

GSR & Alt. GSR Orientation Package

Updated June 2024

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Welcome to Area

Being a Group Service Representative (GSR) is a very important role at the Ottawa Area Service Committee (OASC). You are carrying your home group's group conscience and will be bringing information from the group level to Area, and from Area to your group.

We thank you for your service and look forward to hearing from you at the table.

Group Service Representative and Alternate GSRs

A GSR is first in the line of communication between a group and Narcotics Anonymous as a whole. They are the links that bind the groups together in the performance of our primary purpose. It is the responsibility of the GSR and the Alternate GSR to keep a group informed and to express a group's conscience in all matters. In other words, they are the voice of the group. Electing GSRs who will take an active part in the business meeting of the OASC is one of the most important actions we can take toward improving the unity of the fellowship.

Active representation can strengthen the ties that bind us together and promote our common welfare. The GSRs speak for their groups at the Ottawa Area Service Committee (OASC) meetings. They take part in planning and implementation of any functions which affect the members of their groups. As a result of their participation, they can keep their groups informed about what is happening in Narcotics Anonymous. Members of a group should always be able to go to their GSR or Alternate GSR to find out about activities, other groups, how our NA service structure works, the Twelve Traditions and how they too can become more involved.

Please remember that we were all new at one point and we all need clarification from time-to-time. We encourage you to raise your hand and ask any question you may have during the OASC meetings. It's the best way to ensure that we all learn together.

Resources

Useful Contacts

If you need to contact someone throughout the month, the trusted servants can be contacted via email. Please be patient when waiting for an email response as not all members are able to respond instantaneously.

List of contacts:

https://docs.google.com/spreadsheets/d/1J1IS8fbKdEFY1vg3Sd2xgbCh80ITrGvuhhuHd1aEATQ/edit?usp=drive_link

Chair	-	chair@ottawana.org
Secretary	-	secretary@ottawana.org
Treasurer	-	treasurer@ottawana.org
GSuite Coordinator	-	admin@ottawana.org

Website

We have our very own website for the Ottawa area of NA. This has all of our meetings listed, events, service meetings times and dates along with other useful information.

OASC Google Drive

The OASC has a Google drive that is easily accessible @ [OASC Drive Access](#). Here you will find our monthly minutes, agendas, reports, etc...

Arriving To Area

Newly Elected GSR or Alternate GSR

- If you have just been elected at your last business meeting and have not been given the information or access to your group's Gmail account, please speak with the GSuite coordinator. They will assist you with gaining access to everything you need for your group.
- Every group has its own Gmail account. Here you will find emails requesting input or providing information from the secretary, committee leaders and other trusted servants.
- A copy of the [OASC Policies & Guidelines](#) (Ps & Gs) is available on our website. Please see the chair or vice chair if you have any questions.
- It is recommended to take notes during the OASC meeting for your GSR report to your group. The meeting minutes should also be available 2 weeks prior to the following OASC meeting for you to reference in preparing your report.

Some important things to know when you arrive to the Ottawa Area Service Committee meetings are:

- **We are now paperless!** You will require a device capable of accessing your home group's: (1)GSuite account (Gmail) and (2)OASC Google Drive. A smart phone will suffice but a pad, laptop or desktop computer is preferable.
- The meeting is on the first Sunday of every Month (unless there is a holiday during the period of that weekend, then it is the following week). The date of the meeting can always be found at the end of the previous months minutes and on our website ([ottawana.org](#)).
- The meetings start promptly at 10am and can run until 2pm, unless we complete the agenda before that time.
- If you have any New Business, please bring it to the attention of the chair so that it can be added to the agenda of the day. This can be done before the meeting or during the break.
- If your group submitted a literature request, pick up your order from the literature table when possible.
- If your group is submitting a contribution via cheque, please see the treasurer or alt. treasurer during the break.
- Each OASC meeting will have a time for groups to make financial requests, if needed, and a period for group reports near the end of the meeting. It is important for GSRs and Alt. GSRs to stay for the entirety of the OASC meeting in order for us to conduct business with group conscience and share information on anything happening with the groups.

Monthly Duties

- The meeting agenda and previous months minutes are emailed out to the groups' Gmail accounts by the OASC secretary prior to the monthly business meeting. They should be reviewed in case there are any omissions or amendments required.
- You can access all of this information @ [OASC Drive Access](#).
- The GSR, or in their absence the Alt. GSR, are to submit a GSR report to Area.
- If your group has New Business to be discussed at the next OASC meeting, it can be emailed to the OASC Secretary – secretary@ottawana.org.
- All motions must be written and seconded (by another group via their GSR or Alt. GSR). Please fill out the form to the best of your ability.
- If your group has a financial contribution, you can send an e-transfer to treasurer@ottawana.org or provide a cheque to the treasurer or alt. treasurer at the next area meeting.
- If your group needs to acquire more literature, you can email a literature request form (use either the short form, or the full order form) email to the Literature Chair at literature@ottawana.org and you may make an e-transfer to the Literature Treasurer:

- literature@ottawana.org
 - lit.treasurer@ottawana.org
- If your group requires meeting lists they can be printed from the website.
 - Don't forget to keep an eye on your group's Gmail account as reminders and requests for input may come throughout the month.

