

# South King County Area Narcotics Anonymous (SKCANA) GSR Welcome!

Most of us, when we arrived at our first Area Service Committee (ASC) meeting, were a bit confused and nervous. We hope the information provided below will help begin to clarify why you are here. You have taken a big step already, you made it here! Welcome! Please know that the SKCANA ASC exists to serve the SKCANA Groups. You are the representatives of those groups, so you have the power here. If you need more information on a matter or if you have any questions at all, use the Mentor assigned to you, or simply raise your hand. We hope you will come and participate in SKCANA business, not just to turn in a group donation and purchase literature. You can make this meeting so much more than that, by contributing to our area conscious and better carry the NA message to the addict who still suffers.

**New GSR welcome orientation:** The SKCANA Admin committee is tasked by our Area Guidelines to be present at least ½ hour before this meeting to provide new GSR orientation. So please come and announce yourself so we may do that. The orientation consists of providing you with the information below, and to answer your questions. Once the ASC meeting begins, and the Chairperson asks if any new GSRs or Alternates are present, please stand up and announce yourself and your group. A Mentor will be assigned to you (a GSR who has attended ASC for a few months). If you need more time, please let us know so we may come to your homegroup, or we can make other arrangements.

**Group Donations:** Turn your group's donation into the Area Treasurer, in a zip lock bag or envelope with the \$ amount, homegroup name, the date, your name and your position (GSR, Alternate or interested member). The Treasurer normally sits at a separate table, with the Treasurer Trainee. Be sure to get a receipt for your donation so you may show accountability to your homegroup.

**Literature:** The SKCANA Literature subcommittee brings the area literature "store" to the ASC. Turn in your completed literature order form (available at the "store") and it will be filled. Once filled, pay the "store" person and get a receipt (there's that group accountability thing again).

**Motion Writing:** When you are writing a motion, please do it this way:

Include the name of the person writing the motion and the name, and group name, of the GSR who seconds it.

State the motion, beginning this way: " We move.....". State you motion clearly and include a total \$ cost, if appropriate. Finally, if its not clear from the motion itself, provide a brief statement of INTENT.

If the motion affects the SKCANA guidelines, state by saying: "We move to revise the SKCANA Guidelines, Article X Section Y as follows: .....". Please include the language before revision, and after revision.

**ASC meeting:** The SKCANA ASC meeting is normally run by the Chairperson or Vice-Chairperson. It is run per the SKCANA Guidelines, which are included in this welcome package. The ASC Secretary provides a written agenda ("orders of the day") for the meeting, per the instructions of the Chair (who develops this based on input from GSRs). The agenda may change based on special circumstances (sometimes the order of business must change to fit the availability of some members, or a special thing is happening, like an area inventory). Copies of the agenda will be available for ASC members and all GSRs. A sample ASC agenda follows below, *italicized explanatory text is provided in some sections*.

# South King County Area Narcotics Anonymous (SKCANA) GSR Welcome!

## SAMPLE ASC AGENDA

1. Call to order  
*Note: during the business session below, there will be times when a vote needs to be taken: such may address the need for a break, or to conclude the meeting for some reason (running late). At other times a matter which affects all attendees comes up (like a change in ASC start time, day of the week or the week the meeting is held during the month). All attendees may participate in the voting on such matters. See Old and New Business below for when only GSRs or Alternates may vote.*
2. MOS/Opening Prayer
3. 12 Traditions \_\_\_\_\_
4. 12 Concepts \_\_\_\_\_
5. New GSRs? Welcome packages and Mentor provided
6. Roll Call *The roll is called so we may know which groups have not been represented for some time. An Admin representative will attend those meetings to determine if they still exist or if they need help. The roll call also helps us keep track of officer attendance of the ASC meeting.*
7. Read Old and New Business from previous ASC minutes. *This is required by our guidelines. Previous minutes may be accepted or revised, the latest updated copy will be placed online at the SKCANA website [www.skcn.org](http://www.skcn.org):*
  - a. Accepted without revision
  - b. Revisions
8. Grievances *Per our 12 Concepts (#10) any member may voice a grievance without fear of reprisal. This time is available for grievances to be voiced (a grievance may be voiced at any time the need arises). We encourage voicing of grievances to begin to settle matters and allow a healing process to begin, vs. the chance that resentments will ensue and risk individual recovery or NA unity. After a grievance is read, the Chair will ask if there are questions, and then field those questions. The Chair asks the aggrieved party what he/she needs for closure. If the matter is closed such as with an apology, the matter may be concluded. However, if the GSRs desire further discussion of the matter, as in the case of adding means to prevent recurrence, the matter may be continued in OPEN SHARING.*
9. Officer's Reports *Write down the names of the person in each position. Each ADMIN officer, subcommittee chair and event chair are required to provide an report online at [www.skcn.org](http://www.skcn.org) or a written report on the paper form that's available from the secretary. Content of these reports varies from month to month depending on the Timeline (Guidelines Article G), duties and responsibilities (Guidelines Articles E and F) and ongoing subcommittee or event business.*
  - a. ADMIN:           Chair: \_\_\_\_\_

South King County Area Narcotics Anonymous (SKCANA)  
GSR Welcome!

