



North Atlanta

Service Committee (NAASC)

Welcome Kit

Welcome to the North Atlanta Area Service Committee!

Or as you'll hear it called, the NAASC. We're glad you're here!

This welcome kit is intended as a quick start to acquaint you with the adventure and thrill that is area service.

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First time hearing about area service meetings? Start by reading "[Intro to Area Service](#)".
Preparing for the monthly NAASC meeting? Jump to the "[Crash Course](#)".
Hoping to become an ASC guru? Check out the [NAASC Policy](#), which explains much more.

Again, welcome!

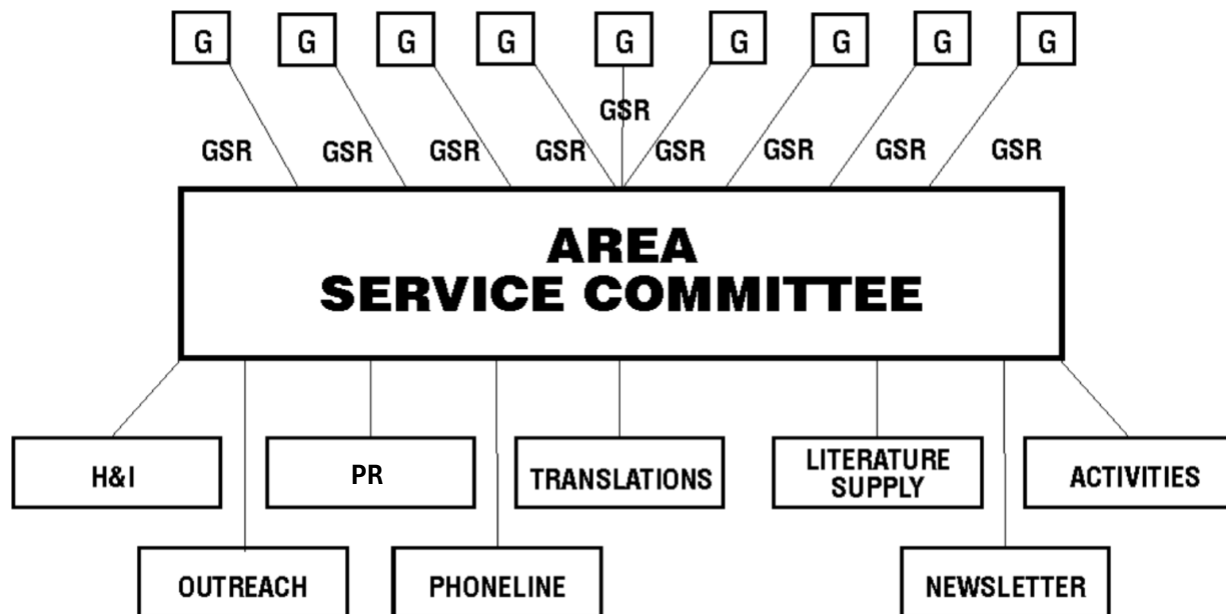
Intro to Area Service

What is the Area Service Committee?

Think about your first introduction to Narcotics Anonymous. Maybe you learned about NA through a panel meeting at a treatment center or while serving time in jail. Maybe you saw a poster encouraging you to call a local helpline. Maybe you downloaded a meeting schedule from an NA website. Each of these are examples of services provided by a local Area Service Committee (ASC).

You may wonder, "Why don't NA groups provide these services?" Because as the 5th Tradition states, "Each group has but one primary purpose—to carry the message to the addict who still suffers." If groups focus on providing these services, it can distract from carrying the message

and lead to duplicate efforts and wasted resources. That's why, as the 9th Tradition suggests, the NA groups create the Area Service Committee to provide these services on their behalf.



Members often describe the NA service structure as an upside-down pyramid—groups form Area Service Committees (ASCs); areas form Regional Service Committees (RSCs); regions send delegates to the World Service Conference (WSC). The upside-down pyramid description captures an important nuance of the 9th Tradition: “...service boards or committees *directly responsible to those they serve.*”

“Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs—and through them, in the area committee—for the necessary work to get done.

NA groups also send money to the area committee, money needed to coordinate panels, maintain phonelines, and conduct public information activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.

