

GSR ORIENTATION

The Central Texas Area Service Committee (ASC) meeting is held the 1st Sunday of every month at 2:00 pm. It is presently a HYBRID meeting at the Galano Club. (See **CTANA.ORG** for current meeting guide for location and ZOOM link.) Anyone may sit in on ASC meeting and we encourage all to do so.

- **New GSR Orientation** is held at 30 minutes prior to the ASC meeting in the same location.
 - Arrive prior to 1:30 pm and find the person who conducts the new GSR Orientation. It will usually be the Policy Chairperson or Co-facilitator.
- **Literature Order**
 - **Email your lit order** to the Lit Facilitator prior to ASC at literature@ctana.org and the order will be ready to go before you leave. You can download lit order on our website WWW.CTANA.ORG
 - Lit order must be paid with **cashier's check, group check, or money order**. No personal checks will be taken.
 - Give your payment to Lit Bank Facilitator upon arrival.
- **ASC Donation**
 - Next, give the treasurer the group's ASC donation.
 - You will be given a receipt. Again must be paid with cashier's check, group check, or money order. No personal checks will be taken.
 - You may do group donations electronically from the CTANA website and you can also mail in group donations to CTANA mailbox.
 - Give the receipt to your group's treasurer for their records.
- **Written Reports**
 - Written reports can be done with Group Report form down load from website.
 - Or you can **email your group** report to the ASC Secretary. Make sure all the information on the group report form is in your email.
 - During the business meeting GSR's will be asked if there are any "verbal" reports that the group would like to give.
 - If your group has any announcements or you would like to say anything about your group that will be the time to do so.
 - If you have any flyers to pass out, you may do so at that time also.

During the ASC Meeting

- The ASC meeting follows an agenda. The Facilitator will email all GSR's the agenda for the meeting. **Please check your email** prior to ASC to see reports from all ASC administrative representatives as well as all subcommittee reports.

- Secretary will email minutes from previous ASC a couple of weeks before the ASC meeting. **Please review** them in case you see any corrections that are needed or wish to comment / question anything.
- The majority of the ASC meeting consists of verbal and written reports from the various ASC administration, subcommittees, and working group members.
- Make notes during each report as to what you think your group will find important or need to discuss.
- Also, make a note of what positions are open and add them to your announcements to read at your home group.
- Take notes on what is said during **open forum** to add to your GSR report.
- Pay close attention to any proposals that are sent backs to the groups to vote on. Take notes on all proposals under new and old business.
- ASK for clarification if needed.
- At the next ASC, **you will vote the conscious of your group.**
- **ONLY GSR's can give consensus (vote) on proposals!** Therefore it is important for you to stay on top of what the proposals are actually about. It is always OK to ask for clarification on any proposal before consensus for a better understanding.
- GSR and / or AGSR is **required to stay for the entire ASC meeting.** You are part of a “consensus” and being part of this is responsibility that should be encouraged.

After the ASC Meeting

- **Literature Order**
 - When you pick 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.
 - **Do NOT keep old CTANA meeting schedules,** (*unless there are no changes*) they won't have the latest info on meetings and/or committee meetings.

- **Update your announcements**
 - At each meeting the following month, when the chairperson ask for any NA announcements, announce the upcoming events and open positions.
 - **ENCOURAGE** those at your meetings to attend ASC meeting. Tell them they can attend via ZOOM.
 - **Promote service work**, make it sound worthwhile for recovery.
 - Get rid of the outdated flyers/announcements and add the new ones to your GSR report.

- **Group Conscience** keep notes brief to avoid taking up too much meeting time, have all reports available for any member to read.
 - 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 proposals to be voted on by the group, and anything else that you think is noteworthy.
 - Make sure that any proposals 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 proposals are brought up at the next ASC, vote the group's conscious.
 - Approximately Two Meetings Before the next ASC... (This may vary with each group)
 - Approximately One Meeting 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 or secretary.
 - The treasurer or secretary will provide you with a completed literature order form and cash to purchase literature at the next ASC.
 - The treasurer will also supply you with the group's donation to the ASC.

- **Communication Key**
 - 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.
 - The group's representation is required monthly at ASC.