



Stanislaus Valley Groups of Narcotics Anonymous®
P.O. Box 578399
Modesto, CA 95357

www.svgna.com



**INTRODUCTION TO THE SVGNA ASC
DUTIES OF THE GSR**

Welcome to the Stanislaus Valley Groups of Narcotics Anonymous Area Service Committee Meeting. There are certain things that you, as the GSR of your Group will need to know in order for you to properly represent your Group at Area. Hopefully this list along with our orientation before the meeting will help. We also suggest that you sit with an experienced GSR so that they can help guide you through the meeting. If you do not know any of the current GSRs, please let the Chairperson or Vice-chairperson know and they will find a GSR to volunteer to help you through the ASC meeting.

1. Sales of Literature begins at 12:00 p.m. and ends promptly at 12:30 p.m.; no literature sales will take place during the ASC Meeting; therefore, it is important that you are here by 12:00 p.m., with your **Literature Order Form** filled out and any funds that your Group may have given to you available so that you can purchase your Group's literature. The ASC meeting is the only place that our Area sells literature during the month. As the GSR it is your responsibility to make sure you are here on time so that your Group does not have to wait another month to get it's literature.
2. There are forms that as the GSR you will need to pick up to help you follow along with what is going on during the meeting and also to keep your Group informed as to what the officers and subcommittees of the ASC are doing. These forms are laid out on a specific table along with any flyers announcing upcoming events in our Area and Region. ***A packet with the day's Agenda and Combined Reports will also be made available for every ASC meeting.*** Please pick up these forms before the meeting begins.
3. Along with these form we would ask that you fill out a **Group Report form**. There will be a time during the ASC meeting that the Chairperson will ask for Group Reports. Please fill out the form with as much information as you have and when your Group is called please read the information to the body. This will help keep the other Groups informed about anything that is occurring in the Group that you serve. It is also a time to discuss any problems that you may be having or announce specific events that your Group is hosting.
4. If you have a Flyer announcing an event, it must be approved following the ***Flyer Approval Guidelines*** attached to this packet.
5. Another form that you may need to fill out is a **Motion Form**. This form is necessary if your Group charged you to bring up an issue or if an issue arises during the course of the ASC meeting and you would like to make a Motion concerning it. If you are bringing a Motion, you will need it to be seconded by a valid GSR. If you need help with the wording of the Motion, please ask an experienced GSR or the Vice-chairperson for help. Once the form is completed, turn it in to the Chairperson so that it can be heard under the New Business portion of the ASC.

6. During the ASC meeting there is a portion of time set aside for Open Forum. This is a discussion session of the ASC body. If your Group has concerns or problems going on, this is an excellent way to get input or solutions from other GSRs who may have or are currently experiencing the same thing.
7. During any of the sessions it is important that we are mindful of each other and that a certain level of order is kept. If you have a question or would like to speak on an issue, please raise your hand. The Chairperson or Vice-chairperson will acknowledge you, write your name down and call on you when it is your turn to speak. Please be patient as sometimes there are many people who would like to speak on a topic and we need to be mindful of the process thus allowing everyone's voice to be heard. During the Business sessions of the ASC, the discussion of an issue may be limited to two pros and two cons. This is further explained in the Rules of Order enclosed in this packet. No cross-talk, interruption or arguing will be tolerated. NA is a safe place and just because someone may not agree with you does not mean you or they are wrong.
8. As the GSR, your Group has probably informed you as to how they would like you to give your report. It is not our job to tell you how to give your report , however, all of the information that you will need will not be provided in written form. You will need to take notes during portions of the ASC meeting so we would encourage you to bring a pen, notepad and of course this GSR Packet so that you have a resource to reference for questions you may have during the meeting.

We look forward to being of service with you and please remember if you have a question regarding anything that is occurring during the course of this meeting, JUST ASK! It is the Administrative Body's job not only to run the ASC meeting but also to inform and educate the Body's members as well.

The following forms are available at the ASC or can be printed online from our website www.SVGNA.com (on the website, click on Other Stuff then GSR Information):

- Literature Order Form
- Group Report Form
- Motion Form
- SVGNA ASC Guidelines and Attachments
- Meeting Schedule Change Form
- Subcommittee Guidelines