How does the area service committee relate in turn to NA's regional and world services? In much the same way as the group relates to the area committee: through carefully selected representatives who are delegated the authority necessary for effective service.” - *A Guide to Local Services*

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What is a GSR?

GSR stands for Group Service Representative.

“The GSR represents the group in area service committee (ASC) meetings. This trusted servant should attend the ASC regularly to report on the status of the group, including challenges the group faces or successes they experience. This helps the group develop a relationship of mutual support with other NA groups in the area. The GSR is the group liaison to the rest of the service community, carrying ideas and concerns from the group to local service bodies and helping keep the group informed about business at the area, region, and world services levels. The GSR carries the voice of the group to NA as a whole.” - *Group Trusted Servants: Roles and Responsibilities*

GSRs are generally elected by the NA group they represent during the monthly group business meeting. GSRs usually serve a one-year term, but in line with the 4th Tradition, some groups divide the responsibility differently, e.g. members sharing GSR duties quarterly or alternating every-other-month. As with all service positions, periodic rotation between trusted servants and roles is encouraged to provide a diversity of perspectives and talents that would be lacking were these positions to be held year after year by the same individuals. In the best case scenario, groups also elect a GSR Alternate (GSRA) who can serve as backup and who will become the next GSR.

Each member group of the ASC should send at least one GSR to the monthly service meeting, although it's encouraged that the GSRA attend, too! In the North Atlanta Area, **it's important that groups do not miss more than two consecutive ASC meetings!** During the monthly ASC meeting, GSRs give a brief “GSR Report”. During “Open Forum” GSRs may discuss any issues their group is experiencing in order to seek guidance, feedback, and support from area members.

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Who are the ASC Trusted Servants?

(NAASC Policy, Article 3, Section 7)

The area committee is composed of eight administrative committee members, three subcommittee facilitators (Activities, Hospitals & Institutions, and Public Relations), and the GSRs. In thinking about these roles, it's important to remember the 2nd Tradition, “...Our leaders are but trusted servants; they do not govern.” That explains why Trusted Servants are non-voting ASC members; the groups hold the decision-making responsibility.

Facilitator: Conducts the monthly NAASC meeting; cosigner on the bank account/has EFT account access; 2 years clean; non-voting member.

Co-Facilitator: Substitutes in the Facilitator's absence; attends subcommittee meetings; cosigner on the bank account/has EFT account access; 2 years clean; non-voting member. Ideally accepts a nomination to serve as Facilitator the upcoming year.

Secretary: Keeps accurate minutes of the ASC meeting and distributes electronic copies to all members two weeks prior to the next ASC meeting; cosigner on the bank account/has EFT account access; 2 years clean; non-voting member.

Treasurer: Tracks donations to the NAASC; monitors administrative and subcommittee budgets; issues reimbursements; submits a written report at each ASC meeting that will include details of monies received, date and amount of deposits made, monies spent for that month, and a bank statement or a bank transaction ledger; cosigner on the bank account/has EFT account access; 2 years clean; non-voting member.

Regional Committee Member (RCM): Carries the conscience of the NAASC to the Georgia Regional Service Committee (GRSCNA) meeting; relays information from GRSCNA back to NAASC; cosigner on the bank account/has EFT account access; 2 years clean; non-voting member.

Treasurer Alternate, Secretary Alt., Regional Committee Member Alt. (RCMA): Substitute in their respective counterpart's absence; 1 year clean. Ideally, each alternate accepts a nomination to serve in the prime position the upcoming year.

Subcommittee Facilitators: Hold business meetings for the NAASC subcommittees; submit subcommittee budgets; organize volunteers, activities, events and outreach; liaise with professionals; 2 years clean; non-voting member.

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What are the ASC Subcommittees?

