

**The Greater Providence Area (GPA) Service Committee of NA – April 27, 2014**

***The next meeting will be held on May 25, 2014***

**Area Meeting Times:**

Administration	12:30 to 2:00pm
Literature Sales	1:45 to 2:45pm
H&I Panel Leaders	1:30 to 2:00pm
Subcommittees	2:00 to 3:00pm
New GSR Orientation	3:15 to 3:30pm
Area Service Meeting	3:30 to 5:30pm

**Area Service Meeting Agenda:**

1. Meeting called to order / Moment of silence / Service prayer
2. Reading of the Twelve Concepts
3. Introduction / Roll Call / GSR Report
4. Officer reports including: Chair, Vice Chair, Secretary, Treasurer
5. Regional Committee Member Report
6. Board of Directors Report
7. Subcommittee Reports including: Activities, Convention, Finance, Hospitals and Institutions, Literature, Phone Line, Policy, Public Information, Corrections, Website
8. Old Business
9. New Business
10. Motions (submitted at beginning of ASC meeting)
11. Open Forum

**Roll Call and GSR Reports:**

*Groups in Attendance 17*

*Total Area Meetings 49*

*\*=GSR representation*

12 Steps in the Old Chapel	Opt 4 Life
Basic Step Study	Positive Steps
Basic Text	Ray of Hope
Better Life*	Recovery and Beyond
Better Way	Recovery in the Chapel*
Breakfast Club*	Recovery in the Country
Change or Die	Recovery in the Lake
Choose Life	Recovery is More than Abstinence*
Clean & Crazy	Resurrection*
Faith in Recovery	Road to Recovery
Gimme Shelter	Set-em Free
Hardcore Recovery	Sisters in Recovery
HOPE	Smith Hill NA*
IP Time	Start your Nite Right
Jamestown NA	Starting Over
K.I.S.S. *	Steps in the Chapel*
Late Nite	Step Sisters*
Living Clean	Stepping into Recovery
Living Free*	Straight Today
Loveline*	Stepping Out Wednesday*
Meeting Street Meeting	Sunday Serenity/Insanity*
NA in the Day	Surrender or Die*
Never Alone Again	The Lie is Dead*
New Associations*	Why R we Here*
New Way of Life	

## Announcements:

- H&I Hospital & Institutions is struggling. They are looking for support, assistance and active participation from groups. **THIS IS VERY IMPORTANT!** Please inform your groups.
- **CONVENTION COMMITTEE:** All executive committee positions are now open and up for election for our next convention. Please come to the next Area Service Meeting (May 25<sup>th</sup> at Anchor Recovery Center) if you are interested in a position on the convention committee.
- Open Minds, Thursday night meeting at Anchor Recovery is closed.
- Rhode Island H&I Learning Day will be held June 21<sup>st</sup>, from 2pm-6pm at Praise Tabernacle, 330 Park Ave., Cranston.
- "The Lie is Dead" group is moving to Family Life Center, 485 Plainfield St., Providence as of May 2<sup>nd</sup>.

## Administrative Reports:

Chair: John N./774-208-2285/[jnorton@paragonnt.com](mailto:jnorton@paragonnt.com)

No report.

Vice Chair: *Open—see information at the end of minutes for qualifications.*

Secretary: Gail L./401-954-6642/[gaillandi@yahoo.com](mailto:gaillandi@yahoo.com)

Alternate Secretary: Danielle S./ 401-954-0200/[danirobillard@yahoo.com](mailto:danirobillard@yahoo.com)

No Report.

Treasurer: *Open—see information at the end of minutes for qualifications.*

Alternate Treasurer: *Open—see information at the end of minutes for qualifications.*

See the attached treasurer's report.

Board of Directors: Wanda B./401-226-2698/[wsbnaiou2@aol.com](mailto:wsbnaiou2@aol.com)

The BOD filed Area taxes on 4-21-14, 990N (E Postcard). Next meeting is in June. All is well at this time. ILS/Robert S.

