

The Greater Providence Area (GPA) Service Committee of NA

October, 25 2015

The next meeting will be held on November, 22 2015

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:

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

Roll Call and GSR Reports:

- Groups in Attendance: How many groups attended? **10** groups attended this meeting

12 Steps in the Old Chapel	Open Minds
Basic Step Study	Opt 4 Life
Basic Text	Positive Steps
Better Life	Ray of Hope
Better Way	Recovery and Beyond
Breakfast Club	Recovery in the Chapel
Change or Die	Recovery in the Country
Choose Life	Recovery in the Lake
Clean & Crazy	Recovery is More than Abstinence
Dig Deep	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 Night Right
K.I.S.S	Starting Over
Late Night	Step Sisters
Lie is Dead	Straight Forward
Living Clean	Straight Today
Living Free	Stepping Out Wednesday
Love Line	Sunday Serenity/Insanity
Meeting Street Meeting	Surrender or Die
NA in the Day	Who is an Addict
Never Alone Again	Why R We Here
New Associations	
New Way of Life	
12 Steps in the Old Chapel	

Announcements:

Some of the Greater Providence Area Positions are open for elections this November, 2015. Please see Old and New Business sections for more details.

Groups in Need of Support:

Groups doing well.

Administrative Reports: (James M)

I will like to thank you all for letting me serve as Are Chair. I have learned more this time than in 2014.

Activities Report (Nichole)

Not in attendance

Finance Report: (Lily)

Not in attendance.

Phone Line (John F.)

Phone lines not working properly. No calls this month..

Literature Report: (Jeremy W)

SEPTEMBER

Literature sales	\$800.02
Literature restocking Fees	\$988.87
Meeting list restocking Fee	\$82.50
Rent for ASC Meeting	\$25.13

Literature sales ran smoothly. Volunteers' service is appreciated. Meeting lists were ordered and distributed this month. At elections in November my position will be open. I will not be accepting a nomination to service again. This position has helped me greatly and I appreciate the opportunity to serve. I will still have involvement in the ASC meeting, just not as an executive officer or sub-committee chairperson presently.

In loving service
Jeremy W.

H&I: (Johnny F)

Meeting date 10/18/2015

Currently we have 7 facilities where NA commitments are being held.

Adcare	Weekly	3	Wednesday- Friday – Saturday	M/F	
Bridgemark	Weekly	1	Tuesday	M/F	
Ottma House	1 – 2 Monthly	2	Wednesday		F
Phoenix House	Weekly	2	Friday – Saturday	M/F	
Roger Williams Hospital	Weekly	4	Thursday – Saturday	M/F	
Zambarano	1 – Monthly	1	Sunday		F
DOC Men	Weekly	3	Monday-Tuesday-Wednesday	M	
DOC Women	Weekly	2	Monday- Wednesday	F	

Open positions.
GPA H&I vice Chair
Roger Williams Long term Thursday Nights 7 - 8 Pm
DOC Men's Minimum held on Monday night 6:30-7:30 pm
Attendance at the meeting was ok. Still really need participation from more groups.
6 Panel Leaders were in attendance and about 8 group rep's
A learning day will be November 1st. See website for more information.

In loving service GPA H&I Chair John F.

BOD REPORT (Pete R.)

BOD was in attendance at the Convention Committee Meeting this month for the purpose of reviewing contracts to be signed and any other business requiring BOD involvement.

BOD also provided review and support of Area Treasurer Reporting leading to the adjustment reported in the Sep 2015 GPAs' Treasures' Report. Additional support to be provided to the Treasures to ensure reporting is being documented properly.

In loving service,
Peter R.

Policy (None)

Public Information Report (Joel B.)

I'm Joel B. I attended the PI Regional Meeting in Hyannis, Mass on October 10th. I learned how the other Areas of Region run their committees. They do outreach to high schools and colleges and universities, giving presentations to all who requested one. Also, running public advertising on the bus and train lines in their areas.

Many of these committees have been meeting between 3-8 years.

