

**The Greater Providence Area (GPA) Service Committee of NA**  
**August 22<sup>nd</sup>, 2010**  
**The next meeting will be held on September 26<sup>th</sup>, 2010**

**Area Meeting Times:**

Administration	12:30–2:00pm
Literature Sales	1:45 to 2:45 pm**Note time change
H & I Panel Leaders	1:30-2:00 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- Present
5. Treasurer Report- Present
6. Vice-Chair Report- Present
7. RCM Report- Present
8. BOD Report- Present
9. Subcommittee Reports including:  
    Activities-Present, Finance-Not Present, H&I- Present, Literature- Present, Phone Line- Present, Policy- Present, PI- Present, Convention-Present, Ad-Hoc- New Meeting Space, History of NA in RI- Present
10. Old Business
11. New Business
12. Motions (submitted at beginning of ASC meeting)
13. Open Forum

**Roll Call and GSR Reports:**

Groups in Attendance 12  
Total Area Meetings 42  
\* = GSR representation

Addicts "R" Us	Recovery and Beyond
Breakfast Club	Recovery in the Chapel
Blackstone NA	Recovery in the Country*
Choose Life	Recovery in the Lake
Clean & Crazy- In need of support	Recovery is More than Abstinence
Dig Deep	Resurrection*
Faith in Recovery- In need of support	Road to Recovery*
Gimme Shelter*	Sisters in Recovery
Hardcore Recovery* In need of support	Smith Hill NA*
Jamestown NA	Start your Nite Right
K.I.S.S-Needs support	Starting Over
Late Nite	Step Sisters*
Living Free* In need of support	Stepping into Recovery
Loveline*	Straight Today
Lie is Dead*	Stepping Out Wednesday
Meeting Street Meeting*	Sunday/Insanity*
Men in Recovery	Surrender or Die...
Narragansett Recovery System- In need of support	We do Recover
Never alone again	Why are we here
New Associations	
New Way of Life	
Opt for Life	
Ray of Hope	

**Administrative reports**

**Chair:** Delia: No report

**Vice Chair:** Open Postion

**Secretary:** Robin: No report. Email address given out Rdourado05@hotmail.com

**Alt Secretary:** Nicole B: No report

**BOD:** Kevin V

The Bod and the convention committee met on 8-10-2-2010 at Mcdonalds to look over the convention contract However we didn't have enough members so it was delayed til the 8-17-2010. The Bod approved and voted yes on the contract with the convention in 2012 after it was signed it was handed over to Darrell F, the H&H chair. We have located the 2008 taxes I signed it and sent it out over night. It is due to arrive in the dept. of treasury (IRS) 8-19-2010 noon time. Sorry for the over sight and inconvenience. The next Bod meeting is 9-30-2010 at 6:30pm at John Hope Settlement House. In loving service, Kev V. BOD

**Treasurer:** Peter R: NOT PRESENT NO REPORT

**Groups Donation – May 23, 2010**

- |                          |                  |
|--------------------------|------------------|
| Loveline                 | Choose Life      |
| Living Free              | Road to Recovery |
| Clean & Crazy            | We do Recover    |
| Faith in Recovery        | Why Are We Here  |
| Sunday Serenity/Insanity | Opt for Life     |
| Breakfast Club           | Starting Over    |
| Lie is Dead              | Alone No More    |
| Recovery in the Lake     | Gimme Shelter    |
| Surrender or Die         | H&I Learning Day |
| Hardcore Recovery        |                  |

**ADHOC-NEW AREA MEETING SITE:** John D

Hi family, not a lot to report I talked to someone at park and Elmwood church & they are going to bring it back to their board of directors. I will get more info about it at the end of the month. ILS, John D.

