

# WASHINGTON STATE EAST AREA 92

## GSR WORKBOOK

Rev 7/9/19

### GSR

#### General Service Representative

##### How to use this booklet

This booklet is meant to be a supplement to *The AA SERVICE MANUAL Combined With TWELVE CONCEPTS for WORLD SERVICE* by Bill W. (commonly referred to as the Service Manual). All GSRs should read the Service Manual, especially Chapter Two which describes the service position of the GSR in detail.

Start with the pamphlets *The AA Group...where it all begins*, *GSR General Service Representative*, *AA Tradition How It Developed by Bill W.*, *The Twelve Traditions Illustrated* and *The Twelve Concepts for World Service Illustrated*. Then read from the beginning of the Service Manual through Chapter Six. Once you have read that material and this supplement, you will have learned the fundamentals which are essential to developing a good understanding of General Service.

Don't stop reading though! One chapter at a time, read the remaining chapters in the Service Manual including the essays on the *Twelve Concepts for World Service*. Just like the Steps and our sobriety, one step at a time is all that is required; steady, continuing progress.

There may be words and terms that you don't understand as you progress through your reading. You can look them up in Chapter One of the Service Manual or discuss them with an AA member knowledgeable of General Service.

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### WELCOME TO GENERAL SERVICE – 1

Welcome to one of the most rewarding experiences in AA, that of General Service. As an elected General Service Representative (GSR), you represent the collective voice of your AA Group. You will carry your Group's Conscience to your District and to the WSEA 92 Assembly. Your Area Delegate, in turn, carries the collective voice of Washington State East Area 92 (WSEA 92) to the AA General Service Conference (GSC) held in New York, usually in April.

### What Is AA's Primary Purpose? - 2

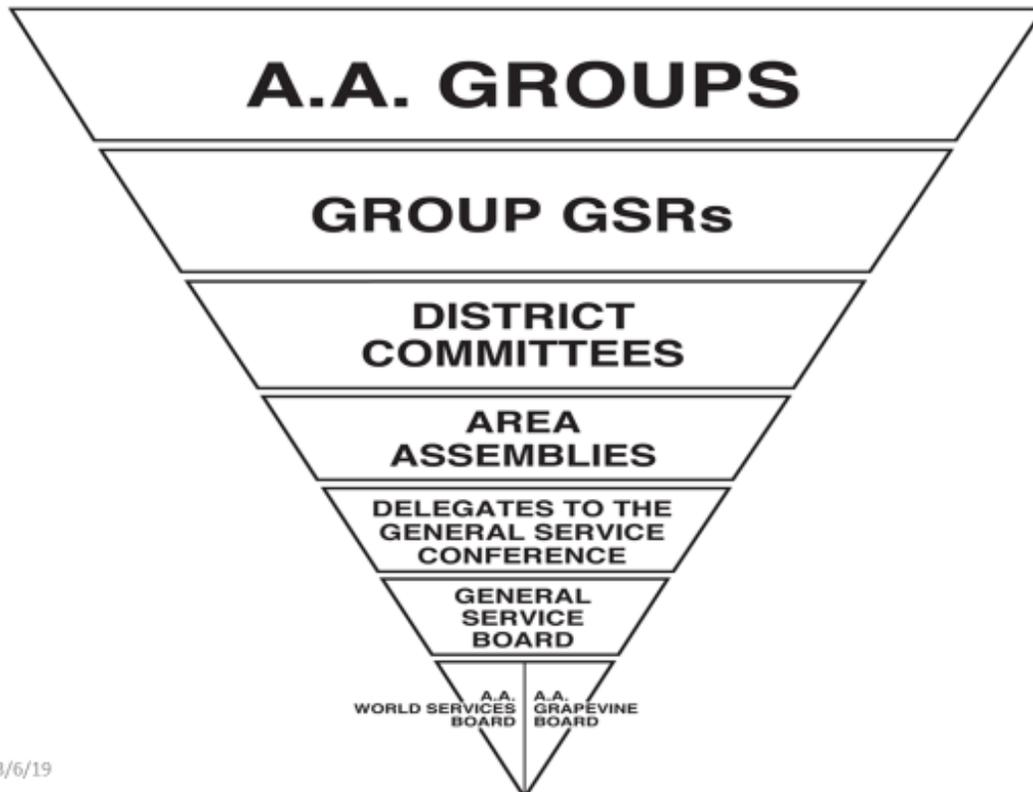
*"Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose—that of carrying its message to the alcoholic who still suffers."*

### What Are the Three Legacies of AA? - 3

Recovery, Unity and Service. These are derived from the accumulated experience of AA's earliest members that has been passed on and shared with us: the suggestions for Recovery are the Twelve Steps; the suggestions for achieving Unity are the Twelve Traditions; and AA Service is described in The AA Service Manual/Twelve Concepts for World Service, and Alcoholics Anonymous Comes of Age.

