



Bay Cities Area

Narcotics Anonymous

Group Service Representative (GSR) Orientation Packet

*"Everything that occurs in the course of NA service must be motivated
by the desire to more successfully carry the message
of recovery to the addict who still suffers."*

- NA Basic Text, pg. xxvi

Draft: v.1 2025-8-22

Website: www.baycities.com

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Service is not a position in a committee; it is a posture in the heart. It's a way of life we can practice in all our affairs.

Living Clean: The Journey Continues, Chapter Seven

The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Twelve Concepts for 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 selecting 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 process.
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.



Bay Cities Area
Narcotics Anonymous

GSR Orientation

Narcotics Anonymous (NA) is a nonprofit fellowship of recovering addicts who meet regularly to help each other stay clean. The program is based on complete abstinence from all drugs, and the only requirement for membership is a desire to stop using.

The Bay Cities Area is part of the Southern California Region of NA, which includes the Los Angeles Metro Area, Orange County, the High Desert, and Eastern Sierras.

Bay Cities Area includes: Avalon (Catalina Island), Carson, Dominguez Hills, El Segundo, Gardena, Harbor City, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Long Beach, Manhattan Beach, Palos Verdes Peninsula, Redondo Beach, San Pedro, Signal Hill, Torrance, Westchester, and Wilmington.

What is a Group Service Representative (GSR)?

A GSR is an active member of an NA group that the group elects to represent as an active member at the Area Service Committee (ASC). Even groups with multiple meetings elect only one GSR. As outlined in *A Guide to Local Services in NA* (pg. 36), "GSRs provide constant, active influence over the discussions being carried on within the service structure." Though accountable to their group, GSRs serve the broader fellowship by connecting their group to the Area and vice versa - ensuring NA's collective interests are represented.

The Second Concept states that NA groups have "final responsibility and authority" for the service bodies they create. An active and prepared GSR makes it possible for this principle to be a reality.

Key Roles of a GSR:

- A trusted servant of the group
- A leader and communicator
- The voice of the group at the Area Service Committee (ASC)
- The voice of the Area Service Committee at the group
- The link between the group and the Area Service Committee
- The group's primary source of information about service, activities, and events
- The group's primary source of information on how to get involved in service work
- An important source of information for the group about the traditions
- The trusted servant who attends to the specific needs of the group including questions regarding the 12 Traditions, 12 Concepts, and Policy

Why be a GSR?

The GSR role introduces many of us to NA service beyond the group level. Through service, we learn how spiritual principles guide our actions and support our primary purpose. We often discover new skills and apply them in other areas of life. This is why many of us talk about the privilege of service being a GSR is a meaningful way to express gratitude for the life NA has given us.

As with all NA service positions, a wide range of spiritual principles can be applied when serving as a GSR. Four that appear most important for success are:

- ✓ **Humility,**
- ✓ **Commitment**
- ✓ **Accountability**
- ✓ **Anonymity**

Qualifications for a GSR (Including but not limited to):

- Is an addict
- Regularly attends the group they represent
- Demonstrates willingness to serve
- Meets the group's clean time requirement
- Has knowledge of NA service structure or willingness to learn duties of a GSR

The GSR's Role at Area Service (Including but not limited to):

- Represents the group's conscience through voice and vote
- Engages in discussion and decision-making
- Records notes for the group report
- Purchases literature and submits receipts to the Treasurer
- Delivers group donations with receipts returned to the Treasurer
- Collects flyers and meeting directories
- Updates group meeting info on local lists or websites

Duties and Responsibilities of a GSR (Including but not limited to):

- Attend the group meeting regularly
- Attend the ASC meeting monthly
- Facilitate the group's business meeting (some groups assign this to the Secretary; it's determined by the group)
- Bring issues and motions from the ASC back to the group, and return to the next ASC meeting prepared to vote with the group's conscience
- Report to the ASC on group status, concerns, and any changes to meeting time or location (to update phone and meeting lists)

Area Service Committee (ASC);

