WESTERN PENNSYLVANIA AREA 60

GENERAL SERVICE REPRESENTATIVE

HANDBOOK



[Revised February 4,2008]

GSR - GENERAL SERVICE REPRESENTATIVE

The GSR (General Service Representative) has the job of linking his/her group with AA as a whole. The GSR represents the voice of the group conscience, reporting the group's wishes to the District Committee Member (DCM) and to the Delegate, who passes them on to the Conference and to the movement.

For this, GSR's need the confidence of the group. They also need a good ear for listening. We all realize whatever "authority" there is in AA resides in the group conscience. Because of this, a GSR can determine exactly what their group needs or what their group thinks about a situation and can pass this information along to where it will be most useful in policy making.

This is a two-way street, allowing the GSR to bring back to their home group the problems and remedies that affect AA unity, health and growth. To the extent that a GSR keep the group informed, then expresses the group conscience, only to that extent can the Conference feel it is acting for AA as a whole. This becomes more evident each yearwhether a GSR speaks for a group of two, three or for a 250 member group.

Experience shows the most successful GSR's are AA's who have been active as group officers, Intergroup Representatives or Public Information/Institution Committee Members. From such work, they have already learned that AA offers growth through service and they become aware of the meaning of our Traditions to the movement's future.

Prospective GSR's have had two or three years of continuous sobriety in AA and have time available for District and Assembly Meetings. Eventually, they may become District Committee Members (DCM's) or Area Delegates.

GSR's serve for a period of two years. It is suggested that the GSR hold no other office in any group while serving their two-year term as GSR.

In case a GSR is unable to attend all District Meetings and Area Assemblies, an alternate GSR is needed. Alternates should be encouraged to assist, participate and share in responsibilities of the GSR.

As soon as a GSR is elected, notify your DCM, Western PA Area 60 and the General Service Office in New York. If you have a Central Office, the Secretary of the group should notify them.

Reprinted in part from the "AA Service Manual, Chapter II." All excerpts reprinted with permission of AAWS.

(GSR — stands for — Give Some Report)

A NOTE ABOUT AREA 60!

AREA 60 EXISTS TO SERVE YOU, THE GROUPS AND DISTRICTS OF WESTERN PENNSYLVANIA, TO BETTER HELP THE MESSAGE OF ALCOHOLICS ANONYMOUS TO BE PASSED ON TO THOSE STILL SUFFERING.

Area 60 of Western Pennsylvania General Service Inc., is a 501C-3 non-profit corporation becoming incorporated in August 2000. The preamble and Article II (Purpose) of Area 60's By-Laws read as follows:

PREAMBLE

Area 60 of Western Pennsylvania General Service Inc. will follow the spirit of Article II of the Articles of Incorporation of this Corporation and shall be ever mindful of and use for its basic guide of conduct, in all corporation matters unless otherwise stated, the ideals expressed in the Twelve Steps, Twelve Traditions, and the current AA Service Manual combined with the Twelve Concepts for World Service as published by Alcoholics Anonymous World Services, Inc., New York, NY 10115, and any addendums that follow each annual General Service Conference.

ARTICLE II

The <u>purpose</u> of the corporation (hereinafter referred to as Area 60) is to be a body of trusted servants to serve the needs of the AA groups within its geographical area and to function as a constituent part of the annual General Service Conference of Alcoholics Anonymous. We are an organization formed exclusively for the charitable and educational purpose of furthering knowledge and access to the Twelve Step Program of recovery of Alcoholics Anonymous. It is our aim to maintain services and activities for those who seek through Alcoholics Anonymous, the means of arresting the disease of alcoholism through the application to their own lives, in whole or in part, of the twelve steps which constitute the recovery program upon which the fellowship of Alcoholics Anonymous is founded, as well as to other interested parties who desire educational information about AA's recovery process.

Participation of Area 60 AA groups shall be encouraged to enable Area 60 to be the true voice and group conscience of western Pennsylvania AA.

