SOUTHERN OREGON AREA NARCOTICS ANONYMOUS G.S.R.HANDBOOK

SOUTHERN OREGON AREA NARCOTICS ANONYMOUS GSR HANDBOOK REVISED 2025

INTRO TO THE BASIC TEXT SIXTH EDITION

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. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth.

GSR ORIENTATION

Performed by the SOASC vice chair 30 minutes before SOASC meets.

Welcome and thank you for volunteering for this very important position that is so instrumental in carrying out our Primary Purpose in Narcotics Anonymous.

The first thing you should know is that Area Service was developed to provide our Local Groups with a venue that facilitates Services to assist Groups to provide Services for Carrying our message in the Service area, so that our Groups can focus on the Primary Purpose of carrying the NA Message. You are your group's GSR a liaison that carries information between area service and the group.

Sub-Committees are another vehicle we use to perform those duties. We will hear reports from each committee chair. They are Hospitals and Institutions, Public Relations, Activities and Literature, and other sub-committees that have been formed for specific tasks or events.

Area is formed and supported by the groups and follows the direction of the Groups collectively. In other words, Area does not govern or give any direction to the Groups. The Groups give directions to Area, although there may be times when Groups ask for assistance in areas where members with more experience may be helpful with suggestions based on their collective experience.

It has been said that " sometimes the smallest voice is the voice of reason" and for that purpose we all have a voice and should be heard.

This position carries with it a big responsibility. It is important that the GSR attend all Group meetings and all Area Service Meetings (barring any personal emergencies). This position will give many of us an opportunity to learn the true meaning of Commitment. It is not to be taken lightly. In the big scheme of things, we can be instrumental in our newer members early Recovery. Like our children, our Newcomers are watching us, and we can be a good example of what to do here in NA.

There is much order and following of agendas here at Area. This is NOT a meeting where people pipe up and say, "I'm and I'm an Addict". This is much like school. When you want to talk, you raise your hand. (You will experience others speaking up at random, please don't follow their example)

There are Reports, Motions, Agenda items, Rules of order and open forums. If you are confused or have any questions don't be afraid to raise your hand and ask them.

We have found it helpful to have a previous GSR come with the new GSR or have a new GSR sit next to someone with some experience of being a GSR. There are no dumb questions, we know it is a lot and confusing. We are so grateful you are here. Thank you for serving your group and your area.

Introduction to Area Service for GSRs

Welcome to Area service! We are delighted to have you join us and hope that this aspect of service proves as rewarding for you as it has been for us. To help ease your introduction to the Area Service Committee (ASC) meeting, we have provided the following information. Trying something new can feel awkward or uncomfortable at first but stepping out of your comfort zone is a vital part of personal growth. For your initial meeting, we encourage you to sit next to someone with experience and to ask as many questions as needed.

What is the Area Service Committee?

The Southern Oregon Area Service Committee (SOASC) is composed of recovering addicts who volunteer their time to meet monthly and address the business matters of the Southern Oregon Area of Narcotics Anonymous. Formed by the individual groups in the region, the SOASC exists to serve these groups in ways they deem appropriate and in alignment with the Twelve Traditions and Twelve Concepts of N.A. service.

What Does the Area Service Committee Do?

The committee acts as a communication link between groups and other levels of N.A. service. Service to the area is carried out through various subcommittees, including Activities, Hospitals and Institutions, Public Information, and the Literature Committee. More detailed information about the ASC's functions and responsibilities can be found in our Bylaws. Please keep a copy for reference.

How Does the ASC Work?

The ASC meeting follows a standard business format to ensure organized and efficient proceedings. The typical agenda is as follows:

1. Meeting Opens: The Chairperson begins the meeting with the Serenity Prayer.
2. Readings: The Twelve Traditions and Twelve Concepts of N.A. Service are read aloud.

