



Group Service Representative GSR Orientation Overview

GSR PURPOSE -

There is a full GSR Orientation packet on our website and can be printed or view at longislandna.com - Forms & downloads - GSR Orientation (about $\frac{2}{3}$ of the way down the page of links)

**** Full description of the Group Service Representative can be found on page 35 of the Guide to Local Service. (The GTLS can be found online under forms & downloads)

This is an overview of where what when and how to perform the responsibilities of the GSR

- 1. Group Report** - Submit a report of what is going on in your group to the Secretary for the monthly report. This should be done prior to the start of business at 8pm on the first wednesday of the month. This report covers things such as Anniversaries, group needs, Group changes (i.e. format of time change, you want to announce to members) Go to longislandna.com - go to for members- forms & downloads- Group Report (online Form) fill out all fields in the form then click submit. To send any other information to the secretary you can email sasna.secretary@gmail.com
 - Your Email should be added by the secretary to the list to receive the Secretary report, however you can also get the month reports from our website.
 - Secretaries Report Go to longislandna.com - for members- secretary report - user name & password is: sasna-group (all in lowercase)
 - Subcommittee reports - longislandna.com - For Members - Subcommittees
 - RCM report - longislandna.com - For Members - RCM Report
 - All reports, fliers and information in the email should be present to your group at the monthly business meeting
- 2. Meeting list Changes** - To let the Meeting list coordinator know of any changes to group time, day, location, & format of your group. Please go to longislandna.com -

Contact forms - Click on Meeting list changes, fill out form, click send and it will go to the meeting list coordinator.

3. **Insurance** - Making sure your group has a contact person for the facility the meeting meets at. Making sure to update this information with the insurance liaison.
 - Go to longislandna.com - go to for members- Insurance, for group meeting insurance PDF fillable form, it must be printed no pictures will be accepted by the insurance company. Can be printed to a pdf file. For Group anniversaries or events held outside your regularly scheduled meeting times or held at a different location please fill out the event rider. Follow directions above, and also attach a copy of the event flier if one is made. The email to insurance@longislandna.com
4. **To place a literature order** - ***note all orders must be placed by the last Friday of the month. And you will receive the order at the next area meeting. (any orders placed after the last Friday of the month will be filled for the following month) All orders a COD and must be paid in person. They are picked up at the Area Service meeting on the first Wednesday of the month. Orders are picked up from 6:45pm - 7:30pm.
 - Click the link on the home page order literature the webstore will prompt you through the ordering process. The password to place the order is: sasna-group (all lowercase) When your order goes through you will receive an email confirmation.
5. **To make an area donation** - you can bring the money to the area, and make a donation in person (treasurer can not accept more than four singles for orders or donations) or you can use the website and make a donation through paypal. You do not need to have a paypal to use this
6. **To Submit a main motion** - To submit a motion via email (preferred way)
 - Go to longislandna.com - go to for members- forms & downloads - click on the editable Motion form. After filling out form, print to pdf, or take a screenshot, attach to a email and forward to policychair@longislandna.com & vicechair@longislandna.com & chair@longislandna.com
 - To submit a motion in person, bring a copy of the motion to Area & bring it to the policy chair. Any main motion requires a second from a GSR. Motion maker will be asked if they would like to speak to the motion if seconded. You may also be asked questions about the motion prior to debate.
 - To make any of the secondary motions described in the orientation packet or the GTLS you just put your hand up during the discussion of the motion.

7. **Online Subcommittee - SIGN UP FOR THE SASNA MAILING LIST**

This is on the bottom right of the home page

Sign up to receive updates on SASNA news and events

***** **All GSR's should bring pen and paper and take notes during the meeting. Each GSR needs to sign in on our attendance sheet & needs to pick up a GSR card this is to be used for voting and on the back is a summary of secondary motions used for your convenience. (the cards are normal given out or sitting by the Treasury table along with the sign in sheet)**

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