

A Guidebook For the Group Service Representative

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Welcome to the
Northwest Washington
Service Committee
For the Fellowship of
Narcotics Anonymous



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Welcome to the NORTHWEST WASHINGTON SERVICE COMMITTEE

If you are like most of us, you'll probably find a service committee meeting an utterly baffling, confusing and, at times, frustrating place. This booklet will help to explain the basis of what a "Group Service Representative" (GSR) does and how the Northwest Washington Service Committee (NWSCNA) works.

What does a GSR do?

A Group Service Representative is the first in a line of communication between a group and Narcotics Anonymous as a whole. They are the links that bind the groups together in the performance of our primary purpose, to carry the message of recovery to the addict who still suffers. It is their responsibility to keep a group informed of ASC goings on and to express a group's conscience in all matters. In other words, they are the voice of their group. Electing GSR's who will take an active part in the business of NA is probably the most important thing we can do to improve the unity of the fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote common welfare.

The active participation of each group representative is essential for a successful Service Committee. The GSR attends the bi-monthly NWSCNA meetings and speaks for their group at these meetings. They take part in the planning and implementation of any functions, which affect the members of their group. As a result of their participation, they can keep their group informed about what is happening in NA. Participation in the bi-monthly subcommittee meetings is also a part of being an active GSR and will keep our Service Committee informed on how NA is working in the community and where help is needed from our members.

In addition to this, members of a group should always be able to go to their GSR and find out about activities and subcommittees, other groups, how our NA service structure works, the Twelve Traditions and Twelve Concepts, and how they can become more involved. One resource to find out more about how the service structure works is *The Guide to Local Service*, which is available through the website www.na.org or www.wnir.org.

What is a Group Conscience?

In NA we are concerned with protecting ourselves from ourselves. Our 2nd Tradition (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) is an example of this. By nature we are strong-willed, self-centered people. We rely on a loving God, as he expresses himself in our group conscience, rather than on personal opinion or ego. We must be constantly on guard that our decisions are truly an expression of our groups. True spiritual principles never conflict and never contradict any of our Traditions, Concepts, or Guidelines.

Many times the agenda of the NWSCNA meeting will have old business, new business, open forum and open positions. Some of these issues will be taken to group's business meetings directly and carry their conscience back to the NWSCNA. There are times when the GSR won't get a chance to take the information back to the group and they will be asked to express a group conscience at the moment. To do this we set our egos aside keeping in mind the Twelve Traditions and Twelve Concepts, the primary purpose, and your group's feelings and allow your Higher Power, as you understand it, to reveal your group's conscience to you.

What is the Northwest Washington Service Committee (NWSCNA)?

Although anyone can be a member of Narcotics Anonymous as long as they have a “desire to stop using” (3rd Tradition), the Service Committee is established by the groups as a means to express the groups’ conscience on issues that affect other groups, the NWSCNA and NA as a whole. Therefore, membership in the NWSCNA is limited to those trusted servants selected by the groups to represent them. We welcome all, but only GSRs or an appointed group member can make motions and/or vote.

The NWSCNA officers are:

- Chairperson: The chairperson presides over and facilitates the NWSCNA meetings and maintains the Service Committee archives.
- Vice-Chairperson: The vice-chairperson coordinates subcommittee functions and fills in for the chairperson and subcommittee chairperson if that person is unavailable.
- Secretary: The secretary keeps and distributes minutes of each NWSCNA business meeting.
- Secretary-in-Training: The Secretary-in-Training assists the secretary with the secretary’s duties.
- Treasurer: The treasurer maintains the Service Committee’s funds in a bank account and makes a report of contributions and expenditures at each regular NWSCNA meeting.
- Treasurer-in-Training: The Treasurer in-Training assists the treasurer with the treasurer’s duties.
- Regional Committee Member I and Regional Committee Member II: An RCM I and RCM II are to the Service Committee what the GSR and GSR Alternate are to the group. They provide two-way communication between the Northwest Washington Service Committee and the rest of NA. They also represent the group conscience of the NWSCNA at the regional level.

The NWSCNA members are:

- NWSCNA Officers
- Permanent Sub-Committee Chairs (Activities, Chicks in the Sticks, Public Relations, Spiritual Connection)
- Conventions & Events Representative
- Directories Coordinator
- GSR Mentor
- Phonenumber Coordinator
- Website Coordinator
- Alternate Website Coordinator
- GSRs or group designees.

The NWSCNA Permanent Subcommittees are:

- Activities: Activities provide functions that promote unity within the fellowship and raise funds over and above regular group functions.
- Chicks in the Sticks: A women’s annual campout.
- Public Relations: Public Relations provides service in the following areas –
 - ✧ Hospitals and Institutions (H&I): Hospitals and Institutions make it possible to carry the message into meetings held in hospitals, treatment centers and institutions.
 - ✧ Public Information (P.I.): Public Information carries the message of NA throughout the community.

How Does the NWSCNA Work?

The NWSCNA meets on the first Saturday of February, April, June, August, October, and December. The time and location are in the Service Committee schedule and on the Service Committee website. The chair calls the meeting to order, then follows an agenda in this order:

NWSCNA Meeting Format

Serenity Prayer

Reading of the NA Service Prayer.