3. Roll Call: The Chairperson conducts a quorum call to confirm that at least 51% of active groups are represented, allowing business to proceed. Respond with "present" or "here" when your group's name is called.
4. Minutes: The minutes from the previous meeting are submitted for approval, and you will receive a printed copy.
5. Area Officers' Reports: The Chair, Vice-chair, Treasurer, Alt-Treasurer, RCM, and RCM-Alternate present their reports. The Treasurer will distribute printed copies of the monthly budget and group donations, while the RCM reports on the Regional Service Committee meeting.
6. Subcommittee Reports: Each subcommittee representative presents their report to the ASC. There is an opportunity to ask questions after each report. Important information is shared, so taking notes is recommended.
7. GSR Reports: Each group's GSR reads their report to the committee. Refer to GSR Guidelines for the report format.
8. Old Business: Unfinished business from the previous month is revisited and, if possible, resolved. Some motions may be referred back to the groups for input or may require more information before a decision can be made.
9. New Business: New motions are introduced using Motion Request Forms, available from the Secretary. Experienced GSRs can help with drafting motions. Motions can be submitted at any point before the end of New Business and will be discussed in the order received. A chart outlining the voting process is included for reference and may be useful during meetings. After attending a few meetings, the process will become more familiar. Your participation is encouraged.
10. Open Forum: The remaining time of the meeting's two-hour allocation is used for open discussion of area problems, issues, group concerns, or topics not covered during the business portion. Everyone is encouraged to participate, as this committee values all input.
11. Meeting Closes: The Chairperson concludes the meeting with a Circle of Unity.

Remember: 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 trusted servants and do not govern. The ASC strives to reach a group conscience through discussion and voting, always guided by the traditions of Narcotics Anonymous. Southern Oregon Area GSR Guidelines

Purpose of the GSR

The Group Service Representative (GSR) is responsible for keeping the group informed and for communicating with the group conscience at the SOASC. GSRs should attend both the meetings they represent and the ASC meetings regularly. Attendance and active

participation are essential. GSRs should also attend their group's business meetings and come prepared with written reports.

Preparation helps meetings run smoothly. For instance, providing a brief mention of a convention (e.g., "Convention Nov. 9th thru 11th in Florida") is sufficient, as interested members can seek further details. However, local events such as a speaker meeting and dance in Central Point require more information, such as address, time, speakers, band name, and cost. Only mention events scheduled for months in the future; provide details as the date approaches.

GSRs have a significant impact on the success of N.A. functions. Preparing your report in advance ensures all necessary information is included and assists the secretary with accurate minutes. Flyers will be available at Area to bring back to your group—take only what you need and make copies as necessary. For distant events, one or two copies should suffice. Confirm with your group how many copies are needed and obtain group approval for reimbursement before spending money. Share minutes from the ASC with your group so interested members can review them.

In N.A., "we are each other's eyes and ears." It is every member's right—and every GSR's responsibility—to understand how well-trusted servants fulfill their duties.

What Should Be Included in the Report to Your Group?

- Announce the day, time, and place of subcommittee meetings.
- List upcoming activities in chronological order, focusing more on local events as they attract more interest.
- Mention any changes to the meeting list.
- Share any requests or information from other groups (e.g., "Friday noon meeting needs support").
- Report on the results of Area business from the last ASC.
- Inform about any upcoming Area business that requires a group conscience.
- State when the next group business meeting will occur.

Welcome to the Southern Oregon Area Service Committee

This packet is designed to help you use the New G.S.R. Packet and understand your role. Inside, you will find:

- G.S.R. Report Form (please make copies as needed)

- Literature Order Form (please make copies as needed)
- Area Bylaws
- Motion Form (please make copies as needed)
- Glossary of terms used at the ASC
- Robert's Rules of Order at a Glance
- Motion Procedure

If you have questions about any forms, please ask the Area Vice Chair, RCM, or Alternate RCM for assistance.

Voting at the ASC

As a GSR, you are the voting member for your group at the ASC meeting. Your group has entrusted you to vote on its behalf. The ASC operates on a One Group One Vote principle. Anyone can make a motion, but only a GSR can second it to bring it to the floor. Most votes require a simple majority, though some may require a two-third majority. Some motions are voted on at the ASC, while others need to be sent back to the groups for input before a vote can occur.

Reports at the ASC

Your report should be written on a G.S.R. Report Form (included in your packet or available from the Secretary). Assistance is available from the Vice Chair, RCM Alternate, or an experienced GSR if needed.

Money at the ASC

Your group has entrusted you with funds collected under the 7th Tradition. You are responsible for two tasks:

- Purchase all the literature your group requires.
- Submit the remaining funds as a group donation to the Area Treasurer.

Miscellaneous Responsibilities

Listen carefully to all reports shared at the ASC and note any information about events or problems to relay to your group. Take copies of flyers, announcements, and approved minutes from the previous ASC meeting. Do not hesitate to ask questions, this ASC exists to serve your group.