Regional Committee Member (RCM): Ned L./774-254-7968/[nedlandry4@gmail.com](mailto:nedlandry4@gmail.com)

Alternate RCM: Jim D./401-261-5473/[jimd12102008@aol.com](mailto:jimd12102008@aol.com)

Jim & I were able to attend the last RSC which was hosted by the Greater Providence Area on April 13, 2014. There were 12 out of 13 areas represented. We had a total donation from all areas of \$3,669.28. After all expenses and set-asides were paid, we had an opening working balance of \$1,752.78.

The New England Regional Convention chair Linda G. stepped down for personal reasons. The convention committee still has some open positions available which include Fundraising & Entertainment as well as Arts & Graphics.

The Fellowship Development subcommittee will be having a Traditions Workbook workshop at the upcoming Martha's Vineyard Celebration of Recovery. Flyers for that convention have been passed out to GSR's.

H+I subcommittee is looking for a secretary to keep meeting minutes. They are also working on putting together a budget which will be presented at June's RSC.

The newly revised NERNA.org website is now up and running. The Board of directors had the RCM's vote on the hotel to host the next regional convention. The Resort and Conference Center in Hyannis MA will be hosting the next regional convention March 7-9, 2015.

The Insurance chair has been in contact with our insurance company. Our regional insurance policy will be going up from \$2,820 to \$3,620 annually as a result of a claim last year.

The RD & RDA are currently in California at the World Service Conference carrying our regions conscious on the CAR report. You can follow all the conference details in real time on their live blogs at [The/Jamie/Posts.Tumblr.com](http://The/Jamie/Posts.Tumblr.com) and [NERNAWSC.Tumblr.com](http://NERNAWSC.Tumblr.com).

Jay from the Southeastern Mass Area was elected as our new Policy Chair. In open forum we had some discussion on vaping in meetings as well as CAR report motions.

One money motion was passed to set aside \$60 a month to have our phonenumber automatically be updated to coincide with meeting list changes so addicts will get the most current meeting list information over the phone.

We ended the day with \$0, with the remainder of our funds being donated to NA World Services. ILS/Ned L. & Jim D.

Activities: Junior J./401-426-7059/[emanueljackson21764@gmail.com](mailto:emanueljackson21764@gmail.com)

We are looking to have a speaker jam June 14<sup>th</sup>, 12-6, Silverlake Community Center, 529 Plainfield St., Providence ILS/John D.

Convention: Susan W. /401-438-2375/[susanw87@verizon.net](mailto:susanw87@verizon.net)

We last met on 4/6/14. We went over some more final reports from sub committees and discussed some pros and cons of the convention.

We started going over some policy issues that need to be addressed and changed. We also discussed and voted on purchasing 2 cash registers, 1 laptop for secretary and 10 easels for being used at future conventions. We are getting 3 proposals and giving to BOD for review.

Our recommendation for the next convention committee chair is Rosalind M.

#### Committee Reports

H & H---deposits \$4500.00+final invoice \$4032.25= \$8532.25 other expenses \$1895.67=total expenses \$10427.92

Programming expenses \$41.00

Registration expenses- \$2134.39 income- \$20259.49 600-800 registrations with newcomer registrations

Merchandising expenses-\$2998.01 income-\$4127.00 t-shirts, hoodies, hats profit-\$1128.99

F & E expenses-\$2611.20 income-\$2184.75 = (-\$426.45)

Arts & Graphics expense \$346.64

Convention information expense \$50.00

Treasurers ending balance \$11260.54

Our next meeting is 5/18/14, 4pm at anchor recovery. ILS/Susan W.

Finance: *Open--see information at the end of minutes for qualifications.*

Hospitals and Institutions: Brenda B./ 401-654-7658/[brenda.lee102@yahoo.com](mailto:brenda.lee102@yahoo.com)

No report.

Literature: Freddy T./508-212-2832/[freddyfx81@gmail.com](mailto:freddyfx81@gmail.com)

sales for month of March :1008.56

literature rack restock: 30.04

total sales for March : 1038.60

restock from world \$989.27

restock of GPA meeting lists including new artwork fee 95.85

total restock \$ 1085.12

in loving service...Freddy T

Phone Line: Johnny Wheels/401-714-9765/[john.fallon1@verizon.net](mailto:john.fallon1@verizon.net)

No report.

Policy: John D./401-744-1260/[john.delicio03@gmail.com](mailto:john.delicio03@gmail.com)

No Report.

