

# General Service Announcements

How are you doing with your announcements?

Are you able to stay on top of all the information taking place in General Service?

Are you able to prioritize and select what information is pertinent to bring to your group?

Is your group embracing and welcoming all announcements that they make?

## Tips for GSRs regarding Announcements

1. Types of announcements GSRs make during a group meeting:
  - Upcoming events or important business at the following levels (with local being priority) - Local, Regional and National
  - Call for volunteers covering planning meetings for up-and-coming events.
  - Encouraging your group to make contributions for events.
  - Discuss/vote on motion(s) at group business meeting before the next District or Area meeting.
2. Suggestions on how to be effective when making announcements:
  - Take the time to be well versed when it comes to making announcements.
  - Include a brief summary of the event/motion, along with the date, time and place of the event.
  - Mention any planning meetings being held leading up to the event, a way of obtaining tickets, and directions to the event.
3. How much detail should you cover when explaining an event? Many groups have a number of formats that are already part of their agenda when closing. This may leave very little time for you to read your report. If you are experiencing a lack of interest or patience from your group, there are a few suggestions we can offer.
  - Meet with your DCM: To be of help, they can go over all the items so they can help you prioritize what should be included in your announcement along with helping you shorten the sentences and paragraphs.
  - Prioritize: Although some of the committees of our District may start to gear up for a future event way ahead of time, we still want to continue mentioning the current on-going activity in the district first. It may be better to hold off until an event has taken place first before announcing another out of respect for the committee holding the current event.
  - Shorten: You will want to shorten your announcements. You might have the tendency to want to announce and explain every detail about an event or piece of business in the District. Of course, there is nothing wrong with this if there is plenty of time, but with most group agendas, "time" is limited. It is suggested you only cover the main points and end your report by offering your time after the meeting to be available to group members that need more detail or have questions. Also give your group the address to the District 9 website along with letting them know they can find information available on our meetings and events. These are two great ways for you to get information to your group quickly, and not slow down the closing format of the group.
  - Talk with your group. A good way for a GSR to be in line with their group's wishes is to address your group directly during a group business meeting. This is an opportunity for anyone in the group to ask a question or bring up a concern or issue. Members may also offer good input and suggestions. This is a great way to keep the communication flowing back and forth so that both parties are working together. The important thing is that, as a GSR, you make yourself available for questions and suggestions as to how you can best serve your group as their GSR.