Self, Society, Freedom, Goodwill

Southern Oregon Area Narcotics Anonymous

GROUP REPORT FORM

Date

Group Position: GSR_____ ALT. GSR_____
REPORTING FOR_____

Average Attendance_____

Average Newcomers_____

Area Donation_____

How is your group
doing?_____
_____
_____
_____
_____
_____

How can Area serve your
group?_____
_____
_____
_____
_____
_____

SOUTHERN OREGON AREA MOTION FORM

Date:_____

Made By_____

Seconded By_____

Motion:_____

_____

_____

Intent:_____

_____

_____

Southern Oregon Area Motion Form

Motion # Yes _No Abstain

Status

_____

_____

THE FOLLOWING IS A GLOSSARY OF TERMS THAT YOU MAY OR MAY NOT BE FAMILIAR WITH

SOANA	Our Area Name Southern Oregon Area Narcotics Anonymous
S.O A.S.C.	Southern Oregon Area service Committee
PCRNA	Our regions name is Pacific Cascade Region
R.S.C.	Regional Service Committee
W.S.C.	World Service Conference (occurs yearly)
WSO	World Service Office. This is who publishes our literature and offers support to the WSC. Their address is in the Basic Text.
GSR	Group Service Representative (group to Area)
RCM	Regional Committee Member (area to region)
RD	Regional Delegate (region to world)

The SOASC has four subcommittees. They are:

Activities:	Provides Celebrations for the fellowship

H&I: (Hospitals & Institutions): Take presentations into places where addicts do not have access to outside NA meetings.

Literature: Buys and sells NA Literature to the fellowship

PI: Public Information Informs the public About NA and runs our Phoneline,

There are seven Executive Positions at our Area Service Committee:

Chairperson:	Presides over the area service committee meeting.
Vice Chairperson:	Assists the Chair and helps with the subcommittees
Secretary:	Records minutes at the Area Service Committee
Treasurer:	Responsible for all donations and expenditures
Alt Treasurer:	Helps with Treasurer duties and fills in for Treasurer
RCM:	Represents the Area to the Region
RCM Alternate:	Trains to be the RCM. Assists the RCM

Roberts Rules of Order: Guidelines and Procedures for Committee Meetings

Introduction

The following pages present a simplified version of rules adapted from Robert's Rules of Order, Newly Revised, and the US House of Representatives' rules. These sample rules differ in some details from Robert's Rules; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where Robert's Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

Decorum Statement

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants. These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

Debate and Its Limits

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three speakers in favor and two or three speakers against the motion. Each speaker addressing a motion in debate is typically allotted two or three minutes to express their views.

Motions

There are two basic types of motions: main motions and parliamentary motions. Understanding the distinction between these is essential.

Main Motions

A motion is a statement of an idea that a committee member wants the committee to put into practice. After being recognized by the chairperson, the member states, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then provides a brief explanation of its importance, known as speaking to the intent of the motion. Since all motions must be recorded in the minutes with exact wording, the maker should write out the motion whenever possible, especially if the motion is long or complicated.

Every motion requires a second, meaning another member supports further discussion or action regarding the idea. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will declare, "The motion dies for lack of a second," and the committee moves on to other business.

The chairperson may rule a motion, out of order if it goes against the committee's standing policy, contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at that point in the meeting. Robert's Rules of Order can be consulted for further examples of motions that may be out of order. Any member who wishes to challenge the chairperson's ruling may appeal as described below. If no appeal is made, or the chair's decision is upheld, the committee proceeds to other business.

Parliamentary Motions

Parliamentary motions are "sub-motions" made during debate on a main motion and affect that motion in some way. While there are many types, only the most practical ones are discussed below.

1. Motion to Amend: Requires a simple majority and is debatable. If a member feels a motion would benefit from a change, they may say, "I move to amend the motion..." and propose specific language changes. Amendments must be moved and seconded before debate. After debating the amendment, the body votes on it, then resumes debate on the main motion as amended, if applicable. If the original motion makers accept the amendment, it becomes a friendly amendment and no further second, debate, or vote is required.