Public Information: Dawne G./401-383-7275/[griffind@my.uri.edu](mailto:griffind@my.uri.edu)

P.I. will present at Legislative Day, Tuesday April 29, 2014, 2-5pm.

Still working on getting a stronger P.I. Committee. In hopes of having a flyer hanging/balloon release Day (more will be revealed). ILS/Dawne G.

H&I Corrections Facilities: Michael C./401-954-8809/[mclayton117@gmail.com](mailto:mclayton117@gmail.com)

No report.

Website: Mike H./401-439-5528/[holtz.mike@gmail.com](mailto:holtz.mike@gmail.com)

No report.

### **Old Business:**

Administrative Positions:

- Vice Chair – open
- Treasurer – open
- Alt. Treasurer – open
- Alt. RCM – Jim D.

Subcommittee Positions:

- Finance – open

Motion 03-23-2014-2 Maker: Policy Subcommittee **Back to Groups for revote (did not meet Quorum)**

Motion: To change wording in GPS Rules of Order pg. 13 under procedures used when the area service is meeting Reconsider: 2<sup>nd</sup> sentence; that reads: However, a member who voted must then move it on the prevailing side (the member who seconded may have voted on either side) and it must be moved either on the same or next day of the original vote.

Change it to read: However any member who voted on the majority side can put a motion in to reconsider only if there is new information pertaining to the motion. (The member who seconded may have voted on either side) and it must be moved either on the same day or the next month of the original vote.

Intent: To clarify and have more understanding of our current policy.

### **New Business:**

Motion 04-27-2014-1 Maker: Corrections **Passed 21-0-1**

Motion: \$221.00 to purchase literature for correctional facilities.

Intent: To carry the message.

Motion 04-27-2014-2 Maker: Public Information **Passed 22-0-0**

Motion: Meeting lists, 50 regional lists - .15 each - \$7.50, 50 area lists - .15 each - \$7.50, \$15.00 total for legislative day 2014, Tues. April 29th

Intent: Further our primary purpose.

# Greater Providence Area Treasurer's Report

Mar-14

	Description	Income	Expenses	Balance	Check #
<b>Beginning Operating Balance</b>		(Less Prudent Reserves)		<b>\$2,604.05</b>	
<b>Income</b>	Group Donations	\$455.30			
	Free Spirit Reimbursement	\$0.00			
	Misc	\$0.00			
	Misc	\$0.00			
<b>Total Income</b>		.		<b>\$455.30</b>	
<b>Non-Discretionary Expenses</b>	Rent Expense		\$25.00		2466
	Admin		\$0.00		
	H&I		\$34.35		2467
	Regional Phonenumber		\$0.00		
	Secretary		\$0.00		
	Administration		\$0.00		
	RCM Expenses		\$0.00		
	Literature Expense		\$0.00		
	Tres. Expense		\$13.80		2469
	Web Page		\$0.00		
<b>Total Fixed Expenses</b>			<b>\$73.15</b>		
<b>Discretionary Expenses</b>	H&I Subcommittee		\$0.00		
	H&I Corrections		\$0.00		
	PI Subcommittee		\$0.00		
	Activities Subcommittee		\$0.00		
	Literature Subcommittee		\$0.00		
	Policy Subcommittee		\$0.00		
	Professional Expenses		\$0.00		
	Regional Donation		\$0.00		
	WSO Donation		\$0.00		
	Convention Committee Lit Order		\$0.00		
<b>Total Discretionary Expenses</b>			<b>\$0.00</b>		
<b>Total Expenses</b>				<b>\$73.15</b>	
<b>Operating Balance</b>				<b>\$2,986.20</b>	
<b>Plus Prudent Reserves</b>					
	Area Prudent Reserve		\$1,700.00		
	Insurance Reserve Balance		\$1,284.00		
<b>Total Prudent Reserve</b>				<b>\$2,984.00</b>	
<b>Ending Account Balance</b>				<b>\$5,970.20</b>	

	Income	Expenses	Balance	Check #
<b>*Literature Stock Value</b>				
Beginning Balance			\$ 1,242.50	
<b>Sales</b>	March	\$947.40		
<b>Restock</b>	World Service	\$1,313.35		2468
	Meeting Lists	\$73.35		2467
Ending Balance			<u>\$803.20</u>	