- Learn how and where to obtain information in NA
- Learn about the subcommittees of the ASC, including:
- What each subcommittee does
 - When they meet
 - Who may attend
 - Which ones need support
 - How group members can participate

- Make ASC minutes available to the group
- Attend subcommittee meetings
- Learn the NA service structure
- Study the Guide to Local Service and ASC guidelines

Tools and Resources:

- 12 Traditions and 12 Concepts
- Personal recovery resources and step work
- Guide to Local Services in Narcotics Anonymous
- Area Service Committee Guidelines
- Group Contact List
- Experienced members, other trusted servants, sponsor, and friends in recovery

GSR Report: Group level – May include:

- Report on the proceedings of the most recent group business meeting
- Share open positions at Area and Region
- Communicate decisions made at the ASC
- Bring back discussions from the ASC for group input
- Highlight key points raised during ASC discussions
- Inform the group of open positions within subcommittees
- Announce Area and Regional activities during the regular meeting (optional)

GSR Report: Area level – May include:

- Mention any changes or updates to meeting information (time, location, etc.) for meeting lists, websites, and phonelines
- Report on the general health of the group
- Average number in attendance
- Financial stability — is the group self-supporting?
- Trusted servant positions — any openings?
- Share group concerns to be brought to the Area
- Announce upcoming group activities

How does a group take care of its business?

- Most groups hold a monthly business meeting to vote on literature purchases, Area donations, rent, supplies, and other group matters (ideally scheduled the week before the Area meeting)
- All decisions are made by group conscience
- Elections for trusted servant positions are held as needed, with prior notice when possible
- Groups send their GSR or representative to the ASC monthly
- Special business meetings are held when important issues arise, such as literature review or group conscience discussions

The Role of the Area Service Committee (ASC)

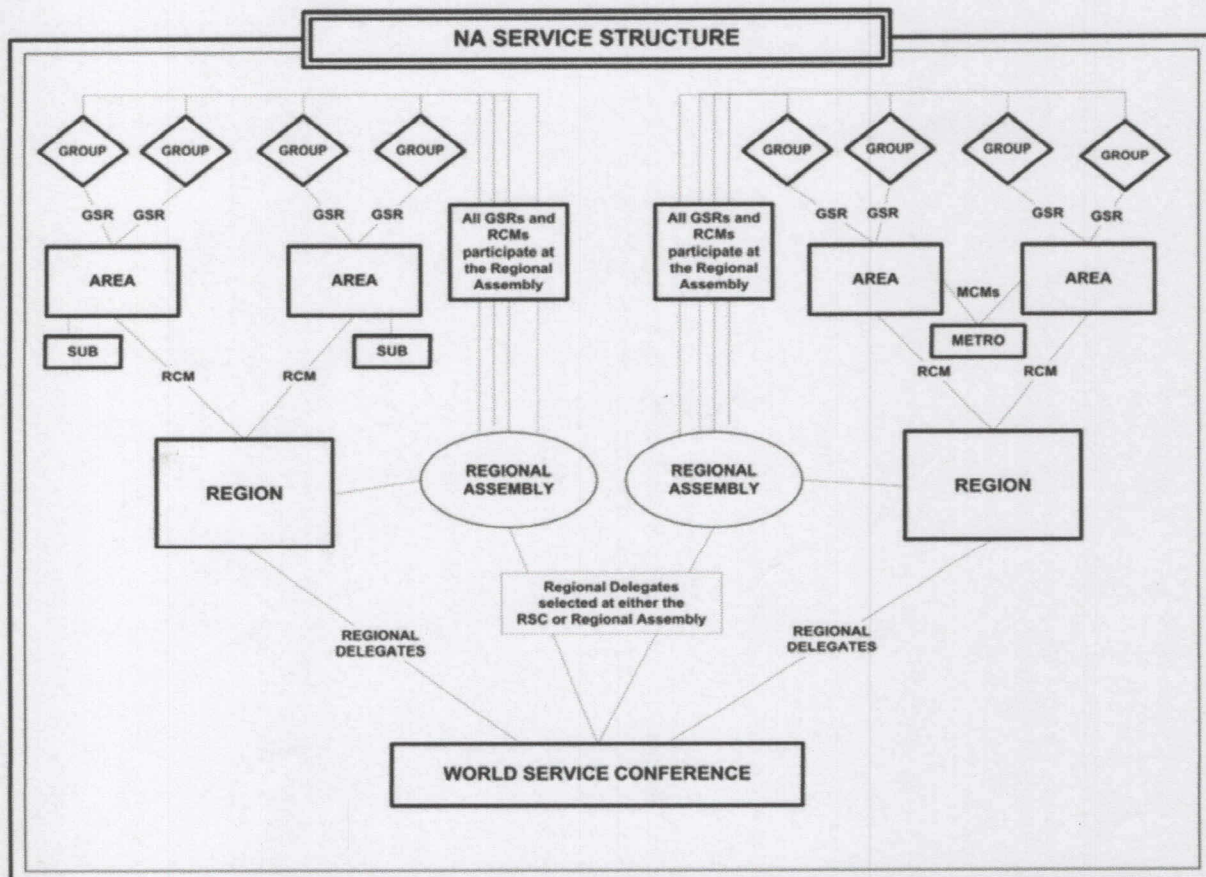
NA groups exist to carry the message of recovery through meetings. To stay focused on their primary purpose, groups follow the Ninth Tradition:

“They create service boards and committees directly responsible to those they serve.”

The Area Service Committee is the closest and most practical body for delivering these services. ASCs are directly accountable to the groups, who contribute funds and select trusted servants to support this work. Supporting that mission includes organized subcommittees like H&I panels, phone lines, area convention, public relations/outreach, etc., that demand more coordination and time any single group can manage alone.

Just as groups delegate trusted servants to the ASC, ASCs delegate to regional and world service bodies ensuring NA services are carried out effectively at every level.

diagram: NA service structure



Note: Above is a diagram of the NA service structure taken from "A Guide to Local Services in Narcotics Anonymous," which GSRs can access for a more detailed explanation of each component/level of NA service depicted here.

Frequently Asked Questions:

Should a GSR hold more than one group office?

- It is suggested that members hold only one service position in the group. As many members as possible are encouraged to be involved in service, as it is an important part of recovery!

What if the positions are at two different meetings?

- In order to provide service opportunities to more members, it is suggested that groups elect addicts who do not serve in other group service positions.

How does a group communicate concerns to the GSR?

- The group or any member may bring concerns to the GSR's attention at that group meeting.

What about GSR reports? How often?

- Depending on the Group Conscience, a GSR report can be made each week during the meeting or at the monthly business meeting. Some groups do not like to spend meeting time with reports.

What is a group conscience?

- An informed vote taken by the group as a whole;
- An expression of God's will;
- Is best for the group as a whole;
- The practice of placing principles before personalities (Tradition 12.)

When may a group conscience be initiated?

- A group conscience may be initiated anytime during a group business meeting if a member feels it's necessary.

How much notice should there be before a new GSR or Alternate GSR is elected?

- At least one month notice should be given before the planned election.

How does the Area donation get from the group to the Area?

- The group decides at their regular monthly business meeting if and how much of a donation they can make to the ASC. Ideally, a check or money is prepared and sent with the GSR or group representative to the regular monthly ASC meeting.

Points the GSR should be mindful of at the ASC:

- Does the GSR feel comfortable at the Area Service Committee meeting?
- Does the ASC adhere to the principles of the 12 Traditions and 12 Concepts?
- Does the ASC maintain an atmosphere of service?
- Are the trusted servants fulfilling their obligations to the Area? If not, did the Vice Facilitator of the Area go in their place and submit a report?
- How do the decisions made by the ASC affect the groups?



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[OTHER INFORMATION TO INCLUDE ??] BAY CITIES SPECIFIC INFO?

Subcommittee overview? High level with reference to the website for more details?

Info on parliamentary procedure, Roberts Rules of Order

ASC Meeting Agenda – sample; getting issues added to New Business

How to write a motion, examples / who can vote / what quorum is

Elections – how the process works

Sample literature ordering form

Other suggestions?