2. Motion to Call the Previous Question: Requires a two-thirds majority and is not debatable. This motion is made by stating, "I call for the question," or "I move the previous question," which means requesting an immediate vote. The chair must recognize the motion and call for a vote without debate. Liberal use of this motion helps prevent unnecessary, lengthy debate but should not be used to curtail discussion prematurely.
3. Motion to Table: Requires a simple majority and is not debatable. Used to postpone consideration of a motion until a later date or meeting. If seconded, the committee votes immediately; if the motion passes, it is scheduled for a future agenda.
4. Motion to Remove from the Table: Requires a simple majority and is not debatable. This motion brings back a previously tabled motion for discussion before the originally set time. If it passes, debate resumes; if it fails, the committee moves on.
5. Motion to Refer: Requires a simple majority and is debatable. If the committee lacks information to decide, a member may move to refer the motion to a subcommittee. If second, the body may debate before voting. The subcommittee will report back at the next meeting.
6. Motion to Reconsider or Rescind: Majority required varies and is debatable. If a member believes a passed motion may be harmful, they may move to reconsider (reopen) or rescind (void) the motion. Restrictions include motion passed at the last or current meeting, new information, and the maker must have voted with the winning side. The chair will rule out of order if any requirement is unmet. Reconsideration requires a simple majority; rescinding requires prior notice and a simple majority, or two-thirds if not prior notice.
7. Request to Withdraw a Motion: Requires unanimous consent and is not debatable. The maker of a motion may request withdrawal during debate. If there are objections, debate continues; if not, the motion is withdrawn.
8. Offering a Substitute Motion: Requires a simple majority and is debatable. A substitute motion entirely replaces the original idea and is handled like an amendment.
9. Motion to Adjourn: Requires a simple majority and is not debatable. Any voting member may move to adjourn at any time; frivolous motions may be ruled out of order. The chair may adjourn the meeting after all business is finished without motion.

Other Procedures

Beyond parliamentary motions, members may use other procedures to clarify or alter the proceedings.

- Order of the Day: If business strays from the agenda, a member may say, "I call for the order of the day," requesting adherence to the agenda. No second or vote is needed; the chair must enforce the request unless two-thirds object.
- Point of Information: Any member needing information may say, "Point of information," to ask a question of the chair or another member. No second, debate, or vote is required.
- Point of Order: If a rule appears to be violated, a member may state, "Point of order." The chair asks for clarification and, if appropriate, restates the rule or overrules the point. This decision may be appealed.
- Point of Appeal: Any member may appeal a chair's decision by stating, "I appeal the decision of the chair." If second, debate and a vote follow, with a simple majority required to overrule the chair.
- Parliamentary Inquiry: A member unsure how to proceed may ask, "Point of parliamentary inquiry." The chair must answer immediately, referencing the rules if needed. No second, debate, or vote.
- Point of Personal Privilege: For urgent personal comfort issues (e.g., excessive smoke, noise, temperature), a member may interrupt with, "Point of personal privilege." The chair will accommodate reasonable requests.

Voting Procedures

Votes are typically taken by a show of hands, with the chair requesting votes in favor, opposed, and abstaining for each issue. All three categories should be requested each time, even when the outcome appears clear. These notes are only a brief overview of rules of order for business meetings. For further information, consult Robert's Rules of Order-Newly Revised.

TYPE OF MOTION	PURPOSE	INTURRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the meeting	No	Yes	No	Simple
Amend	To change the language of the motion	No	No	Yes	simple
Amend by substitution	Alter the main motion by completely rewriting it, while preserving intent	No	No	Yes	Simple
Appeal ruling of chair	Challenge a decision the chair has made about the rules of order	Yes	Yes	Yes	Simple
Point of information	To be allowed to ask a question about a motion, not to offer new information	Yes	No	No	None
Main Motion	An idea a committee	No	Yes	Yes	Varies

	member wants the committee to [put into practice				
Order of the day	To Make the committee return to its agenda if it gets onto another track	Yes	No	No	None
Point of Order	To request clarification of rules of order when it appears they are being broken	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order	Yes	No	No	None
Previous question	To skip debate and vote right now	No	Yes	No	2/3
Privilege, Personal	To make a personal request of the chair of the committee	If urgent	No	No	None
Reconsider	To reopen for debate, a motion previously passed	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed	No	Yes	Yes	2/3
Table	To put off further consideration of a motion until a later date and time	No	Yes	No	Simple
Withdraw a motion	To allow a motions maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

Southern Oregon Area Service Committee Meeting Agenda

☺ Moment of Silence followed by the Serenity Prayer

☺ Reading of the Intro to Basic Text, 6th Edition

☺ Reading of the Twelve Traditions of Narcotics Anonymous

☺ Reading of the Twelve Concepts of Service

☺ Review of Minutes for Approval

☺ New GSR Introductions

☺ Clean Time Recognition

☺ Convention committee report

☺ Sub-Committee Reports:

☺ Activities

☺ Public Relations

☺ Hospitals & Institutions

☺ Southern Oregon Area Women's Retreat

☺ Group Roll Call & Reports

☺ Officer Reports:

☺ Chair ☺ Vice Chair

☺ Secretary/Alt Secretary

☺ RCM/ Alt RCM (after region)

☺ Old Business

☺ New Business

☺ Reading & Discussion of Monthly Concept

☺ Open Forum

☺ Literature Report

☺ Treasurer Report

☺ Closing of the Meeting

(All Reports and Motions should be turned in to the Secretary to be included in the Minutes)

THE 12 TRADITIONS OF NA

First tradition

Our common welfare should come first; personal recovery depends on NA unity.

Our First Tradition concerns unity and our common welfare. One of the most important things about our new way of life is being a part of a group of addicts seeking recovery. Our survival is directly related to the survival of the group and the Fellowship. To maintain unity within NA, it is imperative that the group remain stable, or the entire Fellowship perishes and the individual dies.

Second 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.

Our direction in service comes from a God of our understanding, whether we serve as individuals, as a group, or as a service board or committee. Whenever we come together, we seek the presence and guidance of this loving Higher Power. This direction then guides us through all our actions. [...] When we choose a member to serve us in some capacity, we exercise mutual trust.

Third Tradition

The only requirement for membership is a desire to stop using.

The Third Tradition encourages freedom from judgment. It leads us on the path of service toward an attitude of helpfulness, acceptance, and unconditional love. [...] Addiction is a deadly disease. We know that addicts who don't find recovery can expect nothing better than jails, institutions, and death. Refusing admission to any addict, even one who comes merely out of curiosity may be a death sentence for that addict.

Fourth Tradition

Each group should be autonomous except in matters affecting other groups or NA as a whole.

Each group does have complete freedom, except when their actions affect other groups or NA as a whole. If we check to make sure that our actions are clearly within the bounds of our traditions; if we do not dictate to other groups, or force anything upon them; and if we consider the consequences of our action ahead of time, then all will be well.

Fifth Tradition

Each group has but one primary purpose— to carry the message to the addict who still suffers.

What is our message? The message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom. When all is said and done, our primary purpose can only be to carry the message to the addict who still suffers because that is all we have to give.

Sixth Tradition

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.

Within the limits established by Tradition Six, we have tremendous freedom to carry the message of recovery and help other addicts. We have clear boundaries set by our identity as Narcotics Anonymous. When we take care to observe those boundaries, our outside relationships enhance our ability to carry the message to the addict who still suffers rather than diverting us from our primary purpose.

Seventh Tradition

Every NA group ought to be fully self-supporting, declining outside contributions.

By encouraging our group to pay its own way, the Seventh Tradition gives our group the freedom to share its recovery as it sees fit, not obligated to outside contributors. Further, it gives our group the freedom that comes from inner strength, the strength that develops through applying spiritual principles.

Eighth Tradition

Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers. In this tradition we say that we have no professionals.

By this, we mean we have no staff psychiatrics, doctors, lawyers, or counselors. Our program works by one addict helping another. If we employ professionals in NA groups, we would destroy our unity. We are simply addicts of equal status freely helping one another.

Ninth Tradition

NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

NA groups join together, combining their resources to create service boards and committees that will help them better fulfill their primary purpose. Those boards and committees are not called to govern NA; they are called, rather, to faithfully execute the trust given them by the groups they serve.

Tenth Tradition

Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

There are a great number of addiction-related issues that others might expect a worldwide society of recovering drug addicts to take positions on. [...] Our answer, according to Tradition Ten, is that our groups and our fellowship take no position, pro or con, on any issues except the NA program itself. [...] For our own survival, we have no opinion on outside issues.

Eleventh Tradition

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.

The existence of a public relations "policy" implies the importance of a public relations "program" in carrying out our fellowship's primary purpose. [...]As NA groups, service boards, and committees, we deliberately and energetically cultivate good public relations, not as an incidental result of our normal activity but as a way to better carry our message to addicts. [...] Public anonymity helps keep the focus of our public relations on the NA message, not the PI workers involved.