### THE BIG PICTURE

#### STRUCTURE OF THE CONFERENCE (U.S. and Canada)



3/6/19

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#### THE GENERAL SERVICE CONFERENCE (GSC) - 5

The GSC is the culmination of much of the year's General Service activity (group, district, area and regional meetings) which usually meets in April of each year in New York. It is the time when the collective informed group conscience of US/Canada AA comes together to take actions that will guide the groups in the years to come.

The roughly 134 voting members of the Conference are comprised of:

- 93 Area Delegates
- 21 Trustees of the General Service Board
- Staffs of the General Service Office and Grapevine
- Directors of AA World Services, Inc.
- Directors of the AA Grapevine, Inc.

**Note:** The 93 Area Delegates constitute more than two thirds of the voting members at the conference. AA policies are decided at this meeting.

#### General Service Conference Timeline - 6

- See GSR School handout #2;
- See GSR School weblink at [www.wsea92aa.org/gsrsschool/](http://www.wsea92aa.org/gsrsschool/)

#### What does an Area Delegate do? - 7

The delegate is elected every other year to represent the area at the annual GSC meeting in New York and to bring back to the area the results of that meeting.

The Delegate's responsibility is to serve US/Canada GSC as a whole. As a voting member of the GSC, the delegate brings to its deliberations the experience and viewpoints of his or her own area. Yet the delegate is not a representative of his or her area in the usual political sense; after hearing all points of view and becoming fully informed during GSC discussions, he or she votes in the best interest of AA as a whole.

After the Conference, the delegate reports back to the area, working through DCMs and group GSRs.

#### Alternate Area Delegate - 8

Stands ready to assume the duties of the Delegate if the current Delegate is not able to fulfill his or her duties. Assists, and may travel with, the Delegate as necessary. The Alternate Delegate has an additional responsibility as the Registrar for the WSEA 92. As such he or she is responsible for maintaining the GSO database and answering questions or resolving problems that groups and their GSRs may have with GSO records. See GSR School handout #7 - "Maintaining Current AA Records" or WSEA 92 website link at [www.wsea92aa.org/gsrsschool/](http://www.wsea92aa.org/gsrsschool/)

#### Delegate Reports - 9

May – July – These reports, given to the Groups, Districts and Area by the Delegate and/or Alternate Delegate, are devoted to sharing his or her experiences at the General Service Conference and the resulting actions taken by the GSC, which affect our Area and AA worldwide.

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#### YOUR HOME GROUP - 10

##### AA Group Responsibility - 11

“The AA groups today hold ultimate responsibility and final authority for our world services...”

AA is organized by levels of service and responsibility. At each level, trusted servants have clearly defined and adequate authority to perform their service and discharge their clear responsibilities.

##### What is it to be a Trusted Servant? - 12

Trusted servants at all levels of AA service are expected to exercise leadership, and leadership is not simply a matter of submissive housekeeping. It is the voice of experience, based upon the trials of thousands of groups in AA's pioneering time.

The main principles of Tradition Two are crystal clear: The "group conscience" is the ultimate authority and the "trusted servant" is the delegated authority. One cannot function without the other. As a leader you are to be entrusted with delegated responsibility to act humbly regarding the group conscience.

The "trusted servant" provision of Tradition Two, contemplates that you as a servant, within the scope of your duties, should be trusted to use your own experience and judgment to determine how you will interpret and apply your own authority and responsibility to each particular problem or situation as it arises. To accept the necessary disciplines that your service tasks require and to see yourself as "a small part of a great whole."

