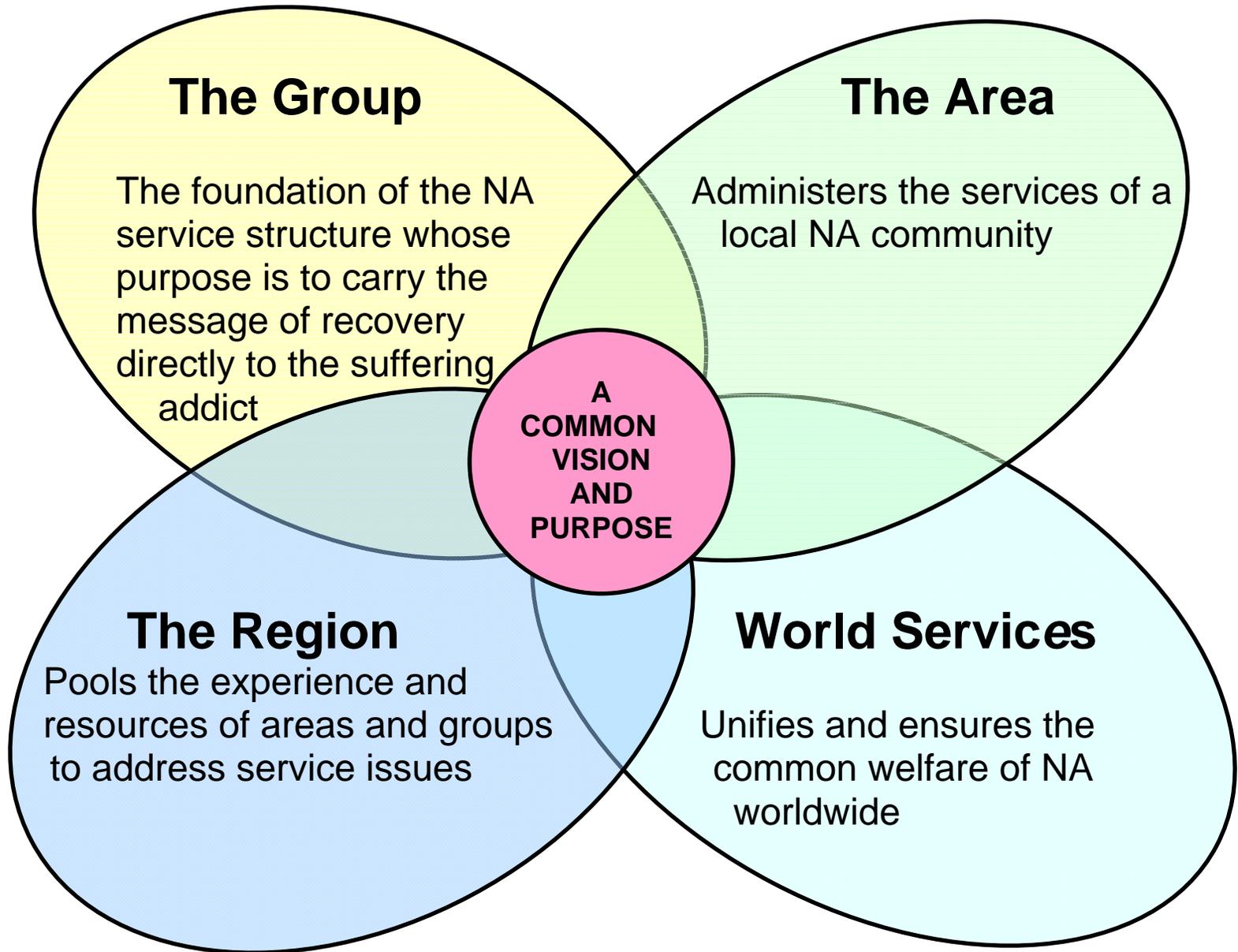


**Worksheet 1 – The NA Service Structure**

Each part of the NA structure has its own function, and in turn connects with the other parts to form a system with one primary purpose – to carry the message to the addict who still suffers.