Vice-Chair \_\_\_\_\_  
Secretary \_\_\_\_\_  
Secretary Trainee \_\_\_\_\_  
Treasurer \_\_\_\_\_  
Treasurer Trainee \_\_\_\_\_  
RCM1 \_\_\_\_\_  
RCM2 \_\_\_\_\_

b. SUBCOMMITTEES:

Activities \_\_\_\_\_  
Directories \_\_\_\_\_  
Helpline \_\_\_\_\_  
H&I \_\_\_\_\_  
PR \_\_\_\_\_  
Literature \_\_\_\_\_  
Web Servant \_\_\_\_\_  
C&E \_\_\_\_\_

c. EVENTS:

Men's Retreat \_\_\_\_\_  
SASS \_\_\_\_\_  
YAHANA \_\_\_\_\_  
Winter Winners \_\_\_\_\_  
Crystal Clear Retreat \_\_\_\_\_  
Day of the Dinosaur \_\_\_\_\_

BREAK

10. Roll Call 2 (optional)

11. OLD BUSINESS

*Voting is by GSRs or Alternates only (see our guidelines, Article B). Each group gets one vote.*

*This includes the voting on (disposal of) motions which were sent back to groups (referred) from a prior ASC meeting. The groups typically vote on these motions during their next business meeting, and the GSRs bring their group's conscious back to the next or designated ASC. Such motions include changes to the SKCANA ASC Guidelines and most money motions (some money motions, such as providing a new group with a group starter package, providing small amounts of literature to groups, events or retreats, or reimbursements for ASC members who have spent their own \$ to comply with duties stated in the SKCANA ASC Guidelines, if their budget established in Article C Operating Procedures does not specifically cover the expense). Normally motions returning in old business are voted on without discussion. However, if the GSRs have questions on the motion,*

## South King County Area Narcotics Anonymous (SKCANA) GSR Welcome!

*which arise from discussions at their group business meetings or new information which has come to light, the Chair may invite further discussion (pros and cons, information dissemination). The motion may be referred back to groups again if a majority of GSRs vote to do so.*

### 12. OPEN SHARING

*This includes discussion of matters brought forward by groups, subcommittees or members which affect how the SKCANA carries the NA message to the addict that still suffers. The Chair will ask the member, group (GSR or Alternate) or subcommittee to open discussion of the matter, then allow questions or comments from attending GSRs or members. The Chair will allow discussion to continue in hope of reaching consensus. If further information is needed which is not available, the matter may be tabled until such information is made available. If consensus is not reached, the GSRs may decide to bring the matter back to groups for discussion, thus tabling the matter until the next or designated ASC. If further discussion is not fruitful, the matter may be tabled until a later time suggested by the Chair and agreed to by the GSRs. The GSRs may choose at any time to generate a motion on the matter, to be voted on in New Business or to be taken back to groups. That would typically but not necessarily end discussion under Open Sharing.*

### 13. NEW BUSINESS

*Voting is by GSRs or Alternates only. Each group gets one vote. Anyone may make a motion but any motion must be seconded by a GSR or Alternate.*

*This includes a more formal discussion of matters brought forward by groups, subcommittees or members which affect how the SKCANA carries the NA message to the addict who still suffers. The matter at hand may or may not have been discussed during open sharing, but if it has been discussed in open sharing the Chair will first ask if further discussion is necessary or if a vote may be taken right away. If a motion is referred back to groups, the Chair will ask the GSRs if they have enough information on the matter to clearly explain it to their groups and facilitate obtaining their groups consensus. **THIS IS MOST IMPORTANT.** Too many times have GSRs not had enough information to carry the matter to their groups. That results in confusion and questions at the group level, which may lead to requests for further discussion of the matter at the next ASC, which in turn will force the motion to be referred back to groups again. This is not a bad thing, but it leads to a tedious, inefficient process that taxes everyone's patience. It is up to the Chair to make sure that enough productive discussion of a matter occurs to lead the GSRs to consensus or to send them back to their groups with clear information. It is up to the GSR to ask questions and state pros and cons to a matter which bring forward all sides of an issue and will facilitate the*