SUMMARY OF THE DUTIES OF GSR (as stated in the Area 60's By-Laws)

Each group in Area 60 shall elect a GSR and an Alternate. The GSR carries the Group's conscience to the Area Assembly; votes on behalf of the Group on all issues brought to the floor; and reports back to the Group on the business conducted. A suggested term of office is two years. GSR's are a vital link in connecting their groups to AA as a whole. As mail contact for the General Service Office, Area 60, and their local DCM, they receive much information to pass on to their group. The GSR is usually listed in the AA directory as contact for the group. Duties include attendance at their District

meetings and Area 60 Assemblies and communication of business conducted at these meetings back to their groups.

DEFINITION OF TERMS USED IN GENERAL SERVICE ACTIVITIES

A.A.W.S. -Alcoholics Anonymous World Services, Inc., one of the two operating

corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for

the Conference-approved and service literature.

Alternate -A service volunteer who at Group, District, or Area Level, assists,

supports and participates in Service responsibilities where feasible,

depending on local autonomy and local needs.

Anonymity -The act of being anonymous.

Anonymous -With no name known or acknowledged. i.e., given, written, etc., by a

person whose name is withheld.

Area -A geographical division within a state or province. A conference

Delegate comes from an Area. Normally there is one Area to a state or province, except in heavily A.A. populated places, than there may be two, three or more Areas in the state or province. PA has two

Areas. Area 60 is Western PA. and Area 59 is Eastern PA.

Assembly -A meeting of GSR's and Area Committee Members to discuss Area

affairs and to elect a Delegate and Area Officers every other year.

Autonomy -The quality or conditions of being autonomous...Self-Government.

<u>Autonomous</u> -Having self-government...can function independently of other parts.

Conference -The General Service Conference. This is the Annual Meeting of

Conference Delegates each April in New York.

Conference approved

literature/videos -Pamphlets, books, videos, and films, produced under the auspices of

various Conference trustees' committees which the appropriate Conference Committees have reviewed and recommended to the Conference for its' approval, and which have been approved by the

Conference.

D.O.S -Day of Sharing

<u>Delegate</u> -The man or woman elected at the election assembly every other year

to represent the Area at the annual meeting of the Conference in NY and to bring back to the Area the results of the Conference Meeting.

D.C.M. -Sometimes called the committeeman or committeewoman. He/She is

an experienced GSR elected by the other GSR's to represent the groups of their District in Area Committee Meetings (Quarterly Meetings)-and to coordinate service activities in the District.

<u>District meeting</u> -The meetings of the DCM and the GSR's of the groups in the District.

G.A.W. -Get-Away-Weekend

G.S.O. -The General Service Office, which provides services to groups in the

U.S. and Canada and publishes A.A. literature.

General Services –Services performed by anyone in the general service structure

(G.S.R., DCM, delegate, etc.).

G.S.R. -The General Service Representative is the group contact with the

General Service Office; and voting member of the area assemblies

N.E.R.A.A.S.A. -Northeast Regional Alcoholics Anonymous Service Assembly is held

in the last weekend of February. This is a pre-conference event sponsored by the Northeast Regional Delegates (N.E.R.D.s) and

hosted by the individual Area by formal bid.

N.E.R.D. -Northeast Regional Delegates.

N.E.R.F. -The Northeast Regional Forum is held in odd-numbered years. This

event is sponsored by the Northeast Regional Trustee (N.E.R.T.) and the General Service Office, but hosted by the individual Area in the Northeast Region who bid for this opportunity. NERF is usually held in

June.

Quarterly Meeting -Quarterly business meeting the Area Committee.

Region -A grouping of several areas from which a regional trustee comes to

the board of trustees. There are six regions in the U.S. and two in

Canada.

Sharing session -A group, district, area, or Conference meeting in which everyone is

invited to contribute ideas and comments on A.A. matters, and during

which no actions are taken.

