

## Sample Invitation & Agenda for Organizational Meeting #1

Greetings, all...

In preparation for the first GSA World Service Conference in August 2010, the GSAWS Board is organizing GSers worldwide into intergroups. Each intergroup will elect a delegate to send to the Conference.

That's why I'm writing today. We are now forming the intergroup for the Southeastern U.S. and want the GSR from your meeting to attend the Southeastern U.S. intergroup's organizational meeting. You are receiving this email because you are listed as either the secretary or the GSR for your group on the Greysheeters Anonymous website. If you are not the GSR for your group, please forward this email to the right person.

Our organizational meeting will be conducted via teleconference from 7 – 8 pm EDT on Monday, April 27, 2009. Here's the call-in information:

Phone number: 219.509.8020

Access code: 982001#

During the meeting, we will:

1. Discuss the role of the intergroup and how it fits into the proposed service structure of GSA
2. Discuss leadership roles within the intergroup, including the role of the conference delegate
3. Discuss the group's preferences for selecting a conference delegate

Please let me know whether you will be able to attend.

In service...

## Sample Follow-Up Email after Organizational Meeting #1

Greetings, all...

Thank you for attending our very first meeting of the SE Intergroup. Below are some quick answers to a few of the job duty and abstinence requirement questions that came up this evening. This is from the GS website. All guidelines are suggested until approved by the first World Service Conference. More to come...

In service...

### **Area Delegate (AD)**

B2B Abstinence Requirement: 3 yrs

Term of service: 2 yrs

Duties:

- Represents the Group at a higher level of the service structure. An AD represents only one Intergroup of GSA.
- An AD is usually a GSR but this is not a requirement.
- Attends Area Intergroup meetings to learn more about issues concerning their Area so they may represent their Area at the World Service Conference.
- Receives information from the Board of Trustees of GSA World Service and shares that information with their Intergroup.

### **General Service Representative (GSR)**

B2B Abstinence Requirement: 1 yr

Term of service: 1 yr

Duties:

- Represents the Group at a higher level of the service structure, typically an Intergroup or Area;
- Conducts [Group Conscience](#) Meetings as needed, typically once a month;
- Ensures our Primary Purpose is carried out when facilitating a [Group Conscience](#);
- Cannot represent more than one group as GSR.

## Sample Minutes from Organizational Meeting #1

Greetings, all...

Here is a brief recap of the organizational meeting of the Southeastern Intergroup of GSA. We met at 7 pm EDT on Monday, April 27, 2009 via phone bridge.

Attending:

- GSR 1
- GSR 2
- GSR 3
- GSR 4

Topics Discussed:

- [INTERGROUP ORGANZER] reviewed the role of the intergroup and how it fits into the emerging service structure of GSA, the roles of leadership roles within the intergroup, including the role of the WS Conference delegate. [INTERGROUP ORGANZER] will email the group more information about the criteria for serving as GSR and delegates.
- We discussed reaching out to people who are leading meetings in other parts of the Southeast who didn't participate in tonight's call. GSR 1 will touch base with them via email to see if they are interested in participating.
- [INTERGROUP ORGANZER] talked about next steps in the formation of an intergroup, including electing officers (Chair/Delegate; Vice-Chair/Secondary Delegate, Secretary). We decided to postpone the selection of a Delegate until at least the next meeting.
- We agreed on a date/time for our next meeting, which will be Tuesday, May 5 at 7:45 p.m. EDT. [INTERGROUP ORGANZER] will schedule the phone bridge and let everyone know the call-in instructions.
- The meeting closed with the Serenity Prayer.

## Sample Invitation & Agenda for Organizational Meeting #2

Greetings, all...

Below is the agenda for the second organizational meeting of the Southeastern U.S. GSA Intergroup, which is set for this coming Tuesday, May 5, 2009 at 7:45 p.m. EDT.

Dial: 219-509-8020

Access Code: 982001#

Plan on an hour. Please forward this to anyone in your area who might be interested in listening in...

- Open with Serenity Prayer
- Take attendance and recognize newcomers/observers
- Review meeting objectives
- Discuss and agree on the possibilities for scope of work for our intergroup
- Review roles, responsibilities and abstinence requirements for delegate, alternate delegate and intergroup secretary
- Elect Delegate/Secondary Delegate/Secretary
- Set date/time for next meeting
- Close with the serenity prayer

I am hoping that we will have representation from most of the meetings in our region (Southeastern U.S. and Caribbean) so we can have a full participation in the discussion about what we want our intergroup to be/do, as well as a good assortment of candidates to choose from for elected positions, which will include the Area Delegate, who represents our area at the WS conference and chairs intergroup meetings, Alternate Delegate, who fulfills the Delegates duties in his/her absence, and the Secretary, who schedules meetings and records the minutes.