Twelfth Tradition

Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Anonymity is one of the basic elements of our recovery and it pervades our Traditions and our Fellowship. It protects us from our own defects of character and renders personalities and their

differences powerless. Anonymity in action makes it impossible for personalities to come before principles.

The 12 CONCEPTS OF NA

First Concept

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.

The primary responsibility of an NA group is to conduct its recovery meetings, carrying the message directly to the addict who still suffers. Groups join their strength in the service structure, ensuring that other services—H&I, PI, literature development, for example—are fulfilled effectively and without distracting the groups from their own primary purpose.

Second Concept

The final responsibility and authority for NA services rests with the NA groups.

The groups have final responsibility for and authority over the service structure they have created. By fulfilling their responsibility to provide their service structure with the conscience and ideas, people, and money it needs, the groups also exercise their authority. Conversely, the service structure must always look to the groups for support and direction.

Third Concept

The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

In day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned to them. This is not a blank check issued to the service structure; the groups still bear final authority. To make Concept Three work, we must carefully select trusted servants.

Fourth Concept

Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

Leadership is very important to the welfare of our fellowship. The essay on this concept describes an array of leadership qualities to be considered when selecting trusted servants.

Fifth Concept

For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

In defining a single point of decision for each service assignment, we eliminate confusion about who has authority to do what. We also clarify accountability for our services: whoever is given the authority for a particular task will be held accountable for the fulfillment of that task.

Sixth Concept

Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

Group conscience is the means by which we bring the spiritual awakening of the Twelve Steps to bear in making service-related decisions. It is fundamental to our fellowship's decision-making

process. It is not, however, merely a euphemism for “voting” and is not itself the NA decision making process.

Seventh Concept

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 processes.

All members of a service body bear substantial responsibility for that body's decisions; therefore, all of them should be allowed to fully participate in its decision-making processes. NA service is a team effort. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.

Eighth Concept

Our service structure depends on the integrity and effectiveness of our communications.

Regular communication is essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.

Ninth Concept

All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

To check judgment, to guard against hasty or misinformed decisions, and to invite the sharing of new ideas, our services must consider all viewpoints when making plans. This is essential to the development of a fair, wise, balanced group conscience.

Tenth Concept

Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

The Tenth Concept encourages us to treat each other with respect in the service environment and provides us with a means of making amends when we wrong others. The essay describes ways in which an individual who feels he or she has been wronged can go about seeking redress of his or her grievance.

Eleventh Concept

NA funds are to be used to further our primary purpose and must be managed responsibly.

The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability. Direct contributions to each level of service help us focus on our primary purpose and enhance accountability.

Twelfth Concept

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Within the context of the Twelve Concepts, as a body, this concept serves much the same function as Tradition Twelve in the context of the traditions. It brings our consideration of concepts for NA service back to the spiritual root of selfless service. “A structure based on that foundation could only be one of service, never of government.

POSITIONS NEEDED LIST

Meeting Name:_____

Meeting Day & Time:_____

Position (s) needed:_____

Meeting Name:_____

Meeting Day & Time:_____

Position (s) needed:_____

MeetingName:_____

Meeting Day & Time:_____

Position (s) needed:_____

Meeting Name:_____

Meeting Day & Time:_____

Positions needed_____

THIS FORM IS INTENDED TO HELP YOUR GROUP WITH IT'S BUSINESS MEETING AND IS

NOT INTENDED TO DICTATE HOW YOUR BUSINESS MEETING SHOULD BE RUN.

Group Business Meeting

Agenda

Date of Meeting

Call to order at am/ pm by

Moment of silence followed by the Serenity Prayer.

12 Traditions read by

12 Concepts read by

Read minutes from previous business meeting (if there are minutes taken)

Reports...

GSR Report on whatever happened at the last Area Service Committee Meeting, Area

Subcommittee Meeting, etc...

GSR Alternate (same)

Secretary Report on how the meeting is going, literature needed, anything about the facility,

etc...Secretary Alternate (same)

Treasurer Reports on how much the total 7th Tradition was, list all expenses, number of

people in attendance, etc. and give this information and the money to the GSR or Alternate

Coffee Maker Reports on what coffee supplies are needed, etc....

Old Business...

This is where your group discusses anything that was tabled or put off at the last Group Business meeting.

New Business...

This is where the group holds elections, votes on motions from the Area Service Committee

meeting, and on anything else the group needs to talk about.

Meeting Adjourned at am/pm