## ***Your Role as a Leader in Narcotics Anonymous***

# **Worksheet 1 – Roles of NA Leaders**

## **Primary Roles of Leaders and Leadership Groups in NA**

**Group Leader/Chairperson:** guides the recovery meeting; establishes a positive atmosphere of recovery

**Group Service Representative (GSR):** represents the group in area service committee (ASC) and regional assembly meetings; is the voice of the group

**ASC:** oversees the activities of the Area; is composed of GSRs, administrative officers, subcommittee chairpersons; elects the area's regional committee members.

**Regional Committee Member (RCM):** represents the area in regional service meetings

**Regional Service Committee:** is composed of RCMs, administrative officers; organizes meetings for GSRs and RCMs to address service issues, including those likely to come before the World Service Conference; elects the Regional Delegate

**Regional Delegate:** represents the region at the World Service Conference; is the primary contact between NA world services and the local NA communities; communicates information on current world service projects to the RSC and communicates local perspective and needs to the WSC; acts in the best interests of NA as a whole

**Alternate Regional Delegate:** works closely with the Regional Delegate and participates fully in the RSC; acts as a stand-in for the Regional Delegate as necessary at the WSC

**Zonal Forum:** service-oriented sharing or business sessions, providing the means by which NA communities can communicate, cooperate and grow

**World Service Conference (WSC):** composed of Regional Delegates, members of the World Board, and the Executive Director of the World Service Office; discusses questions of significance to the NA fellowship as a whole; proposes and gains fellowship consensus on initiatives that further the NA vision

**World Board (WB):** manages all activities of world services and provides oversight for the World Service Office, the fellowship's primary service center; ensures the continuation and growth of Narcotics Anonymous

**Human Resource Panel (HRP):** facilitates the election/selection process at the World Service level

### ***Functions of ALL leaders in NA:***

**Planning/Organizing/Prioritizing ♦ Oversight and Evaluation ♦  
Communication ♦ Leadership Development ♦ Creating an Atmosphere  
of Recovery**

## Your Role as a Leader in Narcotics Anonymous

### Worksheet 2 – We Are Connected

Groups in the NA Service Structure	<i>Discuss the relationship between the two service bodies assigned. Identify two ways these two levels of the service structure support or impact each other in fulfilling their functions.</i>
Group ↔ Area/Region	
Area ↔ Region	
Region ↔ World Services	
World Services ↔ Group	
World Services ↔ Area	

**A leader's perspective is a "connected" one. Leaders focus on:**

***The Whole:*** how our actions as a service body support and impact the entire fellowship

***The Vision:*** how we are continually working towards our goals and the ultimate impact we strive for – our Vision, the reason that we do what we do

***The Future:*** how we can best meet the needs of our fellowship today, while anticipating and preparing for the needs we will have tomorrow; how we can make the group, area or region more effective and efficient in providing service

## ***Your Role as a Leader in Narcotics Anonymous***

### ***Worksheet 3 – The Leader as a Facilitator***

<b><i>What a Facilitator Does...</i></b>	<b><i>Steps for Decision Making...</i></b>
<p>Creates an environment that allows for open discussion</p> <p>Makes sure the topic or issue to be discussed is clear and understood by all</p> <p>Keeps the focus on the topic or issue</p> <p>Allows enough time for the group to explore and discuss the topic or issue before asking them to make a decision</p> <p>Listens effectively to understand what is being said</p> <p><b>Other:</b></p>	<p>Clarify the decision that needs to be made and the goal the group is trying to achieve by making the decision</p> <p>Reflect on the input received and identify common thoughts or ideas</p> <p>Build solutions or options to address the issue</p> <p>Evaluate those solutions/options</p> <p>Choose the solution/option that will best meet the group's goal</p> <p>Prepare for action and implementation of the decision</p> <p><b>Other:</b></p>

#### ***Tips for Effective Facilitation...***

Keep the group focused on the goal, moving them beyond their particular self interest or points of view. A strong common purpose provides a sense of unity, regardless of personal feelings. (Remembers, leaders are focused on “the Whole, the Vision, the Future”.)

