

ROUGH GUIDE TO THE SOUTH-WEST LONDON AREA SERVICE COMMITTEE (SWLASC) FOR NEW GSR'S

If you are at the SWLASC for the first time ... WELCOME!

If you've been before you still might find this useful

Why do we need an SWLASC?

- It is the vital link in the chain between the individual recovering addict in the group and the rest of the worldwide fellowship. Without it the groups would be isolated.
- It provides a forum of information to help co-ordinate groups and subcommittees.
- The area receives donations from groups, in accordance with tradition 7, to maintain our services and further our primary purpose - to carry the message of recovery.

Who's Who at the SWLASC?

- Chairperson – facilitates the SWLASC and ensures that the SWLASC keep to the agenda of business.
- Vice Chair – supports the Chairperson, liaises with the area sub-committees and stands in if Chairperson is absent.
- Vice Secretary – support the Secretary.
- Treasurer – keeps the bank account in order, receives donations, pays the bills, ensures that the subcommittees have the funds they need and keeps a record of all transactions.
- Vice Treasurer – supports the Treasurer.
- Minutes Secretary – records what happens at the SWLASC in the form of minutes, which are sent to each group via the Group Services Representative (GSR).
- Vice Minutes Secretary – supports the Minutes Secretary.
- Regional Committee Member (RCM) – the link between the area and the UK region of NA.
- Vice Regional Committee Member – supports the Regional Committee Member.
- Area Sub-committees – include South London Hospitals & Institutions (H&I), South London
- Public Information (PI), South West London Crèche Committee, South West London
- Fundraising & Entertainment (F&E), South West London Service Coordinator.
- Group Service Representative (GSR) – the link between the group and the Area. The GSR should have an alternate GSR for support and to keep the continuity when the GSR's commitment is completed. The suggested clean time for a GSR is ONE YEAR.

What the GSR needs to do at the SWLASC

- The GSR is selected by their group to serve as an active member of the SWLASC and is committed to attend each SWLASC.
- The GSR takes the group's donation to the SWLASC and gives a report on the current status of the group.
- The GSR buys the group's literature at the SWLASC and returns with it at the group's next meeting.
- Keep in mind Tradition 12, particularly during any voting, and carry the group's conscience.

FOR FURTHER INFO ON THE ABOVE OR ANY ASPECT OF SERVICE
AND/OR NA STRUCTURE PLEASE REFER TO THE GUIDE TO LOCAL
SERVICES (available to buy at the SWLASC) AND THE GUIDELINES FOR THE

SOUTH-WEST LONDON AREA SERVICE COMMITTEE

What the GSR needs to do outside the SWLASC

- Relay information from the SWLASC back to the group. The best way to do this is usually with the SWLASC minutes to hand, which should ensure accurate information.
- Hold a group conscience or business meeting at least once a month. The group's donations and literature stock are usually discussed along with any other issues affecting the group and/or SWLASC.
- Keep the area helpline and UK Service Office informed of meeting changes to avoid addicts being misdirected.
- A working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts and the Guidelines for The South-West London Area Service Committee.
- Carrying the Group's Conscience
- From time to time issues arise at the SWLASC that need the input from all the groups within the area. In this case the GSR needs to give the group all the relevant information and the opportunity to hold an open discussion and if necessary, take a vote to decide the group's conscience. This is the group's conscience that the GSR will carry to the next SWLASC.

Voting at SWLASC

- This can be confusing so it is important to ask if you need something explained. All remarks and questions made at the SWLASC must be directed through the chairperson. This involves attracting the Chairperson's attention via a raised hand and will be invited to speak by the Chairperson. The general rule is that only GSR's may vote on SWLASC elections and NA business. If, however, the vote is tied, the Chairperson has the "casting" vote.
- If a GSR or alternate cannot attend the SWLASC, the group does not get a vote.
- The three voting options are "FOR", "AGAINST", "ABSTAIN". You should abstain if you don't have a clear conscience from your group or, as in the case of elections you are unsure.
- If a proposal is made it must be seconded by a GSR before a vote can be taken. For this motion to then be carried a 2/3 majority of the GSRs must vote "FOR" it.
- You do not need to consult your group before voting to elect members at the SWLASC. As a trusted servant you can make an informed decision on which way to vote.

Literature

- We request that GSR's submit their literature order forms by 8pm (please ensure you are using the latest version of the Literature Order Form). Please do not bring literature payments in the form of small coins. Literature orders will be ready for collection at the end of the SWLASC meeting.

Donations

- We request that GSR's do not bring donations in the form of coins. Cheque's are not accepted as form of payment.

Please pay donations by bank transfer if you can. This is how:

Account Name: **Narcotics Anonymous SW London ASC**

Sort code: **30-91-86**

Account Number: **01159385**

Reference: **Name/day/time of your meeting**

Then send an email to London.sw.asc.tres@ukna.org with the amount and the name/date/time of your meeting.

If you have any questions, please don't be afraid to ask them.

Remember: Service keeps you clean.

KEEP COMING BACK!!!