

The Greater Providence Area (GPA) Service Committee of NA

May 31st, 2009

The next meeting is June 28th 2009

Area Meeting Times:

Administration	12:30–2:00pm
Literature Sales	1:30–3:00 pm
Subcommittees	2:00–3:00 pm
New GSR Orientation	3:15–3:30 pm
Area Service Meeting	3:30–5:30 pm

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. Secretary Report
5. Treasurer Report
6. Vice-Chair Report
7. RCM Report
8. BOD Report
9. Subcommittee Reports including:
Activities, Finance, H&I, Literature, Phone Line, Policy, PI, Convention, Ad-Hoc
10. Old Business
11. New Business
12. Motions (submit at beginning of ASC meeting)
13. Open Forum

Roll Call and GSR Reports:

Groups in Attendance (20)

Total Area Meetings (43*)

Groups that made a donation are marked with \$

Groups that attended ASC meeting marked with @

Addicts "R" Us	
Breakfast Club	@
Blackstone NA	
Choose Life.....	\$
Clean & Crazy.....	@.. \$
Dig Deep	
Faith in Recovery.....	@
Gimme Shelter.....	@.. \$
Hardcore Recovery.....	@
IP Time.....	\$
Jamestown NA	
K.I.S.S.....	@
Late Nite.....	@
Living Free	@
Loveline.....	@.. \$
Lie is Dead 7:30-9:00	@.. \$

Meeting Street Meeting.....@.. \$
 Narragansett Recovery System
 Never alone again..... \$
 New Associations.....@.. \$
 New Way of Life
 Opt for Life.. \$
 Ray of Hope
 Recovering with the Vets
 Recovery and Beyond...
 Recovery in the Chapel.....@.. \$
 Recovery in the Country
 Recovery in the Lake... \$
 Recovery is More then Abstinence...
 Resurrection...
 Road to Recovery@
 Sisters in Recovery.....@.. \$
 Smith Hill NA.....@
 Start your Nite Right
 Starting Over
 Step Sisters...
 Stepping into Recovery
 Straight Today..@
 Stepping Out Wednesday
 Sunday/Insanity.....@.. \$
 Surrender or Die.....@
 We do Recover....@
 Why are we here..

Subcommittee Reports:

H&I: John D

Not a lot to report this month. All commitments were filled except for the Urban League and Boy's Training school. We are having problems with the clients showing up at the Urban League. We are having problems getting into the Boy's Training school. I will be in contact with both facilities to correct the problems. I want to thank everyone that participated in the Unity Learning Day. H.I. policy will be updated by the end of my term in July. All H&I positions are up next month except for Chairperson. I.L.S. John D.

Vice Chair: Delia F

No Report - corrections to minutes attached.

BOD: Kevin V

We have completed the Corporation Annual report on line. The total cost was \$22.00 which I will be requesting today from the Treasurer.

Phone Line: Lewis S

Hi Family, Phone line is running well all calls are being answered. Our Learning day went well. Our volunteer call list has been updated. I will be attending the Regional meeting for the month of June. Incoming calls were 10 calls and 10 mailed meeting list. ILS, Lewis

Policy: James M

Present, no report.

PI: Robin D

Hi Family, just would like to let all groups know that Public Information updates the meeting list monthly. The current 2009 meeting lists are available. ILS, Robin

Activities: Lyz M

I am happy to report that the trivia game show was a success. I've heard a lot of great feedback from the area. Unfortunately, we did shut down the dance early because most people left after the game show!

We will be putting in a motion today to host the August Meeting of the Regional Service Committee on the 8th and 9th at the Nickerson Community Center on Delaine St in Providence. The subcommittee will be putting on the next event on Saturday August 8th directly following the subcommittee meetings. It is called "Spaghetti, Speakers, and Sponsorship!" Flyers are being passed around! ILS, Lyz

Convention Committee: Wayne G (subcommittee chairperson)

The convention subcommittee has met twice since out last ASC and thus the continued process of constructing and updating our Guidelines and Policy for our committee has been very diligent and very thorough. The next 2 meetings are June 7, 2009 and June 28th 2009.