# South King County Area Narcotics Anonymous (SKCANA) GSR Welcome!

*development of group conscious. If further information must be obtained or developed to aid in discussion, the Chair will table the motion for a definite time to allow such to be worked out and brought to ASC. GSRs may request that an Admin member or subcommittee representative attend their group business meeting to assist them in understanding a motion.*

## 14. ELECTIONS:

*Elections occur per the timeline provided in SKCANA Guidelines Article G, unless a position is held open from the previous month for lack of nominations or volunteers. Anyone may nominate someone, but nomination is not required. A member may volunteer. Nominations do not require a second. Elected terms are for 1 year and a member may serve two consecutive terms. Voting is by GSRs or Alternates only, one vote per group. Refer to our guidelines Article B.*

## 15. Roll Call 3 (optional)

## 16. GROUP REPORTS

*The GSR or Alternate fills out a "group report" online at [www.skcn.org](http://www.skcn.org), or he/she may fill out a paper form at ASC and turn it in to the secretary once it is read. Groups are encouraged to use this form to tell other groups and the ASC how they are doing, and to share their position on matters sent back to groups for vote, or other matters they wish to bring up which may better carry the message to the still suffering addict. It attendance good and stable? What type of meeting is it- literature discussion, speaker, topic, other? Is it an OPEN or CLOSED meeting? Where is the meeting held and at what time/day? How are newcomers welcomed? These or other information may be provided. Groups do not have to provide financial information as to how much rent is paid or if they have a prudent reserve. That is the groups business, though it may be that GSRs may wish to share some of that information during a related open sharing session.*

## 17. Meeting Closure

*A motion is made and seconded "to close" this ASC.*

## 18. NEXT MEETING

*Date and time of the next ASC meeting is announced. Elections to be held at the next meeting are announced by the chair.*

## 19. Announcements

## 20. Closing Prayer

### **Brief ASC Officer job descriptions (for complete descriptions see our guidelines, Article E)**

#### **CHAIR**

The CHAIR runs the ASC meeting. He/she sets the monthly agenda and follows it with respect to our area guidelines. The GSRs are in charge of the ASC but they have

# South King County Area Narcotics Anonymous (SKCANA) GSR Welcome!

elected a Chair to facilitate the meeting. The Chair opens discussion of matters and then invites the GSRs to continue discussion until a consensus is reached, preferably in the form of a consensus.

## **VICE CHAIR**

The VICE CHAIR assists the CHAIR. He/she also fills OPEN subcommittee chair positions and reports to the ASC for those subcommittees.

## **SECRETARY**

The Secretary keeps notes of the ASC meeting and produces the meeting minutes within 10 days of the ASC meeting. He/She brings forward Old Business to the CHAIR. He/She keeps a list of items requested to be discussed during OPEN SHARING. He/She receives motions from the ASC body and forwards them to the CHAIR during NEW Business. He/She keeps an running list of past major motions and also maintains the SKCANA Guidelines.

## **SECRETARY TRAINEE**

The Secretary Trainee assists the Secretary and learns that job so he/she may take over the Secretary position.

## **TREASURER**

The Treasurer handles SKCANA funds and manages the SKCANA bank account. He/she receives group donations and pays area bills, either directly (to pay ASC facility rent or make area donations to region and NAWS) or indirectly by disbursing to officers and subcommittees per guidelines Article C, Operating Procedures. He/she also oversees the Activities and Literature accountings within the main SKCANA account and the separate accounts of events supported by the SKCANA (Winter Winners, YAHCNA). He/she manages the SKCANA Post Office Box.

## **TREASURER TRAINEE**

The Treasurer Trainee assists the Treasurer and learns that job so he/she may take over the Treasurer position.

## **REGIONAL COMMITTEE MEMBER 1 (RCM1)**

RCM1 is our SKCANA representative to the Washington Northern Idaho Region (WNIR) of NA. He/she attends all quarterly WNIRSC meetings and submits a report (that report is similar to what a GSR would submit to the SKCANA ASC). He/she reports back to the SKCANA what business was conducted at the RSC, what items were discussed during its OPEN FORUM, what items that were shared by other areas

# South King County Area Narcotics Anonymous (SKCANA) GSR Welcome!

of the WNIR that may contribute to new or ongoing SKCANA discussions. They may also cover for SKCANA subcommittee chairs that were unable to attend the WNIRSC, or for the SKCANA C&E Liaison if that position is OPEN. RCM1 also attends SKCANA meetings that have not attended the SKCANA ASC for several months.