Set ground rules for this discussion, including the notion that to make the best decision we need to consider and hear all points of view

When brainstorming, focus on solutions and prevent the group from evaluating the ideas presented, until it's time to make a decision

When the issue is controversial or when there is a lot of disagreement, ensure that comments focus on the issue, problem, or idea under discussion and not on individuals in the group.

## ***Your Role as a Leader in Narcotics Anonymous***

### ***Worksheet 3 – The Leader as a Conduit of Information***

<b><i>Most Important Information to Carry Forward from Your Group to Other Levels of the Service Structure...</i></b>	<b><i>Most Important Information to Bring Back to Your Group from Other Parts of the Service Structure...</i></b>
<p>Meeting information: time, day, and place. Issues of concern or challenges to help other service bodies focus their efforts or make informed decisions about service needed Recent successes that others can learn from or use to be more effective Input on issues as requested by other service bodies <b>Other:</b></p>	<p>Anything that a service committee is asking guidance or input on Financial information, especially local Activities, events, or service efforts that need support (financial or human resources) <b>Other:</b></p>

<b><i>Tips for Efficiently Sharing Information as an NA Leader . . .</i></b>	
<p>Summarize the input you are passing on, so others can identify the most common ideas or themes (the shorter, the better). Organize the information; being sensitive to how others will use it (this requires an understanding of how the information may be used to make decisions, what the functions and goals are of the service bodies to which you are delivering information). Consider offering a summarized handout so that everyone has the same information. Highlight items that need group discussion or feedback, or make it a worksheet that they can use to bring back feedback. If possible, make detailed reports available before the ASC/RSC so that members can read them over prior to the oral report.</p>	<p>Remember that there are always new members in the room that will need a bit of orientation to your report. Take a few minutes to be sure all understand what the expectation is. Pause at the end of each segment to field questions before changing topics. If you know that you have a “hot button” issue you may want to approach the individual(s) who are passionate about it to talk through some of the finer points before engaging the entire ASC/RSC. Remind members that their partnership is critical to the success of exercising the 8th Concept. They too, must turn and share much of this information with others who depend on their follow-through.</p>

***Worksheet 4 – The Leader as a Facilitator***

***Scenario: The Program Committee of the convention is discussing the main speaker choices. There is a fair amount of disagreement among members about who should be chosen and why. In the end, some strong personalities on the committee that were most vocal during the discussion are shaping the group's opinion. As the Chairperson, you fear that decisions will be made that do not reflect the group conscience.***

***What could the Chairperson have done to better manage this discussion?***

*Refer to Worksheet 3 which includes facilitator tips and techniques if you wish during your small group discussion.*

## ***Your Role as a Leader in Narcotics Anonymous***

### ***Worksheet 4 – The Leader as a Conduit of Information***

***Scenario: You are serving as the RD/RCM/GSR of your region/area/group. You have just spent a week/weekend/afternoon at the WSC/RSC/ASC and you are excited and filled with information to report. You have spent a long time putting together a detailed report that outlines all of the discussions from the service meeting. You are only part way through giving your report when the chair interrupts you and asks if you can please wrap it up.***

***What could you have done to better communicate the information?***

*Refer to Worksheet 3 which includes tips for efficiently sharing information if you wish during your small group discussion.*

## **Worksheet 5 - Leadership Call to Action**

***Effective leaders commit to continuous improvement in their own personal development as leaders, and in the development of their service group. What specific actions will you take in the coming year to improve your effectiveness as a leader in Narcotics Anonymous?***

**1**

**2**

**3**

***‘Leadership by example and by  
selfless service works’***

**Basic Text, Tradition Two**