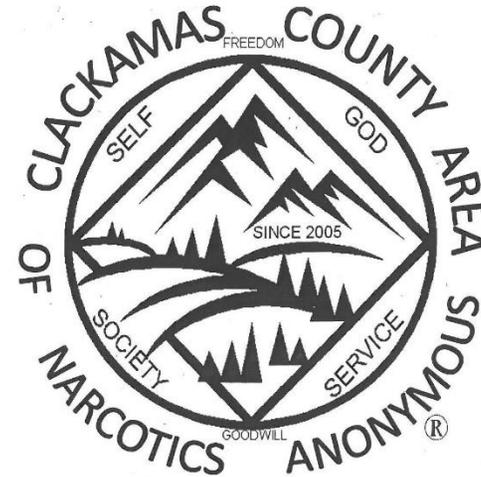


Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of accountability should be clearly defined.
6. Group conscience is a spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Clackamas County Area of Narcotics Anonymous GSR Guidebook



Important Information About this Material

This material is not endorsed, produced or approved by NAWS or the Narcotics Anonymous Fellowship. This booklet is approved by the Clackamas County Area of Narcotics Anonymous. Its contents are subject to the group conscience of the Area.

This material is intended solely as a method to further our primary purpose by communicating experience, strength, and hope to the member groups of the Area, or any other group, individual or committee who may find it useful. If you take exception to any information provided herein, we invite your participation, comments, and suggestions.

How does the Area help further our Primary Purpose?

How many of us heard of NA through a hospital or institution? How many found the fellowship by calling the phoneline? How many of us were sent here by the court system as a result of PR informing the court system that we exist? How many have been helped by a meeting schedule letting us know when and where to find a meeting? How many have had their recovery enhanced because of the availability of NA literature or by participation in activities? How many meetings are helped by the unity and stability provided by the ASC as a whole? Without the unified effort of the Area, the individual effort of the groups of the Area could probably have done only a fraction of this important work.

Spiritual Issues

It is very easy to get caught up in the politics, personalities, and strong opinions that will be present whenever a group of people gather to make important decisions. The most important thing to always keep in mind is that we are all here to serve the will of a Higher Power for the good of NA and its primary purpose. It is suggested that before offering discussion or voting, that members take a moment to reflect on the issue and to seek a Higher Power's will for the group and NA as a whole.

The most popular idea, or the idea presented by the strongest personality is not always God's will, or in NA's best interest. We must be willing to remain open minded and teachable, but we must also be vigilant and willing to stand on spiritual principles when we honestly believe our view represents a Higher Power's will. This is often a delicate balance and it is best obtained by maintaining a conscience contact and seeking a spiritual conscience to the best of our ability. We strive to maintain an atmosphere of mutual respect and unity of purpose. Application of the Steps, the Traditions, and the Concepts will help you greatly in reaching these goals.

Most importantly, remember that not one of us is perfect. Please remember to allow yourself time to learn what is necessary to be an effective GSR, and please have patience with the trials and failures of others.

Glossary of Terms

ASC	Area Service Committee
CAR	Conference Approval Track
CAT	Conference Agenda Report
GSR	Group Service Representative
H&I	Hospitals and Institutions
NAWS	Narcotics Anonymous World Services
PCRNA	Pacific Cascade Region of NA
PR	Public Relations
RCM	Regional Committee Member
RSC	Regional Service Conference
WSC	World Service Conference

What happens at Area meetings?

The agenda set by the Chairperson is followed, and may look something like this:

Opening Prayer and Readings

- Open meeting with moment of silence and serenity prayer
- Read 12 Traditions of NA
- Read 12 Concepts of NA Service
- Read rotating concept in entirety
- Read A Vision for NA Service

Executive Committee Reports

- Chair
- Vice Chair
- Treasurer
- Secretary
- RCM
- Alternate RCM

Group Reports

Group Forum

Subcommittee Reports

- Activities
- Public Relations
- Hospitals & Institutions
- Literature

Old Business

New Business

Close Meeting with 3rd Step Prayer

Procedures to Help Ensure Full Participation

The full participation of all GSRs is essential to the health and growth of our Area. All the participants present at an ASC meeting are there specifically to serve the groups of the Area. We seek guidance from our ultimate authority, a power greater than ourselves, as expressed through our group conscience. It is important for every GSR to understand what is going on in Area meetings so they can contribute to developing group conscience. The full participation of each member helps ensure that decisions are made by a true group conscience, and not dominated by powerful personalities or politics.

