**Group Trusted Servants**

**Materials:**

* Group Trusted Servants service pamphlets—one copy per member if possible
* Copies of The Group Booklet—one copy per table if possible
* Note sheets and pens for each member
* Large sheets of paper and markers for each table and for the front of the room

**Introduction 5 minutes**

Explain the goals of this session:

* Explain the roles and responsibilities of 4 key group trusted servant positions: secretary, treasurer, leader/chairperson, and GSR
* Discuss the personal qualities members need to be successful in these positions and which spiritual principles need to be applied
* Discuss how groups can help their trusted servants be successful

**Large Group Discussion—Roles and Responsibilities 20 minutes**

Ask a member to read the paragraph about the Group Secretary position from the service pamphlet, and then spend a few minutes creating a list of the main roles and responsibilities for the position by asking everyone to share their thoughts. Remind everyone that The Group Booklet also contains some ideas. Write the ideas down on a large sheet of paper at the front of the room with “Group Secretary” written on the top.

[Note to facilitator: It is probably a good idea to ask someone to help by writing down the ideas throughout this workshop. This is also a good opportunity to involve a newer member and give them experience.]

Repeat this process for the other key trusted servant positions, using a new piece of paper each time.

**[Here are some thoughts for this question]**

Group Secretary: opens the meeting room, selects or invites meeting leaders and speakers, organizes group business meetings, communicates with the landlord of the meeting venue as needed

Treasurer: Counts the Seventh Tradition collection at meetings, looks after the group’s money and ensures it bills are paid, keeps clear financial records and makes them available to the group, provides financial reports to the group

GSR: participates at the ASC and keeps themselves informed about the service work being done there, brings information from the ASC back to the group, brings ideas and guidance from the group to the ASC, keeps the ASC informed of any changes to the group’s meeting time or place, brings financial contributions from the group to the ASC, may also purchase literature for the group if it is available at the ASC

**Small Group discussion 20 minutes**

Ask each table to select a leader for the discussion – we call this person the facilitator. Their role is to:

* Help everyone at the table to understand what they are being asked to do
* Remind everyone to share the time so that everyone has a chance to speak
* Help the group to stay focused on the question
* Lead the group in choosing a recorder for the discussion

Divide the key positions up between the tables, asking each table to spend 10 minutes on each of these questions:

1. **What personal qualities does this trusted servant need?**
2. **What spiritual principles need to be applied in this trusted servant position?**

[Note to facilitator: The Fourth Concept essay has some good examples of important personal qualities, and the section on Applying Spiritual Principles in the Tradition Two essay in It Works: How and Why has some good examples of important spiritual principles.]

Recorders should use the large sheets of paper to record the group’s ideas.

Remind them to write LARGE = 8 lines/sheet.

Ask each group to identify their sheet by writing the trusted servant position and “personal qualities” or “spiritual principles” at the top of the sheet.

Place the sheets on the wall as they are filled, keeping all the sheets for each of the positions grouped together.

Remind everyone to move onto the second question after 15 minutes.

**[Here are some thoughts for these questions]**

Group Secretary: personal qualities – reliable, organized: spiritual principles – humility, anonymity

Treasurer: personal qualities – trustworthy, financially stable, basic math skills: spiritual principles – honesty, willingness

GSR: personal qualities – service experience, knowledge about NA: spiritual principles – faith, integrity

**Small Group Feedback 20 minutes**

Ask each table to share **one** idea from their discussion. Hear ideas about each of the service positions one at a time. Remind everyone that all the ideas are on the wall for them to look at after the session is finished.

**Large Group Discussion 20 minutes**

For each of the trusted servant positions ask this question:

**What can the group do to help their trusted servants be successful?**

Write down the ideas at the front of the room. Ask members to be as specific as possible. For example if the idea is to support our group’s trusted servants, ask something like “What can we do to provide this support?”

If the members need some help coming up with ideas then offer some thoughts. These could include considering whether someone is able to fulfill the responsibilities of a position when electing them. Do they have enough clean time? Do they have any particular skills or qualities that will be helpful? Again, the Fourth Concept essay may be helpful here.

**Wrap-up 5 minutes**

Spend a few minutes talking about some of the ideas that emerged during the workshop, particularly those that could be used by groups to help their trusted servants.

Finish by thanking everyone for taking part.