Reading of the 12 Traditions and 12 Concepts.

Introductions.

Recognition of new groups and GSR's

Approval of minutes from the last Service Committee meeting

Old Business

Elections or Nominations if needed

Officer and Sub-Committee Reports (discussion after each report if needed)

Open Forum

New Business

Group reports (discussion after each report if needed)

Announcements

Reading of the NA Service Statement

Close with circle of unity and the 3rd Step Prayer.

The references we use in conducting business at the NWSCNA are in the following order: the *12 Traditions, 12 Concepts*, our current *Guidelines*, any special rules of order the NWSCNA may adopt (Major Motions), past NWSCNA motions, *The Guide to Local Service, Robert's Rules of Order, Short Form*, and the current rules of the meeting room.

Business is brought before the NWSCNA by the motion of a member. A motion is a formal proposal by a member that the NWSCNA take certain action.

Making a Motion: In the NWSCNA any NA member attending the meeting may make a motion after obtaining the floor, if no other motion is still pending (hasn't been voted on, postponed or otherwise disposed of). A voting member must second it. If a motion is not seconded it dies and then business goes on. If it is seconded, the chair states the question on the motion and announces that the motion is moved and seconded. The chair then reads the motion. The motion is now before the assembly and is subject to discussion. At the end of discussion, the chair asks if there are any members who oppose or abstain from the motion. If there are, the chair asks if they are willing to. During this time it can also have many secondary motions applied to it relating to conducting business such as amend, refer to committee, postpone (table), move the previous question, and others. One of the common secondary motions of the NWSCNA is to amend the main motion (change something in the original). In some cases these secondary motions can be made to each other and pile up. (See *Robert's Rule of Order, Newly Revised* for more information.)

Debate: Immediately after stating the question, the chair turns to the maker of the motion to see if they wish to speak first in debate, as is their right. After they finish, or if they decline speaking, the chair recognizes members who want to obtain the floor and then speak.

Voting: When debate is finished, it is either sent back to the groups to be voted upon (major motions only), or the chair presents the question and the body attempts to reach a decision through consensus. If there is no opposition to the motion, the chair may declare the motion as having passed by “consensus”. Consensus based voting is becoming more popular and widely used in NA. If consensus cannot be reached, the chair then calls for a show of hands of those for or against the motion. The chair and recording secretary both count the vote to verify it and then the chair announces the results. If on a close vote, when any member feels the vote is announced incorrectly, they may call a second count. After the vote is announced the floor is open for additional business because no question is pending.

Ending the Meeting: After all business is taken care of, a voting member moves to adjourn the meeting. This motion is seconded and voted on without debate.

Why is there a Service Committee?

This section defines our purpose – the reason we exist. Our purpose is based on NA’s 5th Tradition. “Each group has but one primary purpose – to carry the message to the addict who still suffers.” and the 12th Step, “we tried to carry the message to the addict who still suffers.” Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery – that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The Northwest Washington is the point of decision for our combined groups, and it is directly accountable to them in its actions. “The final responsibility and authority for NA Services rests with the NA Groups.” (2nd Concept)

How does the NWSCNA help personal recovery?

Ask yourselves how many of us found NA through a hospital or institution? How many of us found the fellowship through the helpline or as a result of public information work at schools or elsewhere? How many of us have been helped by having a schedule to let us know where a meeting was when we needed one now? How many of us have their recovery enhanced because of the widespread availability of NA literature, including our Basic Text, or by participating in activities or conventions? None of these would have happened had there not been a Service Committee.

Without the NWSCNA, NA in our area would not be as organized and effective as it is today. In order to provide these services, the NWSCNA needs the active participation of its GSR’s. A group supports the NWSCNA both financially and spiritually. It takes money to provide the services we have described; it is the group’s responsibility to offer this support. In order to provide a full line of services the NWSCNA requires a steady flow of funds.

Keep coming back and keep it simple.

Don't let this guidebook overwhelm you. Some of these procedures might sound complicated, but they do become simpler with practice. Show up at the monthly NWSCNA, ask questions (we never stop learning), share what you have learned and enjoy your term as Group Service Representative. Remember that the Service Committee is here to be of service to you and your group.

IT WORKS!



WHAT THE ACRONYMS MEAN

| | |
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| BOD | Board of Directors (World Service) |
| CAR | Conference Agenda Report |
| CAT | Conference Approval Track |
| GSR | Group Service Representative |
| H&I | Hospitals and Institutions |
| IP | Informational Pamphlet |
| NA | Narcotics Anonymous |
| NAWS | Narcotics Anonymous World Service |
| PI | Public Information |
| PRC | Public Relations Committee |
| RCM | Regional Committee Member |
| RD | Regional Delegate |
| RDA | Regional Delegate Alternate |
| RSC | Regional Service Committee |
| RSO | Regional Service Office |
| WB | World Board |
| WNIR | Washington Northern Idaho Region |
| WSC | World Service Conference |
| WSO | World Service Office |

