GROUP SERVICE REPRESENTATIVE (GSR) ORIENTATION

Borderline Area of Narcotics Anonymous

October 2026

WHAT IS THIS?

This presentation has been designed as a tool to assist those trying to understand the role of Group Service Representatives (GSRs) and their alternates (Alt-GSRs).

It explains the GSR role, core responsibilities, basic NA service structure, and how the Borderline Area ASC operates. It is an orientation tool, not a replacement for the current BANA Policy and Procedure Guidelines, A Guide to Local Services, or NA service literature. It is not intended to be a complete description of all of the duties

This document has not been approved by any service body and is not NA approved literature.

Those interested in better understanding Area service and the role of GSRs and their alternates are encouraged to read and learn the Guide To Local Service. Principles that a GSR and Alt-GSR should be familiar with are best understood by reading and discussing the following information:

- The Twelve Steps of NA
- The Twelve Traditions of NA
- The Twelve Concepts for NA Service

AGENDA

- What is a Group Service Representative (GSR)
- Why be a GSR?
- Key Resources
- Service Diagram
- Home Group Business Meeting / Group Conscience
- What happens at the monthly Area Service Committee (ASC)
- ASC Officers and Subcommittees
- BANA Policy – Key Highlights
- Motions and Voting
- GSR Monthly Cycle
- How to give a useful GSR Report at your Group Business Meeting / Group Conscience
- Additional Resources

WHAT IS A GSR?

A Group Service Representative is an active member of an NA group who represents the group at local service meetings.

HOME GROUP

Shares its conscience, questions, needs and information.

GROUP SERVICE REPRESENTATIVE (GSR)

Listens, participates, communicates and carries the group's voice.

BANA AREA SERVICE COMMITTEE (ASC)

Coordinates Area services and shares information, decisions and support.

- The GSR is a two-way communication link, not the boss of the group. They help the home group know what is happening.; they do not make decisions *for* the home group.
- More than a messenger – participate in Area service, act in the best interest of NA as a whole, not solely as advocates of their group's priorities
- Do not need to know every answer - Ask questions, and find the right resources

WHY BE A GSR?

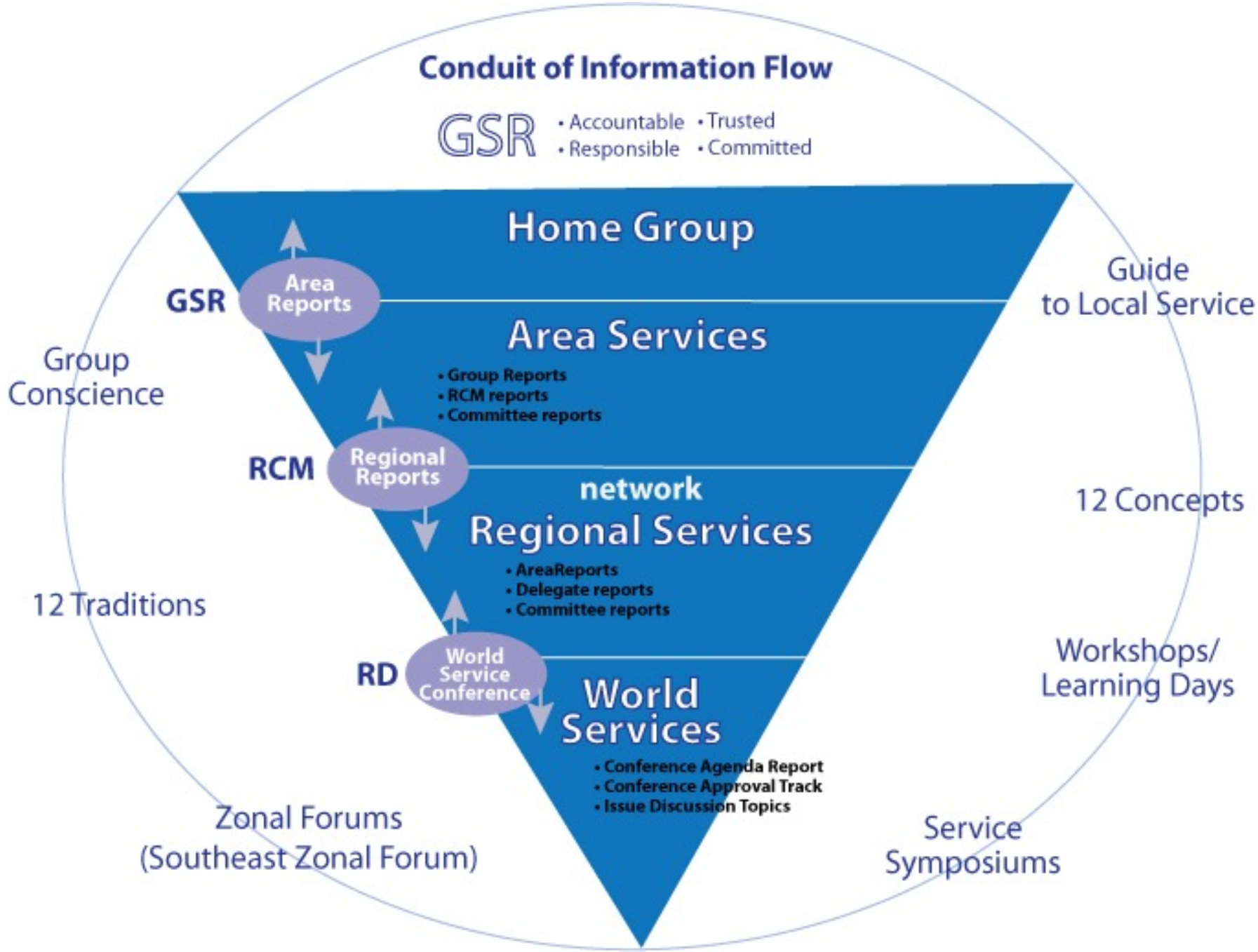
- Commitments offer spiritual growth and fulfillment
- Where many of us first begin to learn how NA services are structured outside of our groups
- Understand how spiritual principles guide our service work and support our primary purpose
- Learn skills and discover abilities during the course of our service; apply them in our lives
- Express the gratitude we have for NA and the life that it has given us; give back, carry the message