I personally will be going under the knife for a full knee replacement on my left side. Being I'm a diabetic I don't heal quickly so my future participation in this position is unknown in the near future. However, I have volunteered to hand out IPs, meeting lists, and information at the upcoming Providence Convention in Warwick on Feb 19-20-21, 2016.

Sincelry in service
Joel B.

RCM Report: (Jim D per emailed attachment)

RCM Report October 25, 2015

The New England Region held its meeting in October in Hyannis, MA with Subcommittee's meeting on Saturday October 10th and the main regional meeting on Sunday the 11th. There were 12 of 13 areas that make up the region present at the Sunday meeting. Our area was represented by Joel B. at the PR/PI subcommittee meeting on Saturday. Our area subcommittee chairs are strongly encouraged to attend their regional subcommittee meeting on the Saturday of regional weekend.

Convention Committee: They had 4 in attendance at their meeting and are in need of the following positions; Vice Chair, Treasurer, Asst Treasurer, Asst Secretary, Arts & Graphics, Merchandise, Registration, Hotels & Hospitality. If interested in any of these positions, please attend the next convention committee meeting on December 12th at 1200 right here at 249 Main St Pawtucket, RI.

H&I: They are in need of a secretary

Insurance: All meetings listed in the NE Regional meeting list are covered by the regional insurance. Special events may require a special binder please refer to the regional website for further information at NERNA.org.

RMD (Regional Meeting Directory): About 8,000 of these are printed and sold during the regional weekend. If your meeting needs to be added or changed on the regional meeting list it can be done thru our area PI chair.

Literature: The Traditions Workbook revisions have now all been submitted to world and it is expected to be included in the CAR.

PR/Phone line: NERSC Public Relations Subcommittee Chairperson's Report – October 11, 2015

Good morning NERSC! Yesterday, here in Hyannis, the NERSC Public Relations Subcommittee met. Thank you Cape Cod area for hosting. We had 11 members in attendance. After our traditional opening with a MOS, serenity prayer, and introductions, I thanked for their service the long-term-members of the subcommittee who were not present and welcomed the newcomers to the committee. We have two very important unfilled positions: Vice-Chair; and Events Coordinator.

RMD Report: \$3,250 RMD's sold to Areas, Groups, and Individuals. 100 Outside Sales. \$1,500 Regional PR Committee. Total of \$4,850 RMDs. \$512.00 deposit.

Phone Line Coordinator: Emergency Calls: 4 for South Shore; 3 for NEMA; 2 for SEMA;

Non-Urgent Calls: 21 calls. 7calls for Central MA. 4 calls from out-of-state: Chicago, Mississippi, Florida, and Connecticut.

There were some issues with the automatic updates to the phone lines and they have not been updated in a significant amount of time now.

Training Coordinator's Report: Central Mass Area of PR had their second Public Relations training. There were five addicts in attendance. This is the third Area that has received both trainings.

On October 18, 2015, the Training Coordinator will attend SEMA's GSU in order to provide an overview of Public Relations as well as give the Public Speaking presentation.

CASA, Court Appointed Special Advocates has contacted us once again for our bi-annual presentation which will most likely be held on Saturday, November 7th in Brookline, MA.

We attended the New England Drug Court Conference on September 24th and 25th in Marlborough, MA. We had an approximate total of 75 addicts stop by our booth. An open NA meeting was held on Friday morning with two conference attendees. Over twenty follow-up emails were sent regarding requests for more information or presentations.

We will continue to contact Area's about trainings

Events Coordinator - Vacant

Area Reports: The Secretary explained the new streamlined area report form.

No Reports were received from Boston, Central Ma., Nantucket, NEMA, Martha's Vineyard, and Pioneer Valley

Cape Cod Area held a booth at the Cape Cod Symposium on Addictive Disorders on September 10th-12th. Approximately 10 addicts served. Additionally they also held a flyer-hanging day 7 addicts served. They have been in contact with Cape Cod Community College and have scheduled 2 presentations so far. A member was assigned to contact schools in the area to offer presentations. There will be a PR learning day on November 22nd in Hyannis at the Federated Church at 2pm.

