

CTANA Policy Nov 2019 - Appendix R – GSR Helpful Hints

(As revised – Draft)

The Central Texas Area Service Committee (ASC) meeting is held the 1st Sunday of every month at 2:00PM. (See current meeting guide for location.)

Before the ASC meeting begins...

New GSR Orientation

The New Group Service Representative (GSR) Orientation is held at 1:00 PM prior to the ASC meeting in the same location. Arrive prior to 1:00 PM and find the person who conducts the New GSR Orientation. An announcement is usually made.

Literature Order

Upon arrival of the ASC meeting, place the group's literature order on the Lit Bank Table, unless you have already emailed it to literature@ctana.org. Your payment in the form of a money order made payable to “CTANA Lit Bank” should accompany the order. Be sure to put your group name on the money order.

Literature cannot be picked up prior to the completion of the ASC meeting but may be delivered to you by the Lit Bank team during the meeting. A receipt will accompany your filled order.

ASC Donation

Next, give the treasurer the group's ASC donation. It should be in the form of a money order made payable to “CTANA 7th Tradition”. Be sure to put your group name on the money order. You will be given a receipt during the course of the meeting. Give the receipt to your group's treasurer for their records.

Written Reports

Written reports and announcements are located on a table in the ASC meeting room. Pick up one report from each ASC member giving a verbal report. Many of the subcommittee chairs arrive after the ASC meeting has started, and pass out their reports during the meeting. Most reports are also emailed to you prior to the ASC. If you are not receiving emails, or you are a new GSR, be sure to give your name, group name, position, telephone number, and email address to the secretary on a “New GSR Form”.

Individual written group reports are no longer required, but you are encouraged to report on your group’s activities, especially upcoming events, when the ASC Chair calls for Group Reports.

Announcements

Announcements are also located on the back table. Pick up announcements 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 for each group. Occasionally, there is mail for each group (The NA Way Magazine, etc.). Be sure to pick this up as well.

** Agenda is useful to mark off what reports you have or need to collect.
During the ASC Meeting...

The ASC meeting follows an agenda. Secretary always brings extra copies left up at the back table. The majority of the ASC meeting consists of verbal and written reports from the various ASC administration, subcommittee, and working group members. 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 backs to the groups to vote on. At the next ASC, you will need to vote the conscious of your group.

After the ASC Meeting

Literature Order

When you pick up 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 you received literature that you did not pay for or we were charged for literature that you 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 printed meeting lists if new meeting lists were distributed. Destroy any outdated meeting lists; they might direct a newcomer to a meeting that has moved or no longer exists.

your announcements. Get rid of outdated ones and add 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 ask for any NA announcements, stand up and announce the upcoming events and open positions.

At the Group Conscience...

(Some meeting do not have a Group Conscience 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 meeting for those that have no business meeting. When these motions are brought up at the next ASC, vote the group's conscious.

Approximately Two Meetings Before the next ASC...

(This may vary from group to group) The amount of literature has to be inventoried. Using a blank literature order form, count the number of pamphlets, books, and medallions that is currently in stock. Give this to the treasurer.

Approximately One Meeting Before the next ASC...

(This may vary from group to group) The treasurer will provide you with a completed literature order form and cash or a money order to purchase literature at the next ASC. The treasurer will also supply you with the group's donation to the ASC. If you were given cash, please purchase money orders for the exact amount. If you were not given an official CTANA Literature Spread Sheet containing your group's order, you should download a blank form from <http://ctana.org/downloads> , fill it out, and make sure the amount shown at the end of the spread sheet matches the amount you were given by your Group Treasurer. In any case, we suggest that you email a copy of the completed spread sheet (including your group name) to literature@ctana.org at least a week prior to the ASC, then bring a printed copy just in case.

Communication Is Key

1. If you are unable to attend the ASC meeting, please contact your Alternate GSR to take your place. If the Alternate GSR is unavailable to take your place, then contact another trusted servant from the group.

2. The group's representation is required monthly at ASC.

3. 3rd Consecutive missed ASC meeting the group will be considered inactive. This will result in loss of voting privileges at the Area level. A group becomes active again when a GSR or GSR alternate next attends three consecutive meetings of the ASC.

For more information:

See the download page on the CTANA Web Site, <http://ctana.org/downloads> for useful links.

Be sure to download the CTANA Policy, which helps you to understand what goes on at our ASC, and how it works.

The NAWS Guide To Local Services is provided free to download by NA World Services, and is available via the CTANA download page. You should have a copy available to you while serving as a GSR.

Feel free to attend the New GSR Orientation held before each area (see note at the top of this document) any time you have questions. You may also ask any Trusted Servant, or your fellow GSRs for assistance.