Important Spiritual Principles:

- Humility – stay "right-sized." We don't have all the answers. Ask questions, remain patient and teachable, and actively listen
- Commitment - the GSR is a critical connection between a group and the rest of NA
- Accountability - Trusted servants in NA are accountable to the groups we all serve. Communicate fully with our group, and share our group's experience and concerns in service meetings
- Anonymity – Placing principles before personalities creates a a solid spiritual foundation for NA service. Serve selflessly rather than by our own opinions, and without expectation of a reward.

KEY RESOURCES

- Your home group - learn their business meeting process, needs, questions and understand the conscience of the group
- 12 Traditions – foundation for how groups relate to one another and to the fellowship
- 12 Concepts - principles for how NA service is structured and carried out
- Guide to Local Service - the broader service structure and group responsibilities
- Borderline Area Policy and Procedure Guidelines ("policy") - local rules for meetings, motions, voting, elections, finances and subcommittees


Conduit of Information Flow
GSR
• Accountable • Trusted
• Responsible • Committed
Home Group
GSR
Area Reports
Area Services
• Group Reports
• RCM reports
• Committee reports
RCM
Regional Reports
network
Regional Services
• AreaReports
• Delegate reports
• Committee reports
RD
World Service Conference
World Services
• Conference Agenda Report
• Conference Approval Track
• Issue Discussion Topics
Guide to Local Service
12 Concepts
Workshops/ Learning Days
Service Symposiums
Zonal Forums (Southeast Zonal Forum)
12 Traditions
Group Conscience

HOME GROUP BUSINESS MEETING/CONSCIENCE

Purpose: to ensure the group remains effective in carrying the recovery message.
Typical questions or topics:

- Is the group effective in carrying the NA message?
- Are newcomers and visitors being made welcome?
- Do solutions for problems at recent meetings need to be sought?
- Is the meeting format providing sufficient direction?
- Is attendance steady or growing?
- Are there good relations between the group and the facility in which the meeting is held? Between the group and the community?
- Are the group's funds being used wisely?
- Is there enough money being donated at meetings to meet the group's needs and also provide for contributions to the rest of the service structure?
- Are literature and refreshment supplies holding up?
- Is there a service vacancy in the group?
- Has the area, the region, or world services asked the group for advice, support, or direction?