Free Spirit Area and Greater Providence Area have been working in unison to put on a Narcotics Anonymous Learning day on Sunday, November 1st 2015. From 12:30-4:30 at 124 Legris Ave, West Warwick R.I. There will be presentations from H&I and Corrections, PI and Phone Line, and Outreach. Lunch and refreshments will be provided. They are going to try and make this an annual event for the two areas, and it would be a pleasure to have any support from outside Areas.

Greater Providence Area held a booth at the Rally for Recovery in Providence at the Roger Williams Park. They will be participating in the convention on February 17th-19th at the Crown Plaza Hotel in Warwick.

Metro West Area had participants in the Symposium on Addictive Disorders in Hyannis as well as the Drug Court Conference in Marlborough. They had an opportunity to host a booth at the MBTA/DOT recovery day but were unable to fill it due to members' lack of availability. Literature and meeting lists were left at the booth in our absence. Metro West will be having a flyer-hanging day on October 17th at 10am -meeting in Porter Square, Cambridge, MA for breakfast before going out. They are also developing a literature rack program to go up in several facilities that a few members will be responsible for keeping full.

South East Mass Area has been compiling a list of high schools and has drafted a letter to be sent to each school. They have compiled a list of newspapers, radio and TV stations and are currently making calls to have Public Service Announcements (PSAs) run in the SEMA area. They will be sending Thank You letters to all organizations currently running the PSAs. They have a new email and should be contacted at SEMANAPRcommittee@gmail.com. There will be a flyer-hanging day on November 21st, 2015 at 370 Bay Street, Taunton, MA at 10am for coffee and donuts. They will also be having the Public Relations Training Coordinator come and train the area as a whole on how to give presentations at the GSU at Umass Dartmouth on October 18th.

South Shore Area- We have 16 display racks out in the community. Our webpage contact for NAWS is updating the NAWS and regional webpages along with trusted servant and group contact info. I have been stretched thin with the regional webpage contact for NAWS duties and area PR chair responsibilities. I hope to have a hand Sunday with a SSA member to collect area meeting directories along with trusted servant update forms etc. We have designed another import link from the regional database to forward to NAWS. This link downloads a file from our database that we forward to NAWS. We hope this works for the updates. We will let you know.

Western Mass Area PR chair is new and working on awareness of PR and to gain more support. They have gotten several new commitments from addicts to attend the subcommittee. They are participating in two marathon meetings on Thanksgiving, November 26th: one in Greenfield and one in Springfield, locations and times TBD.

Old Business:

We reviewed the "Planning Basics" tool. Which you can find here: https://www.na.org/admin/include/spaw2/uploads/pdf/handbooks/Planning_Basics.pdf
We covered the 1st stage in August, which was scanning. We reviewed the results of the survey that was completed in August. We decided to continue Scanning.

Some noted issues were:

Website updating and syncing with NAWS

Inclusion of all areas at the Regional PR level needs more communication between regional and area PRs

Filling open positions

Services that are no longer needed or could be combined:

Combine phone line with RHD and/or website to be more effective with updates

Services that are not being provided:

Transportation was a suggestion as well as a "RSO"

An easy way for an area within the region to coordinate efforts, share in project planning

The region to have a protocol to assist regions with little or no PR presence

We asked today's participants to take the scanning process back to their groups, areas, subcommittees and NA network to give feedback to region about how it can better serve their PR needs. An addict suggested chairs bring the idea of the PR Basics inventory to their area. With some new people to regional PR, it seemed like the scanning process should continue and I suggested continuing the conversation outside of waiting for the regional PR meeting. It was suggested doing this over Skype. Another addict suggested that rather than a single date on skype, we try and have an email discussion of scanning and have a single point of accountability.