Third Legacy -A.A.'s Third Legacy is Service, the sum total of all A.A. services, from

a twelve step call to coast-to-coast worldwide service activities. The

first two legacies are recovery and unity.

<u>Trustee</u>

-A member of A.A.'s General Service Board. Fourteen trustees are A.A. members (Class B); seven are nonalcoholic (Class A).

AREA 60 - WHAT IS IT? WHAT DOES IT DO?

Area 60 is a non-profit corporation formally called Area 60 of Western Pennsylvania General Service, Inc. Its primary purpose is to be a body of trusted servants to serve the needs of the AA groups within its geographical urea and to function as a constituent part of the annual General Service Conference of AA. Area 60 was formed exclusively for the charitable and educational purpose of furthering knowledge and access to the Twelve-Step Program of recovery of Alcoholics Anonymous. The bylaws of Area 60 state: "it is our aim to maintain services and activities for those who seek, through Alcoholics Anonymous, the means of arresting the disease of alcoholism through the application to their own lives, in whole or in part, of the twelve steps which constitute the recovery program upon which the fellowship of Alcoholics Anonymous is founded, as well as to other interested parties who desire education information about AA's recovery process. Participation of Area 60 AA groups shall be encouraged to enable Area 60 to be the true voice and group conscience of western Pennsylvania AA. **AREA 60 IS YOUR RESOURCE!!!**

Area 60 consists of 45 Districts with approximately 800 groups encompassing 26 counties in Western Pennsylvania. The flow chart on the next page explains the structure of the Area.

The Area Committee meets quarterly. Eligible voting members are the elected officers, appointed officers, coordinators, DCM's, and past Delegates. Alternates serve and vote only in their absence. The Area Committee is responsible for attending to the business affairs and activities of the Area.

The Area Assembly meets three times per year. Eligible voting members are the elected and appointed officers, coordinators, DCM's, past Delegates, and GSR's. Alternates serve and vote only in their absence. The Area Assembly is responsible for attending to any action that would alter the structure of the Area and that would change "leadership". The Assembly elects a new panel of officers to begin service in every odd year of the calendar.

AREA 60 LINE OF COMMUNICATION OF AA IN THE AREA AND IN THE WORLD



The General Service Representative (G.S.R.)

The general service representative has the job of linking his or her group with A.A. as a whole. The G.S.R. represents the voice of the group conscience, reporting the group's thoughts to the district committee member and to the delegate, who passes them on to the Conference. This communication is a two-way street, making the G.S.R. responsible for bringing back to the group Conference Actions that affect A.A. unity, health, and growth. Only when a G.S.R. keeps the group informed, and communicates the group conscience, can the Conference truly act for A.A. as a whole.

FINANCIAL SUPPORT: Current experience indicates that many groups provide financial support for their general service representatives to attend service functions.

Qualifications

- Experience shows that the most effective G.S.R's have been active in group, intergroup, or other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems.
- Usually, prospective G.S.R's have at least two years of continuous sobriety.
- They have time available for district meetings and area assemblies.
- They have the confidence of the group, and an ability to listen to all points of view.

Duties

- G.S.R's attend district meetings.
- They also attend area assemblies.
- G.S.R's serve as the mail contact with the General Service Office, and they are listed in the A.A. directories as contacts for their groups. They receive the G.S.O. bulletin *Box 4-5-9*, and keep their groups abreast of A.A. activities all over the world.
- They serve as mail contact with their district committee member and with the area committee.
- G.S.R's supply their D.C.M's with up-to-date group information, which is relayed to G.S.O. for inclusion in the directories and for G.S.O. mailings.
- They are knowledgeable about material available from G.S.O. new literature, guidelines, bulletins, videos, tapes, kits, etc., and they are responsible for passing such information on to the groups.
- They learn everything they can about the Twelve Traditions and Twelve Concepts and are familiar with this manual, the books *Twelve Steps and Twelve Traditions* and *A.A. Comes of Age, Twelve Concepts for World Service,* and the pamphlets "The A.A. Group," "A.A. Tradition How It Developed," "The Twelve Traditions Illustrated," and "The Twelve Concepts Illustrated."
- They usually serve on group steering committees.
- They work with group treasurers to develop practical plans for group support of G.S.O., such as the Regular Contribution Plan and the Birthday Plan. They encourage the group to support the area and district committees and local central offices or