### Group Donations - Mar 2014

Why R We Here  
 Road to Recovery  
 Surrender or Die  
 NA in the Day  
 Loveline  
 Meeting Street  
 ANON

Sunday Serenity/Insanity  
 Sisters in Recovery  
 The Lie is Dead  
 Clean & Crazy  
 Smith Hill NA  
 Recovery at the Chapel  
 I.P. Time

Breakfast Club  
 Change or Die  
 Resurrection  
 Recovery at the Lake

Addendum 1:

**Greater Providence Area Service Committee  
Administrative Positions:  
Qualifications & Responsibilities**

**Greater Providence Area Service Committee  
(GPASC) Administrative Positions:**

- Chairperson
- Vice Chairperson
- Secretary
  - Alternate Secretary
- Treasurer
  - Alternate Treasurer
- Regional Committee Member (RCM)
  - Alternate RCM
- Board of Directors

**Qualifications of General Service:**

The following is a suggested list of qualifications for N.A. members who might wish to become involved in the area service structure of the Greater Providence Area.

- A. Willingness and a desire to serve.
- B. A level of recovery that reflects their ability to apply the twelve steps to their personal lives and the twelve traditions to their personal interactions with other.
- C. The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- D. The suggested clean time requirement as established for the individual office.
  - Chairperson Four (4) years
  - Vice Chairperson Three (3) years
  - Secretary One (1) year
  - Alternate Secretary Six (6) months
  - Treasurer Three (3) years
  - Alternate Treasurer Two (2) years
  - RCM Three (3) years
  - Alternate RCM Two (2) years
  - BOD Five (5) years
- E. Prior service experience on a group level and working knowledge of the elected office.

**Qualifications of the Area VICE CHAIRPERSON:**

- A. The stated qualifications of general service apply to this position.
- B. Three (3) years continuous abstinence from all drugs.
- C. The ability to conduct an ASC meeting with a firm yet understanding hand.
- D. Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- E. Tolerance and objectivity with those who are unable to see beyond the needs of their group.
- F. Working knowledge of the GPA Guidelines and the N.A. 12 Traditions.

**Responsibilities of the Area VICE CHAIRPERSON:**

- A. Is a member of the Area Executive Committee, which meets prior to the GPASC meeting.
- B. In the absence of the Area Chair; preside over the Area Executive Committee; formulate the ASC agenda prior to the ASC meeting; and preside over said meeting, remaining throughout.
- C. In the absence of the Area Chair, fulfill or delegate the responsibility of any Administrative Officer (i.e. Area Treasurer, Secretary, or Subcommittee Chair).
- D. In the absence of the Area Chair, conduct the GSR orientation including distribution of Greater Providence Area GSR Introduction Booklet, prior to the start of the ASC meeting.
- E. Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines, and fulfill all other reasonable responsibilities that the ASC Chair may deem necessary.
- F. Develop personal knowledge of the inner workings of all ASSC Subcommittees. Act as a resource, and help to maintain the structure, and integrity of all ASC Subcommittees, without being a voting member of those committees.
- G. In the absence of the Subcommittee Chair fulfill or delegate the responsibility of said office from within that committee. [When applicable.]
- H. Maintain a line of direct communication between ASC Subcommittees and the ASC Chairperson.
- I. Assist the Area Chair in conducting the GPASC meeting. Conduct the review and confirmation of Area Subcommittee reports during the ASC meeting and distribute to the Area Secretary at the end of the ASC meeting.
- J. In the absence of the Area Chair fulfill or delegate all reasonable responsibilities that becomes necessary to collect and distribute information resulting from the ASC meeting.
- K. May be a signer of the GPASC bank account.
- L. In the absence of the Area Treasurer, pick up and distribute all Area mail from the GPA PO box in a timely manner, prior to the GPASC meeting.

**Qualifications of the Area TREASURER:**

- A. The stated qualifications of general service apply to this position.
- B. Three (3) years of continuous abstinence from all drugs.
- C. Bookkeeping and/or accounting skills.
- D. Ability to organize and keep financial records.