Feedback on Tradition 11 announcement at groups was read and discussed:

We are distributing a statement, which is available to all NA groups as a reminder of the traditions regarding the press. Due to the opiate epidemic, the State of Massachusetts has declared a public health emergency. We have already handled multiple requests from Area's and individuals who have had

contact from the media. The statement is as follows:

Due to the growing epidemic of opiate addiction and overdose deaths, the Commonwealth of Massachusetts declared a public health emergency. We have since noticed an increase of requests by the press for interviews. Our Eleventh Tradition says, "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." The primary purpose of our public relations effort is to tell the story of Narcotics Anonymous and what our program offers so that we may better reach the still-suffering addict. We do not give our last names nor allow our image to appear in the media as a member of Narcotics Anonymous. If members of the press approach you, please direct them to the New England Regional Public Relations Subcommittee, which can be found at <http://www.nerna.org/subcommittees/pr>

The New England Regional Service Committee of Narcotics Anonymous - Public Relations Subcommittee

We can be reached by email at pr@newenglandna.org or by telephone at our toll free number 1-866-624-3578 (1-866-NA-HELP-U). After the main greeting, press 4, and then 2 to page a member of our committee.

Inventory Update – Gary B has table top cover – James P has brought surplus supplies

New Business: Shorten reports (last Region 8 pgs.)

Upcoming Events-

Flyer-Hanging Day: October 17th in Porter Sq. Cambridge at 10 a.m.

Presentation Training I: October 18th at Umass Dartmouth

NA Learning Day: November 1st, 2015, Sunday, at 124 Legris Ave, West Warwick R.I. from 12:30-4:30pm.

Flyer Hanging Day November 21st in Taunton at 10am.

PR learning day November 22nd at Federated Church, Hyannis 2pm.

South Shore Anniversary December 3rd, Brockton.

NA Learning Day FSA/Greater Providence- TBA

Money Motions: \$10.40 for Training Coordinator travel expenses for training in Central Mass.

Elections: Vice Chair – No Nominations; Events Coordinator– No Nominations;

We closed at 3:30 with the 3rd step prayer.

In Loving Service, James P.

Website: They are looking for a new host for the website. They would like the area trusted servant forms returned from all areas.

RD/RDA: Our Delegate team attended the Western Service Learning Day in Las Vegas on October 2-4 and are scheduled to attend the New England Zonal Forum on October-23-24 in Jamaica, NY. The CAR (Conference Agenda Report) is due out on November 25th and the CAT (Conference Approval Track) is due out January 25th, 2016 with our regional report due in February of 2016. The WSC (World Service Conference) will be held April 24-30, 2016. The delegate team is willing to travel to areas as requested and will hold workshops at upcoming regional weekends. The RD/RDA team will be here in Greater Providence on Saturday December 12th and hold a workshop at 3:00 on the CAR. Please keep an eye to na.org for updated information on the CAR/CAT/WSC as this vital information is being released so that it can be accurately brought back to the groups.

Ad Hoc NERCC/NERSC: 10 people were in attendance at this meeting which is completing its task after a year of research and input. A final report is scheduled for December but the consensus is that there needs to be better communication between the areas and the region with regard to holding the bi-annual convention. Policy changes need to be implemented and a "merging" of the convention committee and corporation needs to occur. There was discussion about the RCMs duties as related to the corporation.

NERCC: BOD Report 10/11/15

The board has met twice since our last regional meeting. The primary focus of our discussion has been revolving around the monetary discrepancy (\$2,386.80) that was reported at the close of NERC XVI and the motion presented by the South Shore Area to suspend the current convention. Having served as the assistant treasurer of that committee I can attest to the fact that all of the monies received were deposited into our account- the check book always balanced. Unfortunately, I did not check the spreadsheet that the treasurer had been keeping during the course of the convention cycle. Once the discrepancy was discovered, I spent approximately ten hours over two days reviewing the check book, bank statements and spreadsheets as well as all the receipts from the F&E committee with the treasurer and yet we were unable to locate the discrepancy. At our last board meeting I asked Damon W. to review the same information in the hopes that fresh eyes could locate the problem. Our former treasurer is also continuing to determine the cause of the discrepancy. Once we pinpoint the problem we will pass it on to the RSC.