What is the Clackamas County Area?

The primary purpose of an NA group is to carry the message of Narcotics Anonymous to the addict who still suffers. At some point a group of groups come together and decides that they can carry the message of recovery farther and stronger by forming an Area to perform specific functions of NA service work. The Clackamas County Area is the Area formed by the groups, mostly in Clackamas County, to carry the message to the addict who still suffers.

The sole purpose of the Area, all its subcommittees and all of its officers is to serve the groups of the Area. The Area is guided by our group conscience. At the Area meeting group conscience is formed by GSRs having discussions and building consensus. Ultimately the responsibility for all NA services rests with the groups. Groups delegate to each subcommittee and officer the responsibility and authority to perform a specifically defined function. The subcommittees and officers elected to serve the groups are completely accountable to the groups, and ultimately bound by the group conscience or consensus of the GSRs who represent those groups.

What is a Group Service Representative (GSR)?

The GSR is chosen by an NA group to represent that meeting's interests at the Area meetings. An alternate GSR fulfills the duties of the GSR when he or she is absent. The terms of a GSR and alternate GSR are usually one year, but is ultimately decided by the group.

What does a GSR do?

A GSR is the first line of communication between the groups and NA as a whole. By electing a GSR, the group has entrusted that GSR with the extremely important responsibility of keeping the group informed and representing the group's interest at the Area meetings.

The full participation of our GSRs is crucial to the unity of our Areas and NA as a whole. Full participation depends on the GSRs having an understanding of our 12 Traditions, 12 Concepts, and service structure.

What does a GSR do? – continued

A strong working knowledge of the spiritual principles in the 12 steps, the 12 Traditions, and 12 Concepts will allow a GSR to effectively serve their group and the Area.

Many new GSRs have had little or no experience with the 12 steps, 12 Traditions, and the 12 Concepts before attending their first Area meeting. Obviously no one is expected to be aware of all spiritual principles and how to apply them, but it is helpful for a GSR to be willing to learn and deepen their understanding. Being of service as a GSR will give you many opportunities to practice these principles.

The Area Service Structure

The Area Officers

The Chairperson facilitates the Area meeting by preparing an agenda for each monthly meeting and encouraging an environment where group conscience can be developed.

The Vice-Chairperson coordinates all subcommittee functions and assists with their specific concerns and needs, helps to maintain unity by keeping lines of communication open between subcommittees and the Area, and fills in for the Chairperson during absences and vacancies.

The Secretary takes written, detailed, and concise minutes for each Area business meeting and handles Area correspondence.

The Treasurer maintains the CCANA funds and makes a written report of contributions and expenditures at each regular CCANA meeting, maintains a prudent reserve and distributes excess funds to the Pacific Cascade Region.

The Regional Committee Member (RCM) & Alternate RCM represent the Area at the regional level. An RCM is to the Area what the GSR is to the group. The RCM and alternate RCM provide two-way communication between the Area and the Pacific Cascade Region.

The Subcommittees

The Activities Subcommittee primarily hosts events that promote fun and unity within the fellowship and can sometimes raise additional funds for the Area.

Ad hoc committees are appointed by the Chair to perform specific tasks, such as reviewing a new piece of literature, reviewing a policy, or researching a new idea. Ad hoc committees are always created for a specific period of time to accomplish a specific task, and are automatically disbanded when the work is completed.

The Hospitals and Institutions Subcommittee carries the message of NA to addicts in institutions that are unable to get to outside meetings. Members of this committee attend presentations inside such facilities.

The Literature Subcommittee provides literature for sale to individuals, groups, and subcommittees, and maintains a stock of literature for that purpose.

The Public Relations Subcommittee updates and provides the meeting schedule for the NA meetings in the Area, coordinates our 24 hour answering service, ensuring that NA is always available to the person in need, and coordinates the coverage of the phonenumber by assigning shifts to members of the committee. PR maintains the area website (www.clackamascountyna.com) and informs the general public of the existence of NA, who we are, and what we do. By providing this information to the general public, it is hoped that this information will be passed along to the addict who is still suffering.