

To be of service as a GSR:

1. Fill out a Group Information Change Form after you have elected a new GSR. This keeps your group information up to date with District, Area and GSO. This form should be given to the alternate DCM at District.
2. Read and familiarize yourself with the AA Service Manual Chapter 2, "The AA Group and its GSR," especially paying attention to the duties of the GSR.
3. Attend every monthly District meeting. They are always the 3rd Monday of each month at 7 pm at Grace Episcopal Church, 525 A Ave NE.
4. Represent your group, participate, and vote at the Area assembly meeting held at Area Conferences twice a year in June and October.
5. Attend the Area Service Day in January in Marshalltown and get orientation for serving as a GSR.
6. Attend the Area Service Day in March in Marshalltown and participate in the discussion of agenda items for this year's General Service Conference.
7. Call a business meeting of your group. Many groups have them every month at set times, either before or after a meeting. Get input from your group members on items of importance to them and present at District or Area meetings.
8. Encourage your group to elect group service chairs. Grape Vine Representative, Literature Chair, CPC Chair, Treatment Chair, Corrections Chair, Archives Chair. These individuals will serve on the respective District committees and report back to your group each month.
9. Make sure that your group is adequately supplied with big books, literature and meeting cards.
10. Make sure your group is kept up to date on all of the actions of District and Area and gives input into the group conscious.
11. Pick up fliers at District and Area meetings and take back to your group to keep them informed of upcoming events.
12. Encourage your group members to participate in service at the group, District and Area levels.
13. Bring information about your group, including sobriety anniversaries to District meetings. Put this in writing and give to the District Secretary each month.
14. If your group would like to make a motion at District or Area, prepare the motion in writing for presentation at a meeting.
15. Learn everything you can about the Twelve Traditions and Twelve Concepts by familiarizing yourself with the contents of the Service Manual, the books *Twelve Steps and Twelve Traditions*, *AA Comes of Age*, *Twelve Concepts for World Service* and the pamphlets "The AA Group," "AA Tradition – How It Developed," "The Twelve Traditions Illustrated," and "The Twelve Concepts Illustrated."
16. By attending Area Conferences become up to date and knowledgeable about material available from GSO including new literature, guidelines, bulletins, videos, tapes, kits, etc., and pass this information on to your group.
17. Encourage your group to follow the 7th Tradition by making regular contributions to District, Area and GSO. Learn about the Birthday Plan and encourage your group to participate.