We are waiting until after today to send out the Requests for Proposals (RFPs) for the next convention in the hopes that we will have a treasurer in place to add to the RFP.

An additional \$1000 of the misappropriated funds has been repaid since our last report and keeping to this schedule, we should be made whole by January of 2016. We have \$16,275.06 currently in our account. \$6,000 of this belongs to the convention committee. I mentioned the area's concerns about what should be done with the money as it is returned to our attorney. She felt that the "cleanest" thing to do would be to have the corporation hold on to the money and use it for the next convention's seed money. This is not in line with our current policy and the board will look further into this issue at our next meeting which is scheduled for December 12th @ 10:00 at 249 Main Street, Pawtucket, RI

Our Annual Report has been filed with the Secretary of State and we have now secured the necessary bank statements to file our taxes for FY '13 FY'14 FY'15.

We will be opening a corporation meeting later solely for the purpose of electing a treasurer and I will further attempt to explain the necessity of the separate corporation at that time.

In grateful service – Jim D. – BOD

Brenda V was elected treasurer of the corporation.

South Shore Area is having it's 30 year anniversary Dec 4-6 at the Radisson Hotel. Fliers and registration are available thru the regional website at nerna.org

Old Business: South shore motion to suspend the convention was defeated

Bill H. from Martha's Vineyard was elected chair of the region.

Money motions:

228.16 travel reimbursement-passed

275.20 travel reimbursement-passed

191.24 Merl -passed

300.00 travel reimbursement-passed

The Greater Providence Area will be hosting the December regional weekend (December 12th and 13th) and were given \$500 to cover our expenses. We will need volunteers to assist in getting food (lunch) for both days as well as setting it up as the RCM team will be busy attending the regional meeting and subcommittee meetings. Thank you for your support in making the GPA a gracious host!

In grateful service,

Jim D and Melissa G – RCM team

Treasures Report: (John D)

GREATER PROVIDENCE AREA TREASURES REPORT AS OF SEPTEMBER 15, 2015

INCOME

Beginning Operating Balance	-880.46
Group Donations	\$545.05
Misc.	\$0.00
BOD for Convention	\$0.00
Misc.	\$0.00
Total Income	\$545.05

NON-DISCRETIONARY EXPENSES

Rent Expense	\$25.00	Check # 2579
Admin. Insurance	\$0.00	
H&I	\$0.00	
Regional Phone line	\$0.00	
Secretary	\$0.00	
Activities Expenses	\$0.00	
RCM Expenses	\$0.00	
Literature Expenses	\$0.00	
Treasurers Expenses	\$0.00	
Web Page	\$0.00	
Total Expenses	\$25.00	

DISCRETIONARY EXPENSES

H & I Subcommittee	\$100.00	Check # 2582
H & I Corrections	\$50.00	Check # 2583
PI Subcommittee	\$0.00	
Activities Subcommittee	\$0.00	
Literature Subcommittee	\$21.61	Check # 2581
Policy Subcommittee	\$0.00	
Profession Expenses	\$0.00	
Regional Donation	\$0.00	
WSO Donation	\$0.00	
Convention Committee lit Order	\$0.00	
Total Discretionary Expenses	\$171.61	
Total Expenses	\$196.61	

OPERATING BALANCE

Plus Prudent Reserves:

Area Prudent Reserve	\$1,700.00
Insurance Reserve Balance	\$1,284.00

TOTAL PRUDENT RESERVE	\$2,984.00
ENDING ACCOUNT BALANCE	\$2,451.98
Literature Stock Value	
Beginning Balance	\$1,668.29
Sales	\$800.02
Restock	
World Service	\$764.74
Meeting lists	\$0.00
Ending Balance	\$1,703.57

GROUP DONATIONS SEPTEMBER 2015

Breafast Club	Never Alone Again
Dig Deep	The Lie is Dead
Loveline	Smith Hill NA
Meeting Street	Recovery at the Chapel
HOPE	Resurrection

Today's Report (Septemeber 26/2015)

Income	\$277.82	Groups donations	
		\$25.00	Rent
		\$82.84	Phone Lines
		\$76.60	RCM Reimbursement
		\$179.88	Web Site (One Year hosting fee)
		\$364.32	
		-\$277.82	
		\$86.50	

GPA Convention Committee Report (Dave A.)