(NAASC Policy, Article 3, Section 8)

Activities

“Dances, picnics, campouts, special speaker meetings—these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship.” - *A Guide to Local Services*

Please direct anyone interested in joining the Activities Subcommittee to:

<https://www.northatlantana.org/activities/>

Hospitals & Institutions (H&I)

“Hospitals & Institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals.” - *A Guide to Local Services*

“The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.” - *Hospitals & Institutions Handbook*

NAASC H&I currently takes meetings to:

- Peachford Hospital (Monday, 8 pm)
- Skyland Trail (Sunday, 11 am)

Please direct anyone interested in H&I service, like volunteering on a panel, to:

<https://www.northatlantana.org/hospitals-institutions/>

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Public Relations (PR)

“The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous.” - *Public Relations Handbook*

Some services provided by the NAASC PR Subcommittee are:

- Keeping the Area NA meeting list and website up-to-date
- Leading trainings for NA Helpline volunteers and keeping the volunteer list up-to-date
- Providing presentations to professionals (e.g. drug counselors, judges, lawyers, treatment providers)
- Hosting and staffing an NA booth at the annual Atlanta Pride Festival
- Distributing fliers throughout the community, including on public transit

Please direct anyone interested in PR service, like being a Helpline or website volunteer, to:

<https://www.northatlantana.org/public-relations/>

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The NA Helpline: “A telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Phoneline volunteers often serve as the first point of contact between the community-at-large and the NA Fellowship.” - *Public Relations Handbook*

This is the **NAASC Helpline number: 678-405-0825**

FUN FACT! Text the zip code of anywhere in the US to our local Helpline and get a list of meetings near that zip code. Try it! Text ‘99501’ to 678-405-0825.

SPREAD THE WORD!

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NAASC Meeting Crash Course

How to Attend

When: The area meets more or less on the fourth Sunday of each month at 2:00 PM ET. It's a guideline, not a rule. Every six months or so GSRs submit a topic and vote on the upcoming dates. You can find the dates on the Area website: <https://www.northatlantana.org/area-service-committee/>.

Where: We're hybrid.

Join us in-person at:
Atlanta Recovery Place
1742 Mount Vernon Road
Dunwoody, GA 30338

Virtually at:
<https://us04web.zoom.us/j/182255711>
Zoom ID: 182 255 711

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Submitting a GSR Report

(NAASC Policy, Article 4, Section 5.5)

"Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee."
- *A Guide to Local Services*

Please submit your group report **before the ASC meeting** using the NAASC GSR Report Form: <https://www.northatlantana.org/naasc-gsr-report-form/>. During "Group Reports", give a verbal summary of the report and mention whether you are a GSR, GSR Alternate, voting, or non-voting representative.

The GSR Report should include:

- a. NA meeting name, i.e. Name of group
- b. Day(s) of week that group meets
- c. Time of meeting
- d. Location of meeting
- e. Newcomer attendance for the month
- f. GSR contact info (other group trusted servant info is optional)
- g. Monthly donation
- h. Celebrations, anniversaries, and/or upcoming events

Important: If your group is experiencing issues or needs support, please bring it up during the “Open Forum” To submit a topic for consideration by the area, use the Area Topic/Nomination Form: <https://www.northatlantana.org/area-topic-form/>.

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Nominations

(NAASC Policy, Article 3, Section 3)

“The area committee elects its own officers, subcommittee chairpersons, and RCMs.” - *A Guide to Local Services*

Members must be nominated and elected to serve on the area Administrative Committee (e.g. Secretary, Treasurer, other roles). Submit a nomination using the Area Topic/Nomination Form: <https://www.northatlantana.org/area-topic-form/>

Nominations are accepted beginning in April, unless a position is vacant and then a nomination may be submitted any time. Ideally, all nominations must include a completed Service Resumé. Nominations received before the June ASC meeting will go to groups for review; nominations received in June can be voted on in June.

Elections take place in June. Only GSRs vote. Nominees must be present at the ASC meeting during elections unless a reasonable excuse that prevents them from attending is submitted in writing to the Secretary. Elected trusted servants will serve one-year terms beginning at the close of the June ASC meeting.

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Voting, a.k.a. Consensus-Based Decision Making

(NAASC Policy, Article 4, Section 4)

The NAASC uses consensus-based decision making (CBDM) for the voting procedure. If you’ve attended a service meeting before, you may be familiar with the parliamentary model (e.g., “motions” or “yes/no/abstain” voting). CBDM is a bit different.

Consensus-based decision making is a collaborative process where participants address concerns and refine a proposal until participants reach general agreement and can actively support—or at least live with—the final decision (i.e., trusting the group conscience).

At the NAASC, groups submit topics for consideration by the other ASC member groups. Examples of topics may be something simple, like picking the dates for upcoming ASC meetings or something more complicated, like a policy change for banking procedures. Topics are discussed and voted on during the “Old Business” and “New Business” portions of the meeting.

