

Information for Group Service Representatives (GSRs) Five Rivers Area of Narcotics Anonymous

The GSR is responsible for the following:

- Attending the group meeting regularly
- Attending the area service committee (ASC) meeting regularly
- Serving as a member on ASC subcommittees
- Serving as a liaison between the group and the area
- Sharing responsibilities with the GSR-Alternate
- Taking accurate notes from Area to give to your Group

The most important facet of this position is to be the communicator for the group. The group service representative is the vital link between the group and the rest of the fellowship. The GSR is the formal line of communication whose purpose it is to represent the group's conscience in matters affecting other groups or NA as whole. This duty requires the representative to provide information to the group about developments in the worldwide NA Fellowship and to share with the area any activities, strengths, or problems of the group. It is important that the GSR not break the chain of NA communication.

Qualities for Service

As a general guide, we find (all) trusted servants are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness or desire to serve.
2. A history of recovery.
3. A good working knowledge of the 12 Steps of recovery.
4. An understanding of the 12 Traditions.
5. Active participation in the groups they are to serve.

These assets do not guarantee a good servant, however, they do ensure that those we choose will be capable of doing the job. Normally, group representatives serve for a period of one year. At the end of the year they are succeeded by other members elected by the group.

When we are asked to serve, we understand that we are responsible to a loving Higher Power as expressed in the group conscience. We acknowledge this responsibility when we approach service with a selfless and loving attitude. The principles embodied in the Traditions apply to all of our actions. We can look to our individual conscience as well as the collective conscience for guidance in fulfilling our responsibilities.

This connection with the group conscience is enhanced when, as trusted servants, we carry a continuous flow of information that is honest and open; it is further strengthened when we seek to serve, not to govern. We help form the conscience of our group or committee, through the direction of a Higher Power, by presenting a complete and unbiased stream of information. The ideas and direction of the group, then, are conveyed in our representation of that conscience.

You can find more information about Group Service Representatives, other trusted servant positions, and about service in Narcotics Anonymous in the *Guide to Local Services in Narcotics Anonymous* handbook. The handbook is available through our literature sub-committee at cost and is a good addition to the literature for each Group. The handbook is also available on line at the Narcotics Anonymous World Services website at www.na.org under Handbooks in the Service Material area if the website.

Thank you for your willingness to serve your Group. We encourage you to ask questions and get involved as Service is a vital part of our recovery!

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The 12 Concepts of NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when electing trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Definitions

ASC – Area Service Committee: Meets monthly to support Groups and coordinate Area services (H & I, PR, Activities, etc.)

CAR – Conference Agenda Report: Comes out every two years before the WSC (World Service Conference) and contains the business and issues that will be considered at the biennial WSC.

CAT – Conference Approval Track: Contains information about a variety of material to be considered at the upcoming WSC that was not included in the CAR report (NAWS budget, project plans for the upcoming cycle).

GSR – Group Service Representative: Represents the Group at Area Service Committee meeting. Carries group conscience to ASC and takes information back to the Group from the ASC.

H & I Hospitals and Institutions: Committee organized to carry the message to those who can't come to regular meetings.

RD – Regional Delegate: Elected by the RSC, WSC participant who represents their NA Region at the WSC.

MVASCNA – Miami Valley Area Service Committee of Narcotics Anonymous

NAWS – Narcotics Anonymous World Services, Inc.: Refers to the legal name for world services.

PR – Public Relations: Committee to inform the public about NA and what we offer.

RCM – Regional Committee Member: Represents the Area's conscience at Regional Service Committee meetings.

RCM Alt. – Alternate Regional Committee Member: Learns to perform the duties of RCM. Fills in for RCM if needed.

WSC – World Service Conference.

RSC – Regional Service Committee: Service body supports Areas within the Region. Represents the Region at World events.

How to use on-line literature sales and Group email Five Rivers Area of Narcotics Anonymous

The Online Literature Store is like that of other ecommerce stores that you may have used in the past. The only difference is that you do not pay with a Credit Card, Pay Pal, ect. at check out but pay at the Area Service Committee meeting with cash or check. Please make checks out to Five Rivers Literature NA. If you still need help contact us at info@fiveriversna.org

To order from the FRASCNA home web page:

1. Click on: Community resources
2. Then: Literature
3. Then: Literature sales
4. Then: www.literature.fiveriversna.org
Click on the product you want, a window will open up.
5. Enter the quantity, and click on "Add to Cart".