Hello Everybody: We had our 13th meeting last week; we elected a Convention Information Chair. Open position is Assistant Secretary. But anybody can get involved and help out. We have 44 rooms sold, so please book and reserve your room. Our next meeting is Nov.15 at 4:00pm at the Hotel.

Our ending balance is \$6,260.56, held as WB is \$4,479.00 and that is for \$2,500.00 hotel bill and 50% down payment for our registration packages.

Thank you,
Dave A.

Convention Treasure Report: provided (Dave A.)

Balance	\$6,260.56
Working Balance	\$4,479.00
Set Aside	\$2,500.00

Website (Mike H.)

To add free Spirit Areas' Meetings to the website.

New Motions:

Motion (None this month)
MMDYYY--
Maker:
Seconded by:
Motion:
Intent:

Old Business

Any nominations for
 Pol. Chair
 Phone Chair
 Convention Alternate Secretary

New Business:

Nominations:

Area Chair: James M (Elected)
Vice Chair: Open
Secretary: Ines G. (Elected)
Alt. Secretary: Open
Area Treasurer: John D. (Elected)
Alt. Treasure: Tony (Elected)
Finance: Lilly (Open till November)
RCM: Jim D. (Elected)
Alt. RCM: Melissa G. (Elected)

New Business:

- Next Area Meeting is on November 22, 2015
- All Greater Providence Area sub-committee voting.

Open Forum:

Suggested by Ines G. -Can we get the mailing address, phone and email addresses for each officer in this body in case if anything needs to be forwarded to any one of them. Reason: Due to pending impeachments can't be mailed or NA can't be reached. (Will be addressed in next area meet.)
Ray D.- Can we do something to make the none attending meetings accountable for their lack of participation.

Meeting Adjourned

Administrative bodies contact

Chair: James M./401.516.3863

Vice Chair:

Secretary: Ines G. /401-837-3740 writeorreadme@yahoo.com

Website: Mike H. /401-439-5528 holtz.mike@gmail.com

Treasurer: John D./401.640.145 john.delicio03@gmail.com

Board of Directors: Peter R. peteris@cox.net

Regional Committee Member (RCM): Jim D./401.261.5473 jimd12102008@aol.com

Alternate RCM Melissa G. /(508)840-0820 m.gagne27@yahoo.com

Activities: Nicole R.

Convention Chair: Rosalind M. (Chair) /401.524.3283 rosalindwallace1995@gmail.com

Convention Vice Chair: Dave A./401.865.6536 portmoto@aol.com

Area Finance chair: Lilly

Hospitals and Institutions: (Chair) John F./401.714.9765 john.fallon1@verizon.net

Area Literature Chair: Jeremy W.

Phone Line: (Acting) John F./401.714.9765 john.fallon1@verizon.net

Addendum 1:

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 GPA

- A.** Willingness and a desire to serve.
- B.** A level of recovery that reflects their ability to apply the 12 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 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

The stated qualifications of general service apply to this position.

- A.** Six (6) months continuous abstinence from all drugs.
- B.** Adequate secretarial skills.
- C.**

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 T REASURER:

- 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, all finances and special needs discussed at the R.S.C. meeting.
- H.** Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.
- I.** 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:

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):

The stated qualifications of general service apply to this position.

- A.** One (1) year continuous abstinence from all drugs.
- B.** Prior service experience serving as an Alternate GSR.
- C.** Active participation in the group they are representing.
- D.** 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.
- H.** Attend each meeting of the RSC and the GPASC.
- I.** Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region
- J.** Vice Chair a special session of the GPASC to vote on the WSC Agenda Report.
- K.** In the absence of the RCM, assume the responsibilities of the RCM stated above.

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 GPA

- 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.
- F.** Out-going chair will work with in-coming chair for one month. To ensure a smooth transition.