Submit a topic using the Area Topic/Nomination Form: <https://www.northatlantana.org/area-topic-form/>

Voting Options

Designated voting representatives can take one of four positions on a proposal:

- **Assent:** Fully agrees with the proposal, or agrees enough to support the proposal.
- **Assent with Reservations:** Has concerns or reservations, but trusts and supports the decision of the group.
- **Stand Aside:** Disagrees with the proposal, but steps aside so the group can move forward. A stand aside is not equivalent to an abstention in the parliamentary model, but more closely resembles a “no” vote.
- **Block:** Stops the proposal from moving forward. Because a proposal can be defeated simply from a large number of stand asides, a block is rarely necessary and should only be utilized when a member strongly believes that the proposal violates a tradition, concept, or law.

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Consensus Threshold: The group reaches consensus when **70% or more** of voting representatives choose “Assent” or “Assent with Reservations”.

General Rules

- **Participation:** All members present may join the discussion, but only designated voting representatives may take a position or block consensus.
- **Applicability:** The group uses CBDM for all business except contested elections (when two or more nominees run for a position)

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Step-by-Step CBDM Process

1. **Present the Item:** A voting member of the ASC introduces a topic or proposal.
2. **Clarification:** The facilitator opens the floor for questions and clarification. This is not a debate on the merits of the topic, but is simply a chance to ensure that everyone understands the language of the topic.
3. **Open Dialogue:** The facilitator opens the floor for discussion. During discussion, members can voice their support and/or reservations. Members with objections explain their points and suggest changes needed to reach a compromise. The discussion may lead to amendments and alterations to the original topic.
4. **Conduct a Straw Poll:** Once discussion winds down, if there are compromises proposed, the facilitator conducts a straw poll (an informal, non-binding, vote) to measure support for the proposed compromise. If the voting members generally agree to the compromise, then the topic with the included compromise is voted upon using the consensus criteria defined below.

5. **Determine Consensus:**

- If 70% or more of voting representatives “Assent” or “Assent with Reservations”, consensus is achieved and the proposal passes.
- If consensus is not reached, the group decides whether to discuss and modify the proposal further, postpone it, or assign it to a committee.

Handling a Block

If a member blocks a proposal, the group can challenge the block's validity:

1. **Validate the Block:** If a member questions whether the block is based on a real violation of a tradition, concept, or law, the body discusses the validity of the block.
2. **Vote on the Block:** The group votes on whether the block should stand.
 - a. **Invalid Block:** If the group overrides the block, the facilitator calls for consensus on the original proposal once again.
 - b. **Valid Block:** If the group agrees that the block is valid, the topic automatically does not pass.

To learn more, see the [CBDM Basics](#) on na.org.

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ASC Meeting Agenda

(*NAASC Policy*, Article 4, Section 5)

Opening

1. Call to Order
2. Service Prayer
3. The Twelve Traditions of NA
4. Twelve Concepts for NA Service

Part 1: Group, Administrative, and Subcommittee Reports

1. Group Reports / Roll Call
2. Recognize New Groups
3. Determine Quorum & Consensus
 - The Secretary announces voting eligible, quorum, and consensus numbers.
4. Review & Accept ASC Minutes
 - If no amendments, minutes are accepted without a vote. Edits must be confirmed by consensus.
5. Administrative Committee Reports: Treasurer, RCM, Secretary, Facilitator
 - The Treasurer's report must be accepted by a consensus vote. However, the topic to accept the report need not be written and submitted to the Secretary.
6. Subcommittee Facilitator Reports: Activities, H&I, PR

Break - if agreed upon by all NAASC attendees

Part 2: Open Forum and Business

1. Open Forum

- This is a time for members to discuss any issues they experience at the area and/or group level in order to seek guidance, feedback, and support from the area.

2. Headcount

- The Secretary announces voting eligible, quorum, and consensus numbers.

3. Nominations to serve on the Administrative Committee

- Usually between April-June, but can happen any month for vacant positions.

4. Old Business

- Business that was tabled or taken back to groups from the last area meeting.
- The topic should be voted on immediately, unless there are proposed amendments.