##### What is an Informed Group Conscience? - 13

- “Informed Group Conscience” Requires:
  - Studying all pertinent information regarding an issue.
  - Obtaining individual member's points of view.
  - Considering minority opinions with an open mind.
  - Working slowly and placing principles before personalities on sensitive issues.
  - Discouraging formal motions until a clear sense of its collective view emerges
  - The membership is wary of dominant opinions.
- A group's voice is heard when its membership arrives at a well-informed decision.
  - The Group Conscience achieves Substantial Unanimity with 2/3 minimum vote.
  - Because the result rests on more than a “yes” or “no” count -- it is the spiritual expression of the group conscience.

##### General Service Representative (GSR) - 14

- Is your group's link to AA as a whole. The GSRs of the US and Canada are the foundation of our general service structure. Through the GSR, groups can make their voices heard at district meetings, area assemblies and eventually at the General Service Conference.
- Two-way link between your group and the world of AA as a whole. Group (GSR) to District (DCM) to Area (delegate) to General Service Conference.
- You have an active part in assuring a strong service structure.

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#### Information or Questions You Might Bring to A District Meeting - 15

- Names and contact information of newly elected home group officers or standing committee representatives.
- Topics or ideas your group would like to submit for consideration or recommendation regarding AA policy. Sometimes these are forwarded on to Area and/or the General Service Conference.
- Average weekly attendance of your group.
- How your group divides its funds for contributions.
- Upcoming AA Events or group activities.
- Group concerns and solutions.

#### Information You Might Bring Back to Your Home Group from A District Meeting - 16

- Upcoming events or workshops you learned about at the district meeting.
- New district officers and other trusted servants.
- Upcoming issues that will require attention.
- Group Conscience Votes. Discuss issues fully to arrive at an informed group conscience. Being knowledgeable of the issues while showing enthusiasm for how they will affect those involved, will stimulate interest and discussions.

### YOUR DISTRICT

#### The Districts - 17-18

WSEA 92 is currently comprised of 25 districts, including 4 non-geographic linguistic districts.

- 20 Districts in Eastern Washington
- 2 Districts in Northwestern Montana
- 3 Districts in Northern Idaho

#### The District Committee Member (DCM) - 19

- Elected District Committee Member:
  - Two-year term.
  - Chairs district meetings.
  - Passes the District's thinking onto the Delegate and the WSEA 92 Committee.
  - Votes at both the area assemblies and quarterlies.
- Primary Purpose:
  - Stimulate active representation and participation across the district.
  - Assist GSRs, committee chairs and other district trusted servants.
  - Additional duties as needed.

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### YOUR AREA

#### What Is an Area? - 20

- An area may be part of a state or province, or all of it, or may include parts of more than one state or province, depending on the size and needs of the AA population.
- The area holds an important middle position in the Conference structure — through the elected delegate, it participates in AA worldwide, while through the DCMs and GSRs, the GSC remains aware of local affairs and issues.

#### What Is an Area Assembly? - 21

- Area Assembly = Meeting of Area GSRs and Area Committee.
- Two annually, one in the spring and one in the fall.
- Assembly meetings conduct business on a variety of issues:
  - Officer and trusted servant reports.
  - General Service Conference business
  - Workshops and/or roundtables.
  - Election assembly - Held on odd years using the Third Legacy Procedure to elect the Delegate and Area Officers.

#### WSEA 92 Assemblies - 22

- GSRs and DCMs are vital members
  - Collectively form the majority.
  - Should make every effort to attend.
- Purpose – conduct all WSEA 92 matters affecting the Area:
  - Finances, Policies, Procedures, or Groups.
    - Whether raised on the floor of the Assembly, or from the Area Committee process, topics are presented, ratified, discussed, revised, accepted or rejected by the Assembly.
- Information Exchange
  - GSRs and DCMs gain information about local and world-wide AA issues.
  - Have an opportunity to discuss with those who are in a good position to have experience to share.

#### WSEA 92 Quarterlies - 23

- Two Quarterlies - held annually
  - One in January, the other in July.
- Each is a two-day event.
  - Friday afternoon/evening.
    - Service panels, Subcommittee meetings, Standing committee meetings.
    - GSR and DCM orientations or roundtables.
  - Saturday: An all-day business meeting.
    - Reports from Area Delegate, Alt Delegate, Elected Officers, Appointed Standing Committee Chairs, Subcommittees, Central Offices and DCMs.
    - Area business is conducted by discussion and voting on both unfinished and new business.
- GSRs are encouraged to attend Area Quarterlies.
- WSEA 92 Assemblies and Quarterlies are open to any AA member.