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 ACTIVITIES SUBCOMMITTEE:

- A.** In keeping with the 12 Traditions of N.A., provide celebrations of recovery in order to promote unity throughout the Fellowship.
- B.** Proceeds from all activities are placed in the general ASC treasury.
- C.** Provide a calendar of upcoming activity events for inclusion in the Area minutes.
- D.** Inform surrounding Areas and Regions of upcoming major events planned by the GPA.
- E.** Meet one hour prior to the ASC meeting and as often as the subcommittee deems necessary.
- F.** Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

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.

Responsibilities of the HOSPITALS AND INSTITUTIONS (H&I) SUBCOMMITTEE:

- A.** In keeping with the Fifth Tradition of N.A., carry the message to the addict unable to attend regularly scheduled meetings.
- B.** Coordinate and distribute specific H&I commitment to hold meetings at existing facilities and to be keenly aware that all said obligations are fulfilled.
- C.** Research and develop as many new institutional meetings as possible.
- D.** Provide a monthly account to the GPASC of all literature disbursed.
- E.** Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibility.
- F.** Elect an H&I Correctional Facilities Coordinator, accountable to the GPA H&I Subcommittee.
- G.** Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the LITERATURE SUBCOMMITTEE:

- A.** In keeping with the Sixth Tradition of N.A., maintain an accurate inventory of literature on hand to supply all the needs of the GPA.
- B.** Coordinate the sales, and inventory count and reorder, of the literature inventory.
- C.** Meet prior to the GPASC meeting to sell literature to groups and as often as the subcommittee deems necessary.
- D.** Review and supply input on literature submitted by the World Service Committee Literature Committee (WSCLC).
- E.** Submit literature to the WSCLC from Area groups and individual addicts.
- F.** Make the starter kit:
One (1) of each
One (1) Group booklet
One (1) group starter kit checklist
Fifty (50) meeting lists
- G.** To have access to a computer in order to maintain inventory.
- H.** Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the PHONE LINE SUBCOMMITTEE:

- A.** Maintain lines of communication between N.A. and the answering, and/or any other phone service used by the GPA.
- B.** Respond to all requests for information in a timely and effective manner.
- C.** Insure that those requests are handled at the appropriate level of service.
- D.** Maintain helpline and Twelve Step call list.
- E.** Establish and maintain the integrity of guidelines for handling phone line requests.
- F.** Meet one hour prior to the GPASC meeting and as often as the Phone Line 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.

Responsibilities of the POLICY SUBCOMMITTEE:

- A.** Research and seek guidance in gaining a better understanding of the 12 Traditions, 12 Concepts of N.A. and WSC guidelines, bulletins, and other information as it is developed.
- B.** Develop ASC policy to be considered for approval by GPA groups.
- C.** Compile and maintain all approved policy.
- D.** Maintain past and present motion lists organized by position and subcommittee.
- E.** Review all past and present motions (and all other business) that require clarification.
- F.** Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibilities.
- G.** Attend the GPASC meeting, provided a verbal subcommittee report to the service body and a written report for inclusion to the Area minutes.

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

- A.** Uphold the integrity of the Eleventh Tradition of N.A.
- B.** Maintain: Distribution and sales of meeting lists to rehabilitation centers as well as the general public. Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.
- C.** Arrange all public information speaker commitments.
- D.** Conduct a minimum of one public information workshop per year.
- E.** Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibilities.
- F.** Elect a Web Coordinator responsible to the PI Subcommittee.
- G.** Attend 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:

Clean time requirements for Convention Subcommittee Officers:

- A. Chairperson Five (5) years
- B. Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) year
- C. Subcommittee Chairs Two (2) years
 - Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
 - Willingness to give the time and resources necessary.
 - Ability to exercise patience and tolerance.
 - 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:

Keeps minutes of each Convention Committee meeting and all subcommittee reports. 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. Maintains a list of names, addresses, and phone numbers of committee members for committee use. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence. 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. Service experience with conventions or other large scale Fellowship activities.
- D.** 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 bills; 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.