

# GUIDELINES FOR NA TRUSTED SERVANTS

Approved by the Chicagoland West Suburban Area – Feb 2010

*Being a member and serving a group are important roles in the growth and stability of NA as a whole. When we make a commitment to our group, we take personal responsibility for the primary purpose of NA. The strength of each group depends on its trusted servants and regular members. The trusted servants lay the groundwork for a strong atmosphere of recovery.*

*These descriptions are suggestions based on common practice and existing service materials. Each group is autonomous and is free to divide the workload and create positions as they see fit. This information is provided as a guideline for groups to follow.*

*All trusted servants should arrive at the meeting facility early to help setup and greet members as they arrive. Each group will determine a policy that includes the clean time requirement and length of service for each position. It is recommended that a Chairperson and Secretary have at least six months of continuous clean time and that a GSR and Treasurer have at least one year clean. It is also recommended that trusted servants do not serve more than two consecutive terms in the same position. This will encourage involvement from new members and continually provide a diverse atmosphere for the meeting.*

## **I. Chairperson**

- Guides the meeting according to the meeting format
- Keeps order in the meeting – the meeting focus should be on carrying the message of recovery
- Arranges for speakers on scheduled dates (if part of the meeting format)

## **II. Group Service Representative (GSR)**

- It is suggested that the GSR run the groups monthly Business Meeting (or another trusted servant if the GSR is unavailable)
- Reads the announcements and provides the group with relevant information from Area
- Attends the monthly Area Service meeting on behalf of the group
- Submits the literature order and Area donation at the Area Service meeting
- Serves as the liaison between the group and Area to address any issues or concerns

## **III. Secretary**

- Opens the meeting room early and sets up chairs, tables, and literature
- Makes coffee and sets up supplies
- Informs the group of any supplies / refreshments that may need to be purchased
- Records notes at the business meetings such as:
  - Attendance of trusted servants and number of attendees
  - New motions and their outcome
  - When a trusted servant took office (so length of service can be documented)

## **IV. Treasurer**

- Counts the money that is collected from the 7<sup>th</sup> Tradition and asks another member to confirm their count
- Records all monetary transactions on the Group Treasurer's Report log
  - (a Treasurer's Handbook can be purchased or the worksheet can be downloaded from <http://chicagona.org/WestSub/GroupTreasurer.pdf>)
- Gives a financial report to the group
- Pays rent to the facility
- Takes special care to not confuse the group's money with their personal funds

## **V. Alternate Positions (Co-Chair, GSRA)**

- Alternate positions allow members to learn their roles before taking on the responsibilities
- An alternate will fill in for their counterpart in the event of an absence
- Alternates are encouraged to move into their counterparts position once their term is complete

*Other valuable resources:*

- *Service IP: Group Trusted Servants – Roles & Responsibilities*
- *The Group Booklet*
- *Service IP: Principles and Leadership in NA Service*
- *Service IP: Group Business Meetings*
- *A Guide to Local Services in NA*