**Responsibilities of the Area TREASURER:**

- A. Accept Group donations during Literature Sales prior to the GPASC meeting.
- B. Accept the money from sales during Literature Sales prior to the GPASC meeting.
- C. Report at the GPASC on donations, other revenue, and expenditures from the previous month's ASC meeting. Provide a written copy of said report for inclusion in the ASC minutes. (E.g. June ASC minutes will contain May ASC Treasury report.)
- D. Maintain and keep an accurate balance on the ASC checking account.
- E. Pay all bills as needed.
- F. Keep accurate and careful record of all Area financial transactions, including receipts of all monies paid and collected.
- G. Care for and maintain the laptop provided for the Area Treasurer position.
- H. Coordinate with the Finance Subcommittee Chair as needed. (Tax filing and payment, yearly budget, etc.)
- I. Prepare an Annual Budget for the GPASC.
- J. Collect mail from the GPASC PO box prior to the monthly ASC.

**Qualifications of the ALTERNATE Area TREASURER:**

- A. The stated qualifications of general service apply to this position.
- B. Two (2) years of continuous clean time from all drugs.
- C. Bookkeeping and/or accounting skills.
- D. Ability to organize and keep financial records.

**Responsibilities of the ALTERNATE TREASURER:**

- A. Assist the GPA Treasurer in performance of all previously stated responsibilities.
- B. In the absence of the Area Treasurer, and at the direction of the Area Chair, perform the ASC Treasurer responsibilities.
- C. Attend all GPASC meetings.

**Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):**

- A. The stated qualifications of general service apply to this position.
- B. One (1) year continuous abstinence from all drugs.
- C. Prior service experience serving as an Alternate GSR.
- D. Active participation in the group they are representing.
- E. Knowledge of the GPANA service structure.

**Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):**

- A. Attend each meeting of the GPASC.
- B. If unable to attend the ASC meeting, asks the Alternate GSR, or in the Alternate's absence, another group member to assume the GSR responsibilities.
- C. Suggested participation with and Area subcommittee to promote the GSR involvement with GPA.
- D. In keeping with the Seventh Tradition, and Second Concept of N.A., bring group donation to the ASC Treasurer.
- E. Carry Group Conscience on all matters affecting their group or N.A. as a whole.
- F. Inform the GPA of all Group activities, strengths, and problems.
- G. Inform the Group of all business, activities, and special needs discussed at ASC meetings.



**Greater Providence Area Service  
Committee  
Subcommittee Officers  
Qualifications & Responsibilities**

**Greater Providence Area Service Committee  
(GPASC) Subcommittees:**

Activities  
Finance  
Hospitals and Institutions (H&I)  
Literature  
Phone Line  
Policy  
Public Information  
Convention

**Subcommittee Positions:**

Chairperson  
Vice Chairperson  
Secretary  
Treasurer (if necessary)  
Others as needed

**Qualifications of General Service:**

The following is a suggested list of qualifications for N.A. members who might wish to become involved in the area service structure of the Greater Providence Area.

- A. Willingness and a desire to serve.
- B. A level of recovery that reflects their ability to apply the twelve steps to their personal lives and the twelve traditions to their personal interactions with others.
- C. The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- D. The suggested clean time requirement as established for the individual office.
- E. Prior service experience on a group level and working knowledge of the elected office.

**Qualifications for GPASC Subcommittee  
Officers:**

A. The stated Qualifications of General Service apply to these positions.

B. Clean time requirements for subcommittee officers:

Activities, H&I, Literature, Phone Line, Policy,  
PI:

Chairperson Two (2) years

Finance: Chairperson Five (5) years

Convention: Chairperson Five (5) years

Vice Chairperson Four (4) years

Treasurer Five (5) years

Secretary Two (2) years

**Responsibilities of the FINANCE**

**SUBCOMMITTEE:**

- A. Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.
- B. Assist the Area Treasurer in compiling quarterly balance sheets, profit and loss statements.
- C. In keeping with the Seventh Tradition of N.A., works with the Area Treasurer to formulate an Area budget, with expenses not to exceed the income generated by the Area.
- D. Oversee all expenses and research alternatives in order to curtail unnecessary expenses.
- E. Fulfill all other responsibilities that the GPASC deems necessary.
- F. Meet one hour prior to the GPASC meeting and as often as the Finance Subcommittee deems necessary.
- G. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

All Greater Providence Area Convention Executive Committee positions will be nominated and elected at the GPASC meeting. This is to take place in July prior to the beginning of the Convention cycle.