June 7th meeting will be held 1pm to 4pm Nickerson House, Delaney Street Providence; June 28th 2pm to 3:15pm During ASC meeting at Mt Carmel Church.

There are 3 Positions still available Convention Information, Arts and Graphics and Merchandising. Also the 2 Executive Alt positions – secretary and treasurer are available. A motion to receive a book for the rent of Nickerson House for June 7th 2009 will be put in today. ILS, Wayne

Finance: Susan W

No Report, not present.

Secretary: Dawn J

No Report- not present- V-chair has corrected errors in minutes please see attached corrections.

Treasurer Report: See attached report

Literature Report Timmy C

May, 2009

Literature Sales for the month of April, 2009	
HI:	\$ 170.81
PI:	\$ 10.00
Phone line:	\$ 0
Group Sales total w/o tax:	\$ 1290.96
Tax Total	\$ 90.38
Group Sales total w/tax:	\$ 1381.59

Total RI meeting lists sold: 735

Total New England region meeting lists sold: 10

Costs for literature restock: 1545.70

Sixteen 25th Anniversary basic texts were ordered and received this month.

RCM report: Hal B

Not present- was present at Admin- meeting. Alt was present at ASC meeting.

Please see attached corrections to the minutes- last months RCM report was the previous months.

Old Business:

****Motion passed****

042609-m3

Regional Motion

Submitted by: Delia/ Brian (alt rcm)

Motion: For Region to donate \$1000.00 to NJ Region

Intent: To help defray legal costs.

****Motion passed****

042609-m4

Submitted by: Mtg Street Mtg

Seconded by: Breakfast Club

Motion: To delete the line item in the Administrative Qual.+ Responsibilities for the RCM that reads: Coordinate accommodations for GPANA members who are required to attend the RCS meeting for both days.

Intent: To revise the previously submitted motion # 032209-m2 (that failed) by keeping the requirement of suggested participation in Regional subcommittees, but deleting an unnecessary requirement since the RCM is the only Area position required to attend the Regional weekend.

Policy Chair will update our policy.

New Business:

053109M01

Submitted by Sam Seconded by John C

Motion: To reschedule the August ASC meeting to August 30th.

Intent : The GPA southside picnic is scheduled to conflict with the ASC August meeting. We would like to have the meeting on another day to promote unity.

****This motion passed****

053109m02

Submitted by Recovery in the Chapel Seconded by Mike G

Motion: To have the ASC meet in a facility that is handicap accessible with in 90 days

Intent: to make the opportunity to participate in Area Service available to all that are interested

****ADHOC committee created – Lyz is the Chair result to be presented at next ASC meeting****

053109M03

Submitted by Lyz Seconded by Sam

Motion: To host the August Regional Service Committee meeting

Intent: to be of service to our Region

*****This motion passed*****

053109M04

Submitted by Wayne G seconded by Lyz

Motion: To receive a book from Area

Intent: to continue to use NA literature for payment of Rent/use of Nickerson House on June 7th 2009- our meeting space.

****This motion passed****

Corrections to minutes dated April 26th 2009

This motion was marked as passed however the ***motion failed*****.**

032209-m1

Submitted by: James MSeconded by: Delia F

Motion: To change line A. to read (Attend the Sunday meeting of the Regional Service Committee and the Sunday meeting of the Greater Providence Area Service committee.

Intent: To clear up RCM Responsibilities

RCM Report

Hi family,

Hal, Brian and my self spilt the attendance at the regional weekend on April 11th and 12th. Hal attended the Saturday meeting and Brian and I attended the Sunday meeting. There were 9 of 11 areas represented. On Sunday we met in Brockton due to the Worcester YMCA not opening on Easter Sunday and not informing the region until the week before. The opening balance was 5089.12 with a working balance of 1960.54.