intergroups, and they are familiar with the leaflet "Self-Support: Where Money and Spirituality Mix'

Service Structure Inside the A.A. Group

• They participate in district and area service meetings, and often help with planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.

Chairperson Secretary Treasurer Intergroup Literature Representative Representative Group Membership Grapevine Archives Representative Representative Steering Committee Cooperation with Treatment Facilities/ the Professional Corrections Community/Public Representative Information Representative General Service Representative District Committee

(Composed of G.S.R.s)

Area Committee

Delegate

General Service Conference

Term and Method of Election

G.S.R's serve for two years and the term frequently runs concurrently with those of committee members and the delegate. They represent their home group and are nominated

and elected by group members.

Some groups hold a special election for the G.S.R. To emphasize the need for selecting strong G.S.R's, such a meeting can provide information on the role of G.S.R's and their work in the district and area. (A basic resource is the pamphlet "G.S.R.: May be the Most Important Job in A.A?') Nominations can be made by a steering committee or during a group business meeting. A plurality is generally sufficient for election.

NOTIFICATION: As soon as a G.S.R. is elected, the group should provide the district and area committees, the local intergroup/central office, and G.S.O. with the following information: 1) group name and service number, 2) the new G.S.R's name, address, and telephone number, and 3) the previous G.S.R's name (so it can be removed from the

mailing list).

G.S.R. KIT: When G.S.O. has been notified, the new G.S.R. receives a kit containing a covering memo, *The A.A. Service Manual/Twelve Concepts for World Service*, useful pam-

phlets and leaflets, and a literature order form.

ALTERNATE G.S.R.: An alternate should be elected at the same time, in case the G.S.R. is unable to attend all district and area meetings. Alternates should be encouraged to assist, participate, and share in the responsibilities of the G.S.R., attending district and area meetings when feasible, depending on local needs.

Group Information

It is important for the group to send information to each of the following entries: G.S.O., and the district, the area *and* to the local intergroup/central office. While local, area and national offices communicate regularly, they have different purposes and different mailing lists.

Two simplified forms (see following pages) have been developed to facilitate transmittal of information to G.S.O.: 1) *Alcoholics Anonymous New Group Form* is for one-time use only, when a new group is started; 2) the *Group Information Change Form* is to be filled in whenever a group changes its name or meeting address, elects a new G.S.R., reports a change of address and/or phone number, reports the designation of a new second contact, or reports a change of address or phone number for the second contact.

To assure direct and regular communication between the group and G.S.O., each group is assigned a service number. It is helpful to refer to this number when writing to

G.S.O. and when sending contributions.

If a group wishes to be listed in the appropriate U.S. or Canadian A.A. directory, this can be indicated in filling out the New Group Information Form.

ALCOHOLICS ANONYMOUS NEW GROUP FORM

"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group they have no other affiliation." —Tradition Three (the long form)

"Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose — that of carrying its message to the alcoholic who still suffers." — Tradition Five (the long form)

"Unless there is approximate conformity to A.A.'s Twelve Traditions, the group . . . can deteriorate and die." — Twelve Steps and Twelve Traditions, page 174