When you are ready to check out, you will need to enter:

6. Your group's email address (Example: neveralone@fiveriversna.org)
7. Enter the password: mail4lit

Note: Password is used by everyone! Please do not change password!

You may need to register if no one from your group has ordered online before now

ACCOUNT LOGIN

I am a new customer.

Checkout Options:

☒ **Register Account**

By creating an account you will be able to shop faster, be up to date on an order's status, and keep track of the orders you have previously made.

Continue

Returning Customer

I am a returning customer.

E-Mail Address:

Password:

[Forgotten Password](#)

Login

Or, just go directly to the FRASCNA literature web page at:

www.literature.fiveriversna.org

How to use on-line literature sales and Group email Five Rivers Area of Narcotics Anonymous

Note: You must agree to the terms and conditions to place an order.

Terms & Conditions of sales

1. All items ordered from the online literature store will be paid for and picked up at the monthly Area Service Meeting (ASC).
2. It is the responsibility of the purchaser to check that the order is complete before leaving the Area Service Meeting.
3. All special order items must be paid for in advance.
4. Those items not picked up will be returned to stock and will need to be re-ordered.
5. Items back ordered will need to be picked up at next month's ASC.
6. Orders placed on the day of the ASC (after 12:00AM) may not be filled until next month.

We encourage all groups to place orders early to ensure you get your products.

Thank You,
Literature Webservant
Literature Subcommittee

To check your group's email:

Go to: www.webmail.fiveriversna.org

Enter user name: (Example: recoveringusers[@fiveriversna.org](mailto:recoveringusers@fiveriversna.org))

Enter password: Mail4lit



Read Mail Using Horde
[Enable AutoLoad]



Read Mail Using RoundCube
[Enable AutoLoad]



Read Mail Using SquirrelMail
[Enable AutoLoad]



Change Password



Forwarding Options



Auto Responders



Configure Mail Client



BoxTrapper



Email Filtering



Email Trace

Again, please do not change the password!

Pick an email viewer: (I like squirrel mail)

Here you will get an email saying your literature order is "pending".

You will receive two other notifications by email, one that says "processing" and another that says "complete". If you receive notification that your order is "complete with back order", it will specify which items are on back order.

Once the message is open, I found you can click on the top attachment in the list to see your order. Otherwise you have to enter the user name and password all over again in the "Literature Sales" area of the FRASCNA website.

Once again, if you need help, please send a message to info@fiveriversna.org

Five Rivers Area of NA Banner Wars

Who can participate?

Any group who wishes to and has a Banner

What is a Banner?

Whatever the group decides to use to represent their group
(This does not have to be an actual banner)

Rules/Guidelines

1. You need two to three home group members to capture another group's banner.
2. You must stay for the entire meeting.
3. You must display the captured banner at you meetings.
4. You need 2 to 3 home group members to recapture your banner once it is taken.
5. In order to retake your banner and capture a banner at the same time, you would need 4 to 6 home group members in attendance.
6. No limit to how many banners a group can capture!
7. If your group does not have enough home group members to retake your banner, provisions can be made to accommodate this and bend the rules.
8. Rules can only be changed by the Areas involved. However, ultimate authority resides with the groups.

These are the guidelines other Areas are using and do not necessarily reflect the way our area will implement the game. However, keep in mind that if we wish to capture other Area group banners, we will need to follow their rules.



**FRASCNA
SUBCOMMITTEE / GROUP SERVICE REPORT**

MONTH:

NAME OF GROUP/SUBCOMMITTEE:

MEETING LOCATION:

TIME & DAY OF MEETING(S):

GSR:

ADDRESS / EMAIL FOR ACS MINUTES:

SECRETARY:

TREASURER:

REPORT: (ie. time changes, events/anniversaries, donations, etc.)

MEETING SCHEDULE CHANGES/UPDATES:



FRASCNA Motion Form

Motion Number: _____

Maker of Motion: _____

Seconded by: _____

(Policy will show who is to be allowed to second a motion, ie.GSR, anyone, etc.)

Motion: _____

Intent: _____

Con: _____

Pro: _____

Vote: _____

Result: _____