5. New Business

- Send new business to the Secretary as a written topic prior to the Open Forum.
- The topic author is given time on the floor to state the topic intent.
- Topic is discussed amongst attendees until all viewpoints are voiced, then called to a consensus vote.

Closing

1. Announcements

2. Serenity Prayer

Note: After the area meeting, the Co-facilitator will hold a brief GSR orientation. All are welcome!

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Resources

Meeting Lists

North Atlanta Area: <https://www.northatlantana.org/meetings-draft/>

Metro Atlanta Sub-region: <https://metroatlna.com/meetingstable/>

Georgia Region: <https://grscna.com/na-meetings-ga/>

Forms

GSR Report: <https://www.northatlantana.org/naasc-gsr-report-form/>

Area Topic/Nomination Form: <https://www.northatlantana.org/area-topic-form/>

NAASC Policy: <https://www.northatlantana.org/minutes-policy/>

Trusted Servant Email Addresses: <https://www.northatlantana.org/contact-us/>

Service Guides

A guide to local services in Narcotics Anonymous. Narcotics Anonymous World Services. (2024, January). <https://na.org/wp-content/uploads/2024/06/EN-GLS-English-Jan2024.pdf>

CBDM basics. Narcotics Anonymous World Services. (2018, June). <https://na.org/wp-content/uploads/2024/06/CBDM-Basics-English.pdf>

Group trusted servants [Service pamphlet]. Narcotics Anonymous World Services. (2024). <https://na.org/wp-content/uploads/2024/06/EN22023-Group-Trusted-Servants-English.pdf>

Hospitals & institutions handbook. Narcotics Anonymous World Services. (1997). <https://na.org/wp-content/uploads/2024/06/HI-Handbook.pdf>

Public relations handbook. Narcotics Anonymous World Services. (2007). https://na-northernireland.org/wp-content/uploads/2020/07/Public_Relations_Handbook.pdf

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Appendix A. Acronyms

ASC	Area Service Committee
CBDM	Consensus-Based Decision Making
EFT	Electronic Funds Transfer
GLS	A Guide to Local Services in NA
GRSCNA	Georgia Regional Service Committee of NA
GSR	Group Service Representative
GSRA	Group Service Representative Alternate
H&I	Hospitals & Institutions
NAASC	North Atlanta Area Service Committee
PR	Public Relations
RCM	Regional Committee Member
RCMA	Regional Committee Member Alternate
WSC	World Service Conference

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Appendix B. Glossary

Active Group - A group represented by a voting or non-voting member at Area for at least two consecutive months.
Ad Hoc Committee - A temporary group of people who investigate, analyze, and make recommendations on a single issue that does not fit into any existing subcommittee's job description. When the committee finishes its work and makes a recommendation, it dissolves itself. Example: An ad hoc committee forms to review the ASC policy each year and disbands when finished.
Administrative Committee - Trusted servants fulfilling area duties, specifically the: Facilitator, Co-Facilitator, Secretary, Secretary Alternate, Treasurer, Treasurer Alternate, RCM, RCMA, Activities Subcommittee Facilitator, H&I Subcommittee Facilitator, PR Subcommittee Facilitator
Consensus - The number of votes of "Assent" or "Assent with Reservations" needed for a topic to be adopted. Calculation: 70% of voting eligible groups, rounded to the nearest whole number. <i>Consensus = round(0.7 * Voting Eligible)</i>
GSR Report - A monthly report about group meeting info, attendance, and celebrations.
Inactive Group - A group not represented by a voting or non-voting member at Area for two consecutive months.
Member Group - Any group that is currently an NAASC member, or a new group that announced themselves during "Recognize New Groups". Groups must follow the Twelve Steps and Twelve Traditions of NA, have no outside affiliations, and receive no outside financial support.
Non-voting Eligible Group - Groups which have a representative at Area but are not voting either because the group was inactive and has not yet attended two consecutive area meetings, or because the person representing the group was not given a vote of confidence by their group in order to vote on ASC business.
Quorum - The minimum number of groups which must be present at Area in order to conduct business. Calculation: Half of active groups, rounded up to the nearest whole number, plus one. <i>Quorum = round_up(0.5 * Active) + 1</i>
Topic - An idea, issue, or proposal brought to the group for discussion and decision.
Voting Eligible - Any active group represented by a voting member.

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