WHAT HAPPENS AT THE ASC

- The ASC is typically held the first Saturday of every month at 10am at the Weddington United Methodist Church (Fellowship Hall).
  - Dates may shift due to holidays
- Roll call and confirmation of quorum
  - More than half of eligible home groups must be in attendance (more on eligibility later)
- Approval of prior minutes
- GSR reports and Home Group concerns
- ASC officer and subcommittee reports
- Regional or World Services information and announcements
- Old business – follow up on the new business from the prior month (motions, discussion)
- New business and motions – introduce new motions

ASC OFFICERS AND SUBCOMMITTEES

Officers (may not serve as GSR or vote)

- Chair – facilitates meeting, ensures order
- Secretary – conducts roll call, records and distributes minutes
- Treasurer – manages BANA finances, reports on expenses, sends BANA donation to CRNA
- Regional Committee Member (RCM) – carry BANA's service connection to the Carolina Region

Subcommittees:

- Activities Subcommittee – plan events that bring fun and unity to BANA
- Hospitals and Institutions (H&I) Subcommittee – carry the NA message primarily to correctional inmates and treatment facility patients.
- Public Relations (PR) Subcommittee – create and maintain relationships with members, potential members, and the general public
- Web Chair – manages website and meeting list database
- Ad Hoc Subcommittee – created as needed for a specific purpose, then dissolved

BANA POLICY – KEY HIGHLIGHTS

- Fiscal year begins in August
  - Nominations finalized in June ASC
  - Elections held in July
- Each group gets a voice at the ASC via voting
- Quorum: A simple majority (over half) of active Member Groups is required
- Inactive status:
  - Become inactive after missing two consecutive ASCs
  - Do not count towards quorum, do not get to vote
  - Return to active status at their first attended ASC
- Motions – see next slide

MOTIONS AND VOTING

1. Introduce – a motion is made and seconded. Can be made by GSR or Subcommittee chair. Only a GSR can second.
2. Discuss – members ask questions and discuss the proposal. Chair may limit discussion.
3. Clarify – the motion may be amended, withdrawn, tabled, passed or defeated
4. Send back to home groups
    1. Most motions are sent back to the home groups to discuss and vote on at the following month's ASC during old business
    2. Some can be discussed at the current ASC without being sent back to home groups, such as approval of expenses under $50
5. Decide – see next slide

MOTIONS AND VOTING

5. Decide – group votes; majority wins
    1. Yes, No, Abstain, or Remove from Quorum
        1. Abstain - issue was discussed at group conscience but no decision could be made
        2. Remove from Quorum - did not discuss at group conscience; recalculate quorum
    2. Most pass with a simple majority (over 50%)
    3. Some require 2/3 majority
        1. Policy changes, removal of officer/subcommittee chair, expenses over $500, etc.
    4. Defeated motions may not be brought to the floor again for 3 months (excluding Budgets)

GSR MONTHLY CYCLE

BEFORE ASC

- Attend the Home Group business meeting
- Review minutes and agenda
- Gather questions and group conscience
- Prepare any vote or response

AT ASC

- Group donations
- Report relevant group information
- Listen to reports and motions
- Ask questions and participate
- Record decisions and follow-ups
- Pick up flyers and schedules

AFTER ASC

- Report back to the group
- Explain items needing discussion or a vote
- Bring the group's response next time
- Follow up on commitments

HOW TO GIVE A USEFUL GSR REPORT AT YOUR GROUP BUSINESS MEETING/CONSCIENCE

- **What happened?**
- **What does the group need to know?**
- **What must the group decide?**
- **What response is due next month?**

Include:

- Important Area information
- Items needing group discussion or a vote
- Questions or requests from ASC
- Service opportunities
- Follow-up items and deadlines

Keep it Clear

- Be brief and accurate
- Separate decisions from discussion
- Distinguish facts from your own opinion
- Say exactly what the group needs to do
- Ask for clarification if needed

ADDITIONAL RESOURCES: CLICK HERE

- Borderline Area Policies
- BANA Phoneline Details
- Disruptive and Violent Behavior
- Group Trusted Servants Roles and Responsibilities
- Group Booklet
- Group Quick Start Guide
- GSR Basics
- Group Business Meeting Guide
- Guide to Local Services
- Hospitals and Institutions Basics
- Hospitals and Institutions Handbook
- IP2 “The Group”
- NA Groups and Medication
- Principles and Leadership in NA Service
- Public Relations Basics
- Public Relations Handbook
- Social Media and Our Guiding Principles
- Twelve Concepts
- Twelve Traditions