

Group Service Representative (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 Recovery First ATX located at 5555 North Lamar BLVD, Suite J-103, Austin, TX 78751. Go to our website at WWW.CTANA.ORG to check for ASC meeting changes and for the virtual meeting link. All are welcome to the ASC meetings.

New GSR Orientation:

- Orientation is held 30 minutes prior to the ASC meeting.
- Arrive prior to 1:30 pm, find the Policy Chairperson (or) Co-facilitator who conducts the new GSR Orientation.

Literature Orders:

- Email your order to the Literature Facilitator prior to the ASC meeting at literature@ctana.org. The order will be ready for pick up before the end of the ASC meeting. The order can be downloaded on the website at WWW.CTANA.ORG.
- Give your payment to the Literature Bank Facilitator upon arrival.
- Orders must be paid with a **cashier's check, group check, or money order**. No personal checks will be taken.
- Prior to leaving the ASC meeting, 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. Note: Meeting guides and literature order forms are free.
- Bring the literature receipt back to the home group treasurer, and inform if there are any back orders.

ASC Donation:

- Give home group donations to the Area treasurer.
- The treasure will provide a receipt.
- Donations must be paid with a cashier's check, group check, or money order. No personal checks can be taken.
- Home group donations can be made electronically at WWW.CTANA.ORG, and can also be mailed to the CTANA mailbox. The mailbox address will be provided when requested.
- Give the receipt to your group's treasurer for their records.

Written Reports:

- The home group's representation is required monthly at ASC meetings so if the GSR is unable to attend, please contact the alternate GSR to attend. If the alternate GSR is unavailable to attend the ASC meeting, then another trusted servant from the home group can attend.
- Written reports can be done with the Group Report Form which is downloadable at WWW.CTANA.ORG.
- Emailed written reports are sent to the ASC Recorder. Make sure all the information is on the Group Report Form before attaching and sending.
- During the ASC meeting GSR will be asked if there are any “verbal” reports that the group would like to give and any announcements or has any flyers for Home Group Events that need to be distributed.

During the ASC Meeting:

- GSR/AGSR is required to stay for the entire ASC meeting.
- All meetings will follow an agenda, the Facilitator will email the Area GSR's agenda prior to the meeting. **Please check your email** prior to ASC to see reports from all ASC administrative representatives as well as all subcommittee reports.
- The majority of the ASC meeting consists of verbal and written reports from the various ASC administration, subcommittees, and other home groups.
- While the administrative body, subcommittees, and other home groups are sharing the report, **take notes** on what needs to be discussed within the home group.
- During the open discussion, **take notes** for the GSR report to bring back to the home group.

Proposals:

- **Pay close attention** to all proposals that are brought up at the ASC meeting. These will be brought back to the home groups for discussion.
- When discussing new and old business, **take notes** on the proposals and ask for clarification if needed.
- At the next ASC meeting, bring back the home group consensus on the proposals brought up at the previous ASC meeting.
- **Only GSR's** can give a consensus on proposals, therefore it is important for you to have a good understanding of the proposal. It is always ok to ask for clarification on any proposal before consensus.

Back at the Home Group:

- The Recorder will email the minutes usually a week after the ASC meeting.
- Bring the group's literature and stock it accordingly.
- Give the group's treasurer the literature receipt and the donation receipt.
- Bring back the Area wide announcements for the home group meeting.

Home Group Announcements:

- At each meeting the following month, when the chairperson asks for any NA announcements, announce the upcoming events and open positions for subcommittees and Area.
- Get rid of the outdated flyers/announcements and add the new ones to your GSR report.
- **Encourage** those at the home group meeting to attend ASC meetings. They can attend in person or on a virtual platform.
- **Promote service work**, make it sound worthwhile for recovery.

Home Group Conscience:

- Keep notes brief to avoid taking up too much meeting time. Have all reports available for any member to read.
- The GSR report, that is presented, should consist of highlights such as; topics under open forum, any proposals that need the home groups' conscience, and anything else that is noteworthy from each report that is presented at the previous ASC meeting.
- Make sure that any proposals that need the home groups' conscience is to be brought up under new business at the group conscience.
- The secretary will provide a completed literature order form for the next ASC meeting.
- The treasurer will supply the cashier's checks, group checks, and money orders for the home group's donations and literature orders for the ASC meeting.
- Before the next ASC meeting review the minutes with the home group, in case there are corrections needed or any questions.