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#### **WSEA 92 Business – Who Votes? - 24**

- WSEA 92 Assemblies:
  - GSRs
  - DCMs
  - Area appointed and Standing Committee Chairs.
  - WSE92 elected officers.
- Area Quarterlies:
  - DCM
  - Area appointed and Standing Committee Chairs.
  - Area elected officers.

#### **Third Legacy Procedure – 25**

- See GSR School handout #5
- See GSR School weblink: [www.wsea92aa.org/gsr/school/](http://www.wsea92aa.org/gsr/school/)

### **YOUR WSEA 92 COMMITTEE - 26**

#### **WSEA 92 Chair - 27**

Has the overall responsibility for the chairing of and the smooth running of WSEA 92 Assemblies and Quarterlies. The chair has the additional responsibility of ensuring effective communication amongst the WSEA 92 committee and between the Area Committee and Groups. The Chair, more than any other officer, keeps the Delegate informed about what is going on in WSEA 92, and makes sure that WSEA 92 Committee members are aware of what goes on in world services.

#### **WSEA 92 Alternate Chair - 28**

- Is ready to assume duties of the WSEA 92 Chair and assists Area Chair as needed.
- Liaison to WSEA 92 District's that host WSEA 92 Quarterlies and Assemblies.
- Attends Regional functions.
- Provides oversight for the WSEA 92 website, including advising DCMs on updates to current group and meeting information recorded on the WSEA 92 database. See handout #7 - "Maintaining Current AA Records" or weblink at [www.wsea92aa.org/gsr/school/](http://www.wsea92aa.org/gsr/school/)

#### **WSEA 92 Treasurer – 29**

- Maintains WSEA 92 financial records in compliance with GAAP Standards as a 501(C)(3) non-profit organization.
- Pays expenditures on all items authorized by WSEA 92.
- With the Finance Committee - presents an annual budget at the October Assembly.
- Develops and maintains a forecast of revenues and expenses including comparisons with prior periods.
- Provides quarterly financial reports to each WSEA 92 Assembly and Quarterly.

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#### **WSEA 92 Alternate Treasurer - 30**

- Serves as the WSEA 92 Finance Committee Chairperson.
- Has primary responsibility for the receipt, recording and reporting of group contributions to WSEA 92.
- Remains abreast of the financial needs of WSEA 92, Districts and Groups through regular consultation with the WSEA 92 Treasurer.

#### **WSEA 92 Appointed Officers and Standing Committee Positions - 31**

- Committee members appointed by WSEA elected officers:
- The term is two years.
- Matches WSEA 92's "even" year rotation.
- Begins January 1st.

#### **WSEA 92 Archives Chair - 32**

- Participates as an Appointed Officer at WSEA 92 Meetings.
- Chairs quarterly Archives Committee Workshops.
- Chairs monthly Archives Steering Committee.
- Facilitates Repository Site Selection decisions.
- Submit articles for the monthly WSEA 92 Newsletter.

#### **WSEA 92 Archivist - 33**

- Maintains and schedules a portable display of historical materials, which is made available to AA service functions.
- Collects, organizes, stores, maintains, and displays historical files and materials pertinent to WSEA 92.

#### **WSEA 92 Cooperation with The Professional Community (CPC) Chair - 34**

- Coordinates efforts to provide information to the professional community and to those who have contact with alcoholics regarding where we are, who we are, what we can do and what we cannot do.

#### **WSEA 92 Corrections Chair - 35**

- Helps to structure District Corrections Committees through training and assistance, particularly to those experiencing new growth.
- Coordinates sponsorship of corrections meetings and efforts to assist the Bridge the Gap program.
- Seeks to understand facility regulations and explains them to those who will be in direct contact with the groups.
- Coordinates Grapevine and LaVina subscriptions to correctional facilities in WSEA 92.

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#### **WSEA 92 Grapevine and Literature (GVL) Chair - 36**

- Maintains a comprehensive literature display, purchased from GSO and Grapevine, Inc, for a portable display.
- Gives informed talks on AA literature; when asked. Communicates to the fellowship information on new literature.
- Encourages groups to have a Grapevine Representative (GVR) and stresses the importance of the Grapevine as a valuable tool for groups and individual members.

#### **WSEA 92 Public Information (PI) Chair – 37**

- Encourages districts to have a PI Chair and for groups to appoint/elect a PI representative.
- Encourages PI Workshops, individually or in conjunction with each other.
- Maintains a list of PI Chairperson's contact information for communication and receipt of minutes.
- Reports anonymity breaks that may occur to the WSEA 92 Delegate and encourages District PI Chairpersons to do the same.

