



GROUP SERVICE REPRESENTATIVES

**ROLES &
RESPONSIBILITIES**

Welcome to the Bay Area Service Committee of Narcotics Anonymous [BASCNA]. BASCNA is a service committee directly responsible to the Narcotics Anonymous [NA] groups who have joined together in the geographical area of Pinellas County, Florida. We meet the second Sunday of each month to serve the groups of the Bay Area of NA and forward the primary purpose of the groups with the subcommittees of Hospitals and Institutions [H&I], Public Relations [PR], Activities, Helpline, Policy and Newsletter. You can find the definition and purpose of each subcommittee within the BASCNA policy manual that is available to each group's Group Service Representative [GSR] or online at BASCNA.org. In this orientation booklet, we will try to answer the most frequently asked questions by new GSR's and NA members. This booklet will not be totally exhaustive. We want you to ask questions of the trusted servants and the members to the left and right of you. Please always remember, our primary purpose is to carry the message of recovery to the addict who still suffers. Thank you for being in and of service to your group, area, and NA as a whole!

Here is a list of the elected trusted servants of BASCNA. Please read the duties and responsibilities of each in the BASCNA policy manual:

- Chairperson
- Vice Chairperson
- Area Secretary
- Alternate Area Secretary
- Area Treasurer
- Alternate Area Treasurer
- Regional Committee Member 1 [RCM1]
- Regional Committee Member 2 [RCM2]
- H&I Chairperson
- Policy Chairperson
- Literature Chairperson
- Literature Helper
- PR Chairperson
- Helpline Chairperson
- Newsletter Chairperson

Florida Regional Convention of Narcotics Anonymous [FRCNA] subcommittee members

We utilize a modified version of Robert's Rules of Order or Parliamentary Procedures in our decision-making process. Here are some of the terms you might hear:

- Motion and or maker of the motion
- Second, seconder of the motion
- Move to vote or call for a vote
- Motion to change the order of the day – change the agenda to deal with a specific issue first (like elections)
- Point of order – questioning the decision of the chairperson
- 2 pros and or 2 cons (meaning discussion in favor of the motion and discussion against the motion)
- Motion to table – delay of proceeding on a motion until a set time and date or to an action such as an Ad hoc committee or back to the individual groups etc.
- Ad hoc committee – a group of members formed by the chairperson to conduct an investigation or specific task that may be outside of the normal responsibilities of any subcommittee or administrative [admin] member.
- Motion to adjourn – Let's go home!

If you are a GSR, it is likely that your group have asked you to represent them at Area Service. They may have sent you with a literature order form, money in the form of a check or money order, and maybe even a donation to BASCNA. **NO CASH IS EXCHANGED AT AREA SERVICE.** (Except people selling tickets (Activities) or T-shirts (anyone approved by admin))

If so, here is what you do with each once you arrive:

The literature order form, with check or money order attached, goes in the basket that is on the table outside of the literature room. In our current location, that will be on the right side of the large room outside of a small room where trusted servants are busy filling literature orders for our groups. Just drop your literature order form, with the check or money order paper clipped to it, on the top in the basket. Once your order has been filled, one of the Literature helpers will come to the floor and call the name of your group and deliver your order directly to you!

Don't have an order form? Next to the basket is a hanging file frame with folders holding blank forms: Literature order forms, GSR report forms, motion forms, and check request forms.

Handwritten GSR reports should be placed in the wire basket in front or next to the Area Secretary at the front of the room. Checks and money orders for donations to Area should be placed in the basket on the Treasurer's table located behind the Secretary and Chairperson's table.

We have an online system for GSR and subcommittee reports at BASCNA.org.

<https://www.bascna.org/resources/forms/gsr-report-form>

Please familiarize yourself with the website where you can find Bay Area NA events, previous Area Service Committee [minutes] and a plethora of NA information. The current minutes will be emailed or mailed to you after 2 weeks of ASC.

During ASC two forms will be passed around from GSR to GSR. One form will ask if there is any changes with your group's location. The form directly affect the Area Meeting List where addicts look to find your group's location, day and time of your home group. If there are changes to be made on the meeting list, this form must be updated with that information.

The other form is the contact list. If you want the ASC minutes emailed to you or you want a hard copy mailed to you, your name, address, email address, and telephone number should be written in or checked for accuracy on this form. You should also indicate if you are a new GSR and remove the previous GSR from the form.

Miscellaneous:

- Please read your policy manual thoroughly. It is suggested that you at least scan through it monthly prior to each ASC.
- Bring a snack and or drink with you and be prepared for a usual 2 to 3 hour morning. We start with ASC at 9:00 am.
- We meet on the second Sunday of each month except in May when we meet on the 1st Sunday in observance of Mother's Day.
- We are trusted servants here to handle the business of Narcotics Anonymous in the Bay Area on a volunteer basis. No one is getting paid to be here. Disagreements do not indicate any less love of our fellowship by any member. NA saves all of our lives!