Anyone who attends your meetings or outposts you know of in the region we represent can listen in.

Before the meeting, it may be helpful for you to know more about how the GSAWS Board sees intergroups operating in GSA. The GSA World Service Board has put together some proposed guidelines for intergroup service. Find them here: <http://www.greysheet.org/intergroupareaguidelines.shtml>.

Note that these guidelines are not official and won't be until after delegates vote to approve them in this or some other form at the first world service conference in 2010. If you are familiar with AA service, you will notice that GSA intergroups are serving as both the coordinator of outreach services to a geographical region (the traditional intergroup role in AA and OA) and as the conduit for representation of individual group preferences up the channels to the world service conference (handled in the assembly process in AA and OA).

Any questions? Call me or email me!

In service...

## Sample Minutes from Organizational Meeting #2

Below are the minutes for the May 5, 2009 organizational meeting of the GSA Southeastern Region Intergroup, which met from 7:45 p.m. to 8:30 p.m. EDT on Tuesday, May 5, 2009.

**Call to Order:** [INTERGROUP ORGANZER] called the meeting to order with the Serenity Prayer.

**Attendance:** GSR 1, GSR 2, GSR 3, GSR 4, GSR 5

**Intergroup Scope of Work:** Deciding what we want our intergroup to do is an important start-up task. [INTERGROUP ORGANZER] reviewed the GSAWS Board suggestions about what intergroups might do. This document is at <http://www.greysheet.org/intergroupareaguidelines.shtml>. Note that these guidelines are not official and won't be until after delegates vote to approve them in this or some other form at the first world service conference in 2010.

After discussion, we agreed that since our GSA groups are spread throughout a very large region, it would be difficult to do coordinated outreach. An intergroup performing the following functions might be right for us:

1. Serve as the conduit for information flow to/from each group to the WS Conference
2. Share best practices about how to launch and grow a GSA community and how to carry the message to our communities
3. Develop a region-wide phone list that includes GSA member name, phone, email, abstinence date and best time to call, which would help build a sense of community in our region
4. In the future, sponsor or co-sponsor a regional retreat

We discussed the idea of having quarterly phone meetings, with an agenda that would feature the usual committee reports (Secretary/Treasurer/PI, if applicable) plus reports from the Area Delegate about activities at the World Service level, best practice discussions and updates/refinements to the phone list.

GSRs not able to participate in tonight's call are invited to submit their feedback on this suggestion to the entire group (use REPLY ALL to this email). We will revisit this issue at our next meeting and (hopefully) have enough people participating in the call so we can vote.

**Service Positions:** We need to elect an Area Delegate, who attends the WS Conference and Chairs the intergroup meetings; and Alternate Delegate, who chairs the intergroup meetings in the Delegate's absence and attends the WS Conference if the Primary Delegate cannot; and a Secretary, who records the minutes. We also discussed the duties and abstinence requirements for the various service positions (Area Delegate = 3 years b2b; GSR = 1 year b2b). [INTERGROUP ORGANZER] cannot be the area delegate because she already has a vote at the WS Conference as a Trustee on the GSAWS Board. We agreed to table the discussion of officers and the election until the next meeting.

**Next Meeting:** 7:45 p.m. EDT on Tuesday, June 2, 2009 via phone bridge. [INTERGROUP ORGANZER] will schedule the bridge and email the call-in info to all.

**Close:** [INTERGROUP ORGANZER] closed the meeting with the Serenity Prayer.

## Sample Minutes from Organizational Meeting #3

Below are the minutes for the June 2, 2009 meeting of the GSA Southeastern Region Intergroup, which met from 7:45 p.m. to 8:00 p.m. EDT on Tuesday, June 2, 2009.

**Call to Order:** [INTERGROUP ORGANIZER] called the meeting to order with the Serenity Prayer.

**Attendance:** GSR 1, GSR 2, GSR 3, GSR 4, GSR 5

**Election of Officers:** We agreed to assume the following leadership roles:

- Intergroup Chair/Area Delegate: [NAME]
- Intergroup Vice Chair/Alternate Delegate: [NAME].
- Secretary: [NAME]

**Next Meeting:** TBD

**Close:** [INTERGROUP ORGANIZER] closed the meeting with the Serenity Prayer.