GROUP NAME Serenity by the Sea						GROUP START DATE 50103						
GROUP MEETING LOCATION: Grace Lutheran Church												
DDRESS 123 N	Main S	treet		12.7	1							
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MEETING DAY	мон 🗹	TUES 🗌	WED 🗹	THUR 🔲	FRI	d	SAT		SUN			
MEETING TIMES	7 PM	isdi	7PM		8 P	M	- Ann					
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NAME David Jones					TELEPHONE # (555) 111-5555							
ADDRESS 5 F	fifth /	Ave.	7 37	CITY/T	OWN_A	hy-	town)				
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NAME					TELEPHONE # (
ADDRESS					CITY/TOWN							
STATE/PROVINCE				ZIP CO	DE							
Does your Group meet in a hospital, treatment center or detox center?						1	☐ Yes	5	Ø N	0		
If yes, is it open to A.A. members in the community as well as to patie					e center?	e la	☐ Yes	5	O N	0		
f the Group is to be G.S.R. or Group cont (or other contact) nar OK TO UST IN THE DIRE	act. Listing in ne and teleph	the Directory is one number w	s for Twelfth St rill be included	ep referral and	or for m	eeting	informa	tion. T	he G.S.	R.'s		

U.S. and Canada Alcoholics Anonymous Group Information Change Form DATE: 9/1/02 GROUP SERVICE No. __ (200123 DISTRICT No. 03 DELEGATE AREA No. No. OF MEMBERS OLD INFORMATION **NEW INFORMATION** GROUP NAME Lynchburg Monday GROUP NAME Same Group Meeting Location: Methodist Church Group Meeting Location: Members Homes Street Street Various City/Town Lynchburg City/Town _ State/Province State/Province Zip 24521 Zip MEETING DAY MEETING DAY MON TUES WED THUR MON TUES WED THUR MEETING TIMES MEETING TIMES 7:00 (100PM 9 OCT GENERAL SERVICE REPRESENTATIVE (G.S.R.) GENERAL SERVICE REPRESENTATIVE (G.S.R.) Name (Sill Jones Same Street 768 Main Street Street City/Town Lynchbura City/Town State/Province Va State/Province Zip 24521 Telephone 1703 123-4567 Telephone () ALTERNATE G.S.R. or MAIL CONTACT | Phone duck one V ALTERNATE G.S.R. or MAIL CONTACT | Phone that one V Name Name Street _ Street ___ City/Town City/Town State/Province _ State/Province _ Telephone (Telephone (If the Group is to be listed in the Directory, please provide a telephone number and mailing address for the G.S.R., Alternate G.S.R. or Group contact. Listing in the Directory is for Twelfth Step referral and/or for meeting information. The G.S.R.'s (or other contact) name and telephone number will be included in the Directory with the group's name and service number. OK TO LIST IN THE DIRECTORY? "Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group they have no other affiliation." -Tradition Three (the long form) "Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose — that of carrying its message to the alcoholic who still

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suffers." - Tradition Five (the long form)

GROUP INVENTORY

- 1. What is the basic purpose of the group?
- 2. What more can the group do to carry the message?
- 3. Is the group attracting alcoholics from different backgrounds? Are we seeing a good cross-section of our community?
- 4. Do new members slick with us, or does the turnover seem excessive? If so, why? What can we as a group do?
- 5. Do we emphasize the importance of sponsorship? How effectively? How can we do better?
- 6. Are we careful to preserve the anonymity of our group members and other A.A's outside the meeting rooms? Do we also leave the confidences they share at meetings behind?
- 7. Do we lack the time to explain to all members the value to the group of keeping up with the kitchen/housekeeping chores and other essential services that are part-and-parcel of our Twelfth-Step efforts?
- 8. Are all members given the opportunity to speak at meetings and to participate in other group activities?
- 9. Mindful that holding office is a great responsibility not to be viewed as the outcome of a popularity contest, are we choosing our officers with care?
- 10. Are we doing all we can to provide an attractive meeting place?
- 11. Does the group do its fair share toward participating in the purpose of A.A. as it relates to our Three Legacies of Recovery, Unity, and Service?
- 12. What has the group done lately to bring the A.A. message to the attention of professionals in the community the physicians, clergy, court officials, educators, and others who are often the first to see alcoholics in need of help?