#### **WSEA 92 Translation Chair - 38**

- Encourages participation of all Spanish-speaking DCMs and GSRs to WSEA 92 Assemblies, Quarterlies and service functions.
- Acts as a bridge of communication from the WSEA 92 Committee to the Spanish-speaking Districts within WSEA 92.

#### **WSEA 92 Treatment and Accessibilities Chair - 39**

- Maintains an updated list of District Chairpersons for communication purposes.
- Encourages participation in "Bridging the Gap" Program and keeps a list of temporary contacts for individuals preparing to leave treatment facilities.
- Coordinates Grapevine subscriptions to the Districts for treatment facilities.
- Keeps abreast of barriers to receiving AA's message and solutions that have been effective in other areas.

#### **WSEA 92 Newsletter Editor: – 40**

- May appoint a working committee to assist in determining the format, content and distribution of the newsletter.
- Collects, formats and edits news articles, submitted by members throughout WSEA 92, into a newsletter using publishing software.
- Maintains a current list of subscribers, GSRs and other trusted servants to whom the newsletter is distributed via both digital and commercial print media.
- The WSEA 92 newsletter serves as a monthly, intra-area communication tool.

#### **WSEA 92 Secretary: -41**

- Prepares full and abbreviated forms of the minutes of all WSEA 92 Assemblies and Quarterlies.
- Distributes (mail/email) copies of those minutes as directed.
- Revises the WSEA 92 Handbook as needed.

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#### **WSEA 92 Sub Committees - 42**

- Non-Funded committee with a particular interest.
- The **Website Committee** and **Finance Committee** meet on Friday evening at Area Quarterlies and Assemblies.
- The **Archive** and **Handbook Committees** meet as deemed necessary by the chair of the committee.

#### **WSEA 92 Website Committee – 43**

- WSEA 92 Alternate Chair provides oversight for the Area Web Site and Chairs the WSEA 92 Website Committee.
- Through its group conscience, maintains final responsibility and authority for the use of the Area Website.
- Is open to questions and suggestions from the Fellowship.

#### **WSEA 92 Finance Committee - 44**

- Research and review WSEA 92 Financial Matters.
- Submit ideas for consideration by the Area Committee and GSRs.
- Present annual budget at each October Assembly.

#### **WSEA 92 Handbook Committee - 45**

- The Secretary appoints a rotating committee.
- Committee is of the Area Secretary and (4) other WSEA 92 members.
- Revises the WSEA 92 Handbook.

#### **WSEA 92 ad hoc Committees – 46**

- Appointed for a specific purpose.
- Gather information and report to the Area Committee and GSRs.
- Dissolved once its purpose is complete.

### **HOW WSEA 92 FACILITATES THE DEMOCRATIC PROCESS OF DECISION MAKING**

#### **The Life of a Motion - 47**

- A motion is a way to bring an idea, proposal, or plan of action before a group.
- It may be presented by any member of AA including groups, GSRs, DCMs and Area Committees.
- Motions come to the floor in one of two ways, either through a floor motion or through a Committee motion.
- Once proposed, it is the responsibility of the member, group or committee to allow the process of the informed group conscience to take effect by allowing the voting body of trusted servants to review, accept or reject it.
- If it is deemed germane and appropriate it then becomes a motion after receiving a second.
- It is then the responsibility of the assembled members and trusted servants to discuss, amend (if necessary) and accept or reject the completed motion by vote.
- It is vital to remember that each trusted servant has:
  - The right of decision. To bring their delegated responsibility of decision making to the process by the informed group conscience.

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- The right of participation. By voting from their delegated position of responsibility and authority.
- The responsibility of protecting the minority. The process of hearing the minority opinion, allowing appeal and opportunities for reconsideration.

#### **Substantial Unanimity = Two Thirds Majority - 48**

- “Here on the one hand we erect a safeguard against any hasty or overbearing authority of a simple majority; and on the other hand, we take notice of the rights and the frequent wisdom of minorities, however small.”
- This principle further guarantees that all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity.

