

GSR Guide to the South Suburban Business meeting

This guide is designed to give a new GSR or GSRA an idea of how our business meetings are run and what are the duties of a GSR. We hope that this guide allows you to become competent at a faster rate and help you feel more comfortable in your duties. We also hope that you will enjoy your service commitment and that you will continue to grow in recovery through service work.

DUTIES

The first duty of a GSR is to represent his or her group at the area business meeting. If you cannot attend, it is your responsibility to send the GSRA or a group representative. After the meeting begins it is your responsibility to bring your groups area donation, if any, and to purchase literature. During the meeting various sub committees will give their reports. It is up to you to take notes and write down information that you think your group should know. At the very least, your group should be aware of the motions brought to the floor at the meeting. A motion is an idea written on a motion form that the GSR's vote on as a group. It takes a majority vote to pass a motion. It is through motion practice that the business is conducted. Any GSR or officer can submit a motion to be voted on. Other information that should be written down are dates of up coming events not publicized in flyers. Also points of information that you think your group should know about. These notes should be read to your group at the beginning of your next group meeting during announcements when all members are present.

You should pick up any new flyers that are located on the table behind the chair person. It is very important that you submit your groups literature order form as soon as you get to the meeting, so the literature chair person has enough time to do its work. Literature chair person will be set up in the room behind the chair person.

The acoustics are very bad in the meeting hall, so please refrain from talking unless you are recognized by the chair person.

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Meeting last anywhere from 2 to 3 and one half hours. This depends on how fast our business can be conducted. This is directly related to the ability of the group to focus on the task at hand. Please keep the noise to a minimum. In most cases the GSR's are asked to vote according to there conscience unless the issue at hand will be directly voted on by the individual group. The GSR will bring all pertinent information to the group, the group will vote, then the GSR will bring his or her groups vote back to the area meeting for the final vote.

It is very important that a GSR vote in light of being directed by their Higher Power. We are servants that conduct the business of Narcotics Anonymous. Listen carefully to the Service Prayer and The Twelve Traditions of NA at the beginning of the meeting. These are part of our guides to voting our conscience. If something is going on in the meeting that you don't understand, raise your hand and ask for clarification. The chair person explains the procedure that is taking place.

SOUTH SUBURBAN AREA

BUSINESS MEETING FORMAT

A. Introduction

1. Call to order
2. Welcome GSR, GSRA, or group representatives
 - A. moment of silence
 - B. service prayer
 - C. 12 traditions
 - D. 12 concepts
3. Announcements
 - A. meeting starts promptly @ 7:30 pm
 - B. new flyers for approval
 - C. give literature forms to the literature chair
 - D. all motions must be submitted before the Start of new business

B. Treasurers Report

C. Roll Call

1. Report group status, group concerns, group donation
2. Give group donation to the treasurer
3. New meetings report to the literature chairperson about starter kits.
4. Letter of concerns [to be sent to a group when that Group has not been represented for **2 months Consecutively**. [Ask for volunteers]
5. 7th Tradition

D. Secretary Report

1. Adopt previous months minutes
2. Update GSR list- write your name and phone number on the list when it is passed around next to your meeting's name.
3. Update groups that need support list.

E. Sub Committee Reports

1. Policy & administration, Activities, Hospital & Institutions, Public Relations, Literature, RCM, Convention Report.

F. Break

1. Pay for literature orders
2. Hand in motion forms

G. Old Business

1. Any business carried over from previous month
2. Report on letters of concerns from previous month

H. New Business

1. Main motions – except those pertaining to sub-Committees. [**motions must be written form – 2 copies**]

I. Close meeting

1. Ask for help cleaning up the meeting
2. Close with **The Lords Prayer**
3. Hand out literature orders