What is a Motion?

A motion is a formal proposal put to the OASC. This can be for any changes or additions believed to be better for NA. Motions can range anywhere from creating a new sub-committee to making changes to our Ps & Gs.

E.g.: "Motion to change the OASC meeting time from 10AM-2PM to 12PM-4PM"

Voting at the OASC Table

OASC business meetings will often have a variety of decisions where the GSR or Alt. GSR will be asked to vote. This includes elections at the OASC table and some of the positions within sub-committees along with motions and changes to the OASC Ps & Gs.

Group Conscience Clause (GCC)

Group Conscience Clause, is invoked when a GSR or Alt. GSR has requested that the issue or motion being discussed at OASC be brought back to their group for group conscience. Each GSR or Alt. GSR will have an opportunity to vote (see Voting Options) on whether the item should be tabled until GSRs or Alt. GSRs can acquire group conscience from their meetings to then bring it back to the next OASC meeting. More information on this can be found in our Ps & Gs.

Consensus Based Decision Making (CBDM)

- Narcotics Anonymous World Service (NAWS) has an entire [document](#) on CBDM. We practice this in the spirit of unity which works differently than typical voting procedures.
- There will be time for members to share relevant information on the topic or motion of discussion.
- Chair will ask, "If there are any objections?" If no one at the table objects, then the motion or item (topic) is carried by consensus.

Voting Options

- Withdrawal – You can withdraw when you have a conflict of interest with what is being voted on.
- Abstention – You can abstain from a vote when you don't have sufficient information, or group conscience (GCC can be invoked by GSR or Alt. GSR). Your group can request that you abstain from a vote because the group itself doesn't feel that it has enough information to vote yes or no.
- No – When not in favour for this vote.
- Yes – When in favour for this vote.

Voting by Ballots

At the Area table we use ballots when voting on nominations for elections of service positions. We ask all GSRs., or in their absence the Alt. GSR, to raise their hands to receive a ballot that shall be handed out by non-voting Area

participants. Ballots will either be blank or have printed options. When blank, you will be asked to write your vote. If the options are printed, you can simply circle your choice.

Group Insurance

If your group needs an insurance certificate, please email the RCM directly - ottawarcn@orscna.org.

The following information will be required:

- 1) Name and full address of the facility
- 2) Name of your group
- 3) Days and times of your meeting

***** IMPORTANT *****

Please obtain and/or ensure that the old and outdated insurance certificate is disposed of in an appropriate manner, when issuing the renewed certificate to the facility please.

NOTE:

There is a turnaround of approximately 10 days, after the Region receives the request from RCM.

Keeping Us Updated

There are times when meetings may have changes; for instance, starting or closing times, location or dates when the meeting will be closed. This information can be immediately shared rather than waiting for the next OASC meeting. Any changes to meetings can be sent to info@ottawana.org. However, the information should also be presented at the OASC meeting so that GSRs or Alt. GSRs can announce this news at their homegroups.

Holidays – Please update the Ottawa Area by emailing info@ottawana.org if your meeting is going to be closed due to holidays and have it announced at the OASC meeting prior to the date. This is to ensure that no addict is left standing outside a closed meeting.

Please ensure you take note of meeting changes and announce it during your GSR report at your homegroup.

Commonly Used Abbreviations

ALT. GSR – Alternate Group Service Representative. The Alt. GSR can take on all the activities and responsibilities of the GSR (as necessary) to ensure continuous effective participation of a group at OASC meetings.

ASCR – Area Service Convention Representative, The ASCR attends the ORCNA meetings online and brings information to and from the OASC and ORCNA meetings.

CANA – Canadian Assembly of Narcotics Anonymous

GCC – Group Conscience Clause. A clause that can be exercised when a GSR or Alt. GSR wishes to take a decision item back to their home group in order to collect group conscience on the subject.

GSR – Group Service Representative. A group service representative (GSR) is the line of communication between a group and the OASC. It is their responsibility to keep a group informed and to express a group's conscience in all matters. In other words, they are the voice of the group.

H&I – Hospitals & Institutions. A committee that brings the NA message to addicts that cannot go to meetings in the community, through visits to treatment centres, detox centres, jails, etc...

IFTC – In From The Cold. A free yearly event held in Ottawa on December 24th

NAWS – Narcotics Anonymous World Service

OASC – Ottawa Area Service Committee

ORCC – Ontario Regional Convention Committee

ORCNA – Ontario Regional Convention of Narcotics Anonymous

ORSCNA - Ontario Regional Service Committee Narcotics Anonymous

Ps & Gs – Policies & Guidelines

PR – Public Relations. A committee that brings the NA message to the professionals that help addicts and provide outreach to communities

RCM – Regional Committee Member. The RCM sits at the OASC table and the Ontario Region table to share information between the OASC and Region. They bring the OASC group conscience when voting.