The convention committee reported that there were over 1100 members present. The convention netted 34,537.18 after all bills were paid and have just over 27,000.00 after returning seed money. The convention corporation reported that the required 388 room nights were sold with an additional 97. The total food and beverage sold was 18,248 which well exceeded the required 12,500.00 needed. 24,818.00 was returned to the region. Rocco was voted in as board of directors' president with the assurance that directors and officers insurance will be purchased prior to the next contract being signed. Our own Carrie B. was voted in as convention committee chairperson. Congrats to Carrie! The finance committee and Don B. will be performing an independent audit of the convention committees' books.

There are 3 informational pamphlets for review and input on naws.org. They are Keeping it, Giving it away and in times of illness. The deadline will be May 30th. This input can be done through the website or given to me and forwarded to our regional delegate well before the deadline. Anyone interested in being part of the literature review AD-HOC committee please contact the chairperson Don B.

There are currently 3 open finance committee positions available but most positions will be available at the next RSC meeting.

Many motions were presented and voted on. Money motion 1 for seed money in the amount of 15,500.00 for the next convention broken down to 7,000 for committee, 8,000 for corporation and 500.00 for bill counter. This passed. M.M. 2 to purchase 160 books for prisons throughout region. This motion failed for lack of information. M.M. 3 to send 1000.00 dollars to the northern New Jersey region to help defray legal costs. This motion was sent back to areas. M.M. 4 to reimburse the RD/RDA 112.00 for getting stuck in California due to snow storm. This passed. MM 5 to take 1030.00 from RD/RDA set aside for travel to the north east zonal forum in N.Y. This passed. MM 6 to set aside 2500.00 for P.I. for a new computer in June. This passed. Additionally there were 5 more non money motions which mainly had to do with policy housekeeping which all passed.

No area stepped up to host the June regional weekend. An ad-hoc committee was formed to find a location with Cape Cod being a strong possibility. More will be revealed.

A donation in the amount of 24,204.11 was made to NA world services which left a final balance of 3,000.00 plus set asides etc.

A couple of announcements, Martha's vineyard convention May 2nd, 3rd and 4th. South eastern mass. Area convention June 12th, 13th and 14th and Free spirit area/GPA learning day May 2nd. There are also additional flyers available on table. ILS to NA, Delia F.

Elections

All administration positions are open:

(for qualifications and responsibilities of these positions, see the "Administrative Positions: Qualification & Responsibilities" document attached)

Chair,

Vice Chair,

Secretary,

Alt Secretary,

Treasurer,

Alt Treasurer,

RCM,

Alt RCM,

BOD

Open Forum:

Announcements:

20th Annual Southside Unity Picnic

Lincoln Woods State Park

Lincoln, Rhode Island-Fields A&B

Sunday, August 23rd, 2009

12:00 Noon until 6:00pm

Supplies will be extremely limited; donations will be gladly accepted!

For additional information contact:

Kevin V. (401) 331-2871

Pete R. (401) 331- 4282

Treasurer's report was handed in incomplete. It was discussed that a monthly amount would be put aside each month for the Area Insurance Reserve.

Greater Providence Area

Treasurer's Report
Month **April 2009**

	Income	Expenses	Check #
Literature Sales	\$1563.70		
RI State Sales Tax Received	\$109.88		
Group Donations	\$1000.91		
Free Spirit Area			
Church Hall Rent (2 months)		\$50.00	1949
Verizon		\$24.20/\$65.93	1952/1953
Answering Service (NE in Touch)		\$113.30	1951
Regional Phonenumber		\$49.20	1950
Secretary Expenses	returned \$23.31	\$50.00	1956
Treasury Expenses			
Literary Purchase		\$1545.70	1954
Meeting List Purchase		\$77.40	1955
H&I Subcommittee			
PI Subcommittee		\$100.80	1959
Activities Subcommittee			
Literature Subcommittee		\$20.72	1957
Policy Subcommittee			
RCM Expenses			
Sales Tax (Balance:)			
Other Tax Responsibilities			
Convention Committee			
Region or World Donation			
Corporation Fee			
Post Office Box			
	Previous Balance		
	Monthly Income		
	Monthly Expenses		
	Final Balance		
	Area Prudent Reserve		\$3500.00
	Available Activities Fund		
	Area Insurance Reserve		
	Available Funds		

THE GREATER PROVIDENCE AREA OF NARCOTICS ANONYMOUS PRESENTS

SPAGHETTI, SPEAKERS, AND SPONSORSHIP!