from *The A.A. Group*, Revised, p.35

GEOGRAPHICAL LOCATIONS OF AREA 60 DISTRICTS

<u>District</u>	<u>Location</u>
1	Butler - East Side / West Side - Prospect - Chicora - Lyndora
2	Pittsburgh - East Liberty
3	Pittsburgh - North Side - Bellevue
4	Pittsburgh - Bloomfield - Garfield - Lawrenceville - Millvale
5	Pittsburgh / North Hills -Ross Twp Allison Park - Glenshaw - Wexford - Etna - West View
6 7	Penn Hills - Wilkinsburg - Braddock - Frick Park - Edgewood Pittsburgh / South Hills - Mount Lebanon
8	McKeesport - East McKeesport - Homestead - Clairton - West Mifflin – Hazelwood, Munhall,
J	Greenfield, Glassport, Jefferson
10	Coraopolis - Sewickley - Moon Township
11	South West Pittsburgh - Beechview - Dormont - Carnegie - Bridgeville - Crafton
12	Aspinwall - Fox Chapel - Sharpsville
14	Washington / Greene Counties - Washington - Waynesburg - Canonsburg - Bobtown
15	Jefferson / Clearfield Counties - DuBois - Punxsutawney - Brookville - Clearfield
16	Venango / Clarion / Forest Counties - Oil City - Clarion - Marienville - Sugar Creek
17 18	Blair / Bedford Counties - Altoona - Bedford - Tyrone - Claysburg
19	East Mercer County - Grove City - Slippery Rock - Stoneboro - Milledgeville Warren County - Warren - Sheffield - Tidioute - Youngsville - Clarendon - Russell
20	Pittsburgh Central - Downtown - Hill District - Carson Street
21	Pittsburgh - Oakland - Squirrel Hill - Shadyside
22	Pittsburgh - South Side
23	Westmoreland County - Greensburg - Jeanette - Scottsdale - Ligonier - Latrobe - Blairsville
24	Lower Beaver Valley - Beaver Falls - Ambridge - Rochester - Frisco - Big Beaver
25	Beaver / Ohio Valley - Aliquippa - Beaver - Monaca - Midland - Vanport
27	Upper Allegheny Valley - Apollo - Tarentum - Natrona Hghts Vandergrift - New Kensington
28 29	Monroeville - Murrysville - Pitcairn - Wall - Delmont - Harrison City Fayette County - Uniontown - Connellsville - Perryopolis
31	Erie County / East - Corry - Harborcreek - North East - Union City
32	Erie County / West - Albion - Edinboro - Girard - Fairview
33	East Erie
34	West Erie
35	Central Erie
36	South Erie - Mill Creek
40 41	Elk / McKean / Cameron / Potter Counties - Saint Mary's - Emporium - Smethport - Bradford
41	Johnstown - Lower Cambria County - Westmont - Beaverdale Indiana County - Indiana - Blacklick - Homer City - Pikes Peak
43	North Cambria County - Ebensburg - Carroltown - Cresson - Portage
44	Somerset County - Somerset - Jerome - Rockwood - Meyersdale
45	Mid-Mon Valley - Vestaburg - California - Monessen - Monongahela - Charleroi
51	Crawford County - Meadville - Conneaut - Cambridge Springs - Titusville
52	West Mercer County - Greenville - Hermitage - Sharon - Mercer
61	Lawrence County - Ellwood City - New Castle - Bessemer - West Pittsburg
62 65	Butler County South - Mars - Evans City - Sarver
70	Armstrong County - Ford City - Kittanning - East Brady - Sagamore Pittsburgh / South Hills - Pleasant Hills - Whitehall
71	Bethel Park-South Park- Upper St. Clair
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