> <p>Raise this red card to <b>BLOCK</b></p> <p>A rare and extreme form of dissent taken only if you honestly believe that a Tradition, Concept, or spiritual principle fundamental to NA is directly violated by a proposal.</p> <p>Blocking member will be asked to explain their objections and may be asked to work with others on the matter in question and bring it back to a subsequent meeting.</p>

For Discussion	For Consensus
<p><i>"I have a process observation."</i></p> <p>Raise this orange card when you want us to look at our process.</p> <p>For Example</p> <ul style="list-style-type: none"> <li>• You see a need to refocus,</li> <li>• You want to acknowledge another person's concern and have it posted for all to see</li> <li>• You'd like to suggest a break</li> <li>• You think it's time for a straw poll</li> </ul>	<p><i>"I personally can't do this, but I won't stop others from doing it."</i></p> <p>Raise this orange card to <b>STAND ASIDE</b> if you have a serious personal disagreement with a proposal, but are willing to let it pass</p>