

Southern Alberta Area of Cocaine Anonymous

SERVICE GUIDE



**GROUP
SERVICE
REPRESENTATIVE**

In the spirit of Tradition 4 “*Each group should be autonomous except in matters affecting other groups or C.A. as a whole*”, this Service Guide is meant to be considered as a “guide” only.

Requirements:

Determined by Group

Term:

Usually a One year commitment.

Attendance

- **At District:** In order to maintain one’s service position one must not miss two (2) consecutive District meetings (or more than 25% of the meetings in one’s term) and must submit one’s written report regardless of attendance/absence. Attendance is defined as being physically present at the District business meeting with a written report ready to be given to the District. If the GSR must be absent, he/she must ensure the alternate alt GSF will be present at the District.
- **At Group:** It is highly recommended that the GSR be in attendance at their group’s business meetings in order to provide a report on the activities of the District as well as gather the information the group would like to have carried to the District.

Responsibilities

- Attends and represents their Home Group at the monthly District C.A. business meeting
- Coordinates communication between District and the Home Group: keeps their Home Group informed about District and Area activities, committees, and events, upcoming elections, and special meetings.
- Cooperates with the District DSR to learn about *Robert's Rules of Order*, the *District Structure, Bylaws, and Standing Rules*, *SABA Structure, Bylaws, and Standing Rules*, *C.A. World Service Manual*, the *Twelve Concepts for World Service*, and all other WSC-approved service materials
- Communicates to Home Group members the responsibilities and importance of general service work
- Facilitates the transfer of funds (7th donation) from the Group to the District

The information contained within this Service Guide is derived from the CAWS "World Service Manual" and the CD "Structure, Bylaws, and Standing Rules". This Service Guide is intended for Calgary District-level service members. Groups are at liberty to use this Service Guide or adapt it as they see fit, but they are not obligated to use this Service Guide as each level of service is considered autonomous.

Helpful Resources

- Cocaine Anonymous World Service Manual

<https://ca.org/content/uploads/2015/07/World-Service-Manual.pdf>

Acronyms

- SABA = Southern Alberta Area
- GSR = Group Service Representative
- DSR = District Service Representative
- WSC = World Service Conference

In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.