### **PULLING IT ALL TOGETHER**

#### **How Best to Serve - 50**

- Availing oneself of service sponsorship and mentoring are key parts of being a GSR.
- Grow into a good example of AA's Third Legacy in action and spirit.
- Develop an atmosphere of honesty and open-mindedness in your group.
- Encourage members to engage in any service and contribute to any discussion.
- You, and they will happily discover that it is both personally rewarding and “FUN.”

#### **Tips for An Enjoyable GSR Experience – 51-52**

- Prepare for Area Assemblies and ask other GSRs and the DCMs what to expect.
- Attend GSR orientations held Friday night the weekend of the Assembly.
- Allow for plenty of lead-time to obtain an informed group conscience from your Group. Short, well-planned presentations that are to the point will help you gather a consensus from your Group.
- Know your Group's service number. If you're not sure what it is, you can obtain it from your DCM or the WSEA 92 Alt Delegate who also serves as WSEA 92's Registrar.
- Help your Group develop an informed group conscience regarding its distribution of funds.
- A service sponsor can be helpful by providing answers to your questions or if additional information is required, get phone number(s) of other experienced service workers for problem solving.
- Each GSR ought to have an Alternate that is equally informed and able to serve in their absence.
- Attend the Area Assemblies with other GSRs from your District and your DCM. Together you are able to participate in service more easily and efficiently than alone.

#### **What Else Can a GSR Do? - 53**

- Encourage members to become active in their home group - coffee, literature, cleanup, attending business or intergroup meetings, etc.
- Assist members who have expressed an interest in service beyond the home group, to attend a district meeting, and recommend materials to read regarding the history of AA.
- All Service has the same end - sharing the overall responsibilities of Alcoholics Anonymous to achieve our Primary Purpose – carrying the message to the alcoholic who still suffers.

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#### Handouts - 54

1. WSEA 92 GSR School Handbook.  
A general overview of WSEA 92's service structure.
2. General Service Conference (GSC) Timeline.  
Timeline showing WSEA 92's preparations in developing an Informed Group Conscience on GSC agenda items germane to WSEA 92 prior to the Delegate attending the annual GSC.
3. Flow chart of General Service Conference Advisory Action  
A graphic representation of how an idea becomes a GSC Advisory Action.
4. WSEA 92 Motions and Voting Procedures.  
Detailed description of how an idea becomes a motion and then how that motion is processed at WSEA 92 Assemblies and Quarterlies.
5. Third Legacy Procedure.  
Special type of electoral procedure considered to be unique to AA.
6. Maps of GSC US/Canada and WSEA 92  
Defining geographic boundaries.
7. Maintaining Current AA Records  
A guide to updating and maintaining official group and meeting information recorded on WSEA 92 and GSO databases.

#### GSR Survival Pack -- 55

It is recommended that a GSR be familiar with the following AA literature and materials:

- The AA Service Manual/Twelve Concepts for World Service (BM-31)
- Twelve Steps and Twelve Traditions (B-2)
- AA Comes of Age (B-3)
- The AA Group...where it all begins (P-16)
- AA Tradition – How it Developed (P-17)
- GSR – Your group's link to AA as a whole (P-19)
- The Twelve Traditions Illustrated (P-43)
- The Twelve Concepts for World Service illustrated (P-8)
- Self-Support: Where Money & Spirituality Mix (F-3)
- Understanding Anonymity (P-47)
- Guidelines, bulletins, videos, tapes, kits, etc. from GSO
- WSEA 92 – Handbook
- WSEA 92 – GSR Workbook
- WSEA 92 – Newsletter

#### WSEA 92 Handbook – 56

- Contains information on how WSEA 92 does business.
- Describes qualifications and duties of WSEA 92 service positions.
- The Handbook is revised annually.

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#### **Often Used Acronyms in AA - 57**

AAGV – The AA Grapevine, Inc

AAWS – Alcoholics Anonymous World Services, Inc

CPC – Cooperation with the Professional Community

DCM – District Committee Member

GSB – General Service Board

GSC – General Service Conference

GSO – General Service Office

GSR – General Service Representative

GVR – Grapevine Representative

PI – Public Information

PNC -- Pacific Northwest Conference

PRAASA – Pacific Region Alcoholics Anonymous Service Assembly

WSEA 92 – Washington State East Area 92

WWA 72 – Western Washington Area 72

## **AA's Responsibility Statement**

### **I Am Responsible...**

When anyone, anywhere, reaches out for help,

I want the hand of AA always to be there.

And for that: I am responsible

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