**WHERE: NICKERSON COMMUNITY CENTER
133 DELAINE ST. PROVIDENCE RI**

**WHEN: SATURDAY, AUGUST 8TH (FOLLOWING THE REGIONAL SUBCOMMITTEE
MEETING)**

DINNER AT 6:00PM SPEAKER JAM 8:00- 9:30PM

THE SPEAKER JAM IS A FREE EVENT... DINNER IS ONLY \$ 5.00!

**COME AND ENJOY GREAT MUSIC WHILE YOU EAT THEN LISTEN TO SIX
GENERATIONS OF SPONSORSHIP (3 MEN AND 3 WOMEN)**

SHARE THEIR EXPERIENCE, STRENGTH, AND HOPE!

CHILDREN ARE WELCOME! TICKETS ARE AVAILABLE IN ADVANCE!

DIRECTIONS FROM POINTS NORTH:

**TAKE 95 SOUTH TO EXIT 21 (ATWELLS AVE), TURN RIGHT ONTO ATWELLS
AVE, TRAVEL 1 MILE AND TURN LEFT ONTO VALLEY ST., ABOUT ½ MILE DOWN
TURN RIGHT ONTO DELAINE ST. NICKERSON WILL BE ON YOUR RIGHT.**

**FOR MORE INFORMATION PLEASE CONTACT: LYZ M. (401) 996-5136 OR
DELIA F. (401) 556-3464**



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 CHAIRPERSON:

- A. The stated qualifications of general service apply to this position.
- B. Four (4) years continuous abstinence from all drugs.
- C. Prior service experience as Area Service Committee (ASC) officer, subcommittee CHAIR, or Group Service Representative (GSR).
- D. The ability to conduct an ASC meeting with a firm yet understanding hand.
- E. Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- F. Tolerance and objectivity with those who are unable to see beyond the needs of their groups.
- G. Working knowledge of the Greater Providence Area (GPS) Guidelines and the N.A. 12 Traditions.

Responsibilities of the Area CHAIRPERSON:

- A. Preside over the GPASC meetings and remain throughout.
- B. Set the ASC agenda prior to the ASC meeting.
- C. Preside over the Area Administrative Committee meeting.
- D. Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines.
- E. Maintain the GPASC archives.
- F. Conduct orientation including distribution of the Greater Providence Area GSR Introduction Booklet prior to the start of the ASC meeting.
- G. Is available to the GSRs as a resource of information pertaining the ASC meeting.
- H. In the absence of an Administrative Officer (Treasurer, Vice Chair, Secretary, etc.) fulfill or delegate the responsibilities of said office.
- I. Fulfill all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.
- J. Compile reports and files from the GPA Vice Chair, Treasurer, and Secretary.
- K. Must be a signer of the GPASC bank account.
- L. Does not vote at the GPASC meeting.

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 become 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 SECRETARY:

- A. The stated qualifications of general service apply to this position.
- B. One (1) year continuous abstinence from all drugs.
- C. Adequate secretarial skills.

Responsibilities of Area SECRETARY:

- A. Is a member of the Executive Committee, which meets prior to the GPASC meeting.
- B. Record attendance at the beginning of the GPASC meeting.
- C. Compile and maintain a current list of all recipients of the GPASC minutes.
- D. Provide a brief overview of the prior ASC meeting in a written secretary's report. To be read at the present ASC meeting.
- E. Tabulate an accurate vote count for motions, to be recorded on the submitted motion form, and to be included in the minutes. Each motion is to include: month, day, year, number (01-22-06-1 is January 22, 2006, motion #1).
- F. Organize and create concise minutes of each GPASC meeting.
- G. Distribute minutes no later than ten (10) days after the GPASC meeting. Make additional copies available at the next GPASC meeting.
- H. Distribute a copy of GPASC minutes to the New England Regional Service Committee and the Free Spirit Area.
- I. Keep an accurate record of GPASC motions and policy created during their term and make copies available at the ASC meeting upon request. Turn this record over the Policy Chair at the end of each term.
- J. Compile (to be included in the minutes); Groups in Attendance at ASC meeting, and Groups that Donated to the ASC. Provide a Legend of Symbols to facilitate understanding of above lists. (As provided in past minutes.)
- K. Compile a current Group contact list containing; Group name; GSR name, phone number, mailing address, and email (if available).
- L. Provide a current list of Administrative Officers names and phone numbers to be published in the GPASC minutes.
- M. Provide a Group Announcement page to be published in the Area minutes.
- N. May vote on administrative motions only.
- O. Care for and maintain the laptop provided for the Area Secretary position.
- P. Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these available at the ASC meeting.

Qualifications of the ALTERNATE Area SECRETARY:

- A. The stated qualifications of general service apply to this position.
- B. Six (6) months continuous abstinence from all drugs.
- C. Adequate secretarial skills.

Responsibilities of the ALTERNATE SECRETARY:

- A. Assist the GPA Area Secretary in performance of all previously stated responsibilities.
- B. In the absence of the Area Secretary, and at the direction of the Area Chair, perform the ASC Secretary responsibilities.
- C. Is not required to relinquish concurrent GSR position (if applicable).
- D. Attend all GPASC meetings.

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.

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

- A. The stated qualifications of general service apply to this position.
- B. Three (3) years continuous abstinence from all drugs.
- C. Prior experience as a GSR and/or completion of one or more terms in an area-level elected office.
- D. Communication and organizational skills and has displayed significant leadership skills.
- E. Objectivity and tolerance with those who are unable to see beyond the needs of their areas.
- F. Working knowledge of GPA Guidelines and the N.A. 12 Traditions.

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

- A. Attend each meeting of the Regional Service Committee (RSC) and GPASC.
- B. If unable to attend an RSC or GPASC meeting it is essential to ask the Alternate RCM to assume said responsibilities.
- C. Suggested involvement with a Regional Subcommittee to promote the RCM participations with the region.
- D. In keeping with the Seventh Tradition of N.A., deliver the Area donation to the Region.
- E. Carry Greater Providence Area Conscience on all matters affecting the GPA or N.A. as a whole.
- F. Keep the Region informed in a written report of all GPA activities, strengths, and problems.
- G. Inform the G.P.A. in a written report of all business, activities, and special needs discussed at the R.S.C. meeting.
- H. Coordinate accommodations for GPA N.A. members who are required to attend the RCS meeting for both days.
- I. Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.
- J. Distribute informational flyers at the ASC meeting (Distribution thereafter is left to the discretion of the RCM.)

Qualifications of the ALTERNATE REGIONAL COMMITTEE MEMBER (ALT RCM):

- A. The stated qualifications of general service apply to this position.
- B. Two (2) years continuous abstinence from all drugs.
- C. Previous GPASC service experience.
- D. Communication and organizational skills and has displayed significant leadership skills.
- E. Objectivity and tolerance with those who are unable to see beyond the needs of their areas.

Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:

- A. Attend each meeting of the RSC and the GPASC.
- B. Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region.
- C. Vice Chair a special session of the GPASC to vote on the WSC Agenda Report.
- D. In the absence of the RCM, assume the responsibilities of the RCM stated above.

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

- A. The stated qualifications of general service apply to this position.
- B. Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]
- C. Bookkeeping and/or accounting skills.
- D. Ability to organize and keep financial records.
- E. A Board Member may not hold another area-level financial position.

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

- A. Make sure that the GPA tax returns are filed.
- B. Take care of legal problems/fund misappropriation.
- C. File yearly RI state sales tax.
- D. Receive the monthly report from the Finance Subcommittee Chair (or Area Treasurer if there is no Finance Chair).
- E. Attend an annual BOD meeting.
- F. Coordinate storage and maintenance of legal documents.

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.