## **REGIONAL COMMITTEE MEMBER 2 (RCM2)**

RCM2 is the backup for RCM1. They RCMs may choose to attend the entire WNIRSC together (as in the case of RCM2 being new to the position and is being mentored by RCM1), or they may “divide and conquer”; to cover all RSC, RSC subcommittee and C&E meetings.

## **Glossary of terms used at ASC**

**ASC-** Area Service Committee: A meeting of GSRs representing their homegroups collectively to better provide services to addicts who still suffer.

**SKCANA-** South King County Area of Narcotics Anonymous- This is the name of our area, used in communications with our represented groups, the WNIR, NAWS, entities within NA with which we do business (Literature purchases from NAWS) and entities outside of NA with which we do business (bank account) or whom we contact to carry the message to still suffering addicts (via SKCANA Subcommittees such as Activities, PR and H&I).

**WNIR-** Washington Northern Idaho Region- the SKCANA is one area member of the WNIR.

**WNIRSC-** Washington Northern Idaho Regional Service Committee- the WNIR business meeting, held quarterly in January, April, July and October, in Ellensburg WA.

**NAWS-** Narcotics Anonymous World Services- Produces NA literature and other recovery related items. Provides information to Members, Groups, Areas, Area Subcommittees, Regions and Regional Subcommittees who request help on any NA related matter.

**PR-** Public Relations- A subcommittee within the SKCANA which informs the public of the availability of NA to their community. This may be as simple as billboards, bus signs or posters, or it may take the form of presentations to the general public, schools or professional guilds. We take care to cooperate, not affiliate with outside organizations or professionals, and we attract, not promote.

**H&I-** Hospitals and Institutions- A subcommittee within the SKCANA which works with PR to carry the NA message of recovery into addicts who cannot attend regular meetings themselves, such as in-patient treatment centers, psych wards in hospitals, city or county jails, and prisons.

**GSR** or Alternate GSR- Group Service Representative- the Group’s single point of contact with the ASC. The GSR attends the ASC meeting and reports on how its group is doing and

# South King County Area Narcotics Anonymous (SKCANA) GSR Welcome!

brings forward the group's conscious on area business matters. The GSR usually runs the group's monthly business meeting, informs the group of business done at ASC and leads group discussion of matters referred to groups by the ASC.

**RD- Regional Delegate-** The RD represents to WNIR at the bi-annual WSC meeting.

**AD-** Alternate RD

**WSC-** World Service Conference- This is the bi-annual meeting of RDs and Ads from all NA regions and the NAWS World Board. This meeting is held in April, in southern California.

**CAR-** Conference Agenda Report- This is the agenda for the WSC, usually published in the 4<sup>th</sup> quarter or sooner, the year before the WSC is to occur. The CAR contains new business motions from the World Board and Regions, to be discussed and voted on at the group level, then the Area level, then the Regional level. The RD and AD will take the Region's conscious to the WSC. The RD and AD hold workshops to help the GSRs understand the motions in preparation for voting at the Group level.

**World Board-** From "A Guide to World Services in NA": The purpose of the World Board (WB) of Narcotics Anonymous World Services, Inc., is to contribute to the continuation and growth of Narcotics Anonymous. The Board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message while ensuring that the service and support provided are of the highest quality possible. The World Board manages all activities of World Services including oversight of the operations of the Fellowship's primary service center, the World Service Office.

## **This packet also contains, separately:**

The latest SKCANA Guidelines

A list of past major motions from prior ASC meetings. A "major" or "main" motion is any motion which affects how we do business, such as those that change our guidelines (these are referred back to groups). Major motions also include those which allocate money for new or significant (to be decided by the groups) expenditures. Motions that spend small amounts of money on things for which a precedent has been set may not be included in the list- (group readings and/or literature start up packages for new groups, literature donations to area events, etc (these motions do not have to go back to groups). Motions which reimburse officers or subcommittee chairs for funds spent in conduct of their duties may also not be included (travel reimbursements, photocopies, mailings to pay bills or send out receipts for regional or NAWS donations, etc, per guidelines Article C, Operating Procedures).

Group Report form



South King County Area Narcotics Anonymous (SKCANA)  
GSR Welcome!

Motion form

Rules of Order from "A Guide to Local Services in NA"

NAWS Group Update form