**Purpose**

The Convention Subcommittee Executive committee executes the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic and special-subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees that may need extra help. The Executive Committee also makes regular reports to the Area Service Committee sponsoring the convention. The members of the Executive Committee discuss the performance of Subcommittees as well as the convention budget and other matters that affect the convention. The results of these discussions are included in reports at the convention committee meetings.

**Qualifications of General Service for Convention Subcommittee Officers:**

- A. Clean time requirements for Convention Subcommittee Officers:
  - Chairperson Five (5) years
  - Vice Chairperson Four (4) years
  - Treasurer Five (5) years
  - Secretary Two (2) years
  - Subcommittee Chairs Two (2) years
- B. Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
- C. Willingness to give the time and resources necessary.
- D. Ability to exercise patience and tolerance.
- E. Active participation in Narcotics Anonymous.

**Qualifications of the GPA Convention Subcommittee CHAIR:**

- A. Five (5) years continuous clean time.
- B. Demonstrated stability in the local N.A. community.
- C. Administrative abilities.

**Responsibilities of the GPA Convention Subcommittee CHAIR:**

- A. Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, and provide help when needed.
- B. Helps resolve personality conflicts.
- C. Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.
- D. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.
- E. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- F. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
- G. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- H. Votes only to break a tie.
- I. Chairs the Convention Committee meeting as well as the convention.
- J. Gives a monthly detailed report—in person to the body at the GPASC meeting and in writing for inclusion in the Area minutes—to the supporting Area Service Committee. Included in this report: all committee activities and all financial activity.

**Qualifications of the GPA Convention Subcommittee VICE CHAIR:**

- A. Four (4) years continuous clean time.
- B. In order to serve as a liaison between the subcommittees and hosting community, must demonstrate approachability and familiarity with all committee members.

**Responsibilities of the GPA Convention Subcommittee VICE CHAIR:**

- A. Acts as Chair if the Convention Chair is unavailable.
- B. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
- C. Works closely with the Chair to help delegate responsibilities to subcommittee Chairs.
- D. Makes a report to the hosting service committee on the progress of convention planning.

**Qualifications of the GPA Convention Subcommittee SECRETARY:**

- A. Two (2) years continuous clean time.
- B. Accurate typing ability.
- C. Demonstrated responsibility that indicates ability to ensure that accurate minutes are distributed to the Convention Committee Members.

**Responsibilities of the GPA Convention Subcommittee SECRETARY:**

- A. Keeps minutes of each Convention Committee meeting and all subcommittee reports.
- B. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting may be attached to the minutes if it will help the committee function.
- C. Maintains a list of names, addresses, and phone numbers of committee members for committee use.
- D. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
- E. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.
- F. Mails a copy of the minutes to the Greater Providence Area Service Committee.

**Qualifications of the GPA Convention Subcommittee TREASURER:**

- A. Five (5) years continuous clean time.
- B. Demonstrated stability in the local N.A. community.
- C. Accounting skills.
- D. Service experience with conventions or other large scale Fellowship activities.
- E. Accessibility to other committee members, especially the Registration Subcommittee.

**Responsibilities of the GPA Convention Subcommittee TREASURER:**

- A. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of the four signatories (Convention Subcommittee Chair, Vice Chair, Secretary, and Treasurer. The cards and account information are filled out at the committee meeting.)
- B. Works with the Chair and Vice Chair to prepare a budget for the convention that is used for planning fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.
- C. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
- D. Responsible for all monies—including revenues from registration and banquet tickets: pays all fills; and advises the Chair on cash supply, income flow, and rate of expenditures.
- E. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
- F. Each check should require two signatures. Additionally, a complete Treasurer's report within three months after the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.
- G. A periodic review of all financial records should be made by the sponsoring service area. The records should be reviewed at the time of the actual fund distribution in accordance with the Treasurer's financial statement requirements.