**ADHOC Committee on AREA HISTORY:** Steve S: NO REPORT NOT PRESENT

**Subcommittee Reports**

**Literature:**



**Greater Providence Area Literature Report August, 2010**

Literature Sales for the month of July, 2010	
HI:	\$ 0.00
PI:	\$ 0.00

Phone line:	\$ 0.00
Group Sales total	\$ 920.60

Total RI meeting lists sold: 515

Total New England region meeting lists sold: 250

Costs for literature restock: \$ 644.48

**Hospitals & Institutions:** Steven C /Sam Q

H&I Report for July 2010

Hi Family, we had 16 members in attendance 9 groups reps and 6 panel leaders and one member at large. All six panel leaders reports were given and all were fulfilled but did say they need more groups support. 2 panel leaders not present and resignation R.W. detox sat mornings. The new business was a discussion on the adhoc on trying to get more participation on the H&I level. A whole bunch of ideas were discussed, from going to groups, to holding an event, to cutting back on commitments, to developing a flyer asking for help from the groups, to changing the format of the subcommittee in order to better serve the groups. I'm asking all GSRs to bring back to their groups that H&I is in need of support. We still have 1 open panel leader position R.W. detox Sat mornings. I want to congratulate 3 new panel leaders: Lindsey M. G.T.S., John N. R.W. 4th floor detox, and Wayne VW. Butler Kent unit Weds.

Corrections Report

ACI orientation will be Sept 10, 2010. We will be attending & will inform this body with the details about orientation at Sept H&I meeting. We have submitted 30 plus applications as of July meeting. Please note the hours of Captain Haibon are 8:00 am- 8:00 pm . He is also the bail officer located in the intake center if you are approved for another year please find the time to update your photo. ILS Steve C

In service to H&I Lewis S. Coordinator 401-952-8109 [lminor02@yahoo.com](mailto:lminor02@yahoo.com)

Hal B Alt Coordinator 401-429-5564 [hniguy@aol.com](mailto:hniguy@aol.com)

**RCM: Alt:** John D

Hi family, I attended my first RSC meeting Sun 8-15-10. There were 10 areas present out of 11. The opening balance was \$3474.90. I was unable to give a written report because I thought our RCM was going to give it. He showed up late and we were unable to do it. The regional convention committee is in need of support they have 5 open positions Convention Information, Registration, fundraising and entertainment, Arts and Graphics and Assistant Secretary. Please check out the new PI mission statement on the regional website ([www.nerna.org](http://www.nerna.org)) and click on "What's New". There was a motion put fourth to send six members to the NA world service system workshop the motion passed and the 6 members will be going to Florida, Texas and Detroit. There are flyers available with more information on what the workshop is about. Region will be putting on a workshop to pool together all info in November. The RMD (Regional Meeting Directory) asked all RCM to let the GSRs know that they can make changes of their meetings on the website. I also purchased 100 RMDS. There was a motion submitted in June that went back to areas to create a subcommittee called the green inventive that motion was discussed and decided it needed to go back to the maker of the motion for more information. The next regional weekend will be held in the metrowest area Watertown, Mass @ St Johns Church 80 Auburn St. Oct 9 & 10 (subcommittees on Sat. the 9<sup>th</sup> and the RSC meeting Sun the 10<sup>th</sup>.) ILS, John D.

**Phone Line: Position Open NO REPORT**

**Policy: Position Open NO REPORT**

**PI: Position Open NO REPORT**

**Website:** Christine

All is well with the website we have made some updates to the online meeting list please email

the webmaster if you see incorrect information or if you make any changes to your meeting that need to be updated. Going forward we would like to make the website more of a resource for upcoming events or for WHAT'S NEW in the Greater Providence Area. This task will likely involve changes to the structure of the site & we will be reaching out to the regional website coordinators. We would also like to encourage members of the GPA to become involved. If you are interested please email the webmaster through gpana.org. Grateful to be of service, Chris E.

**Convention Committee:** Wayne G 473-1749

Available funds for the convention are \$3069.06. The committee has continued to pursue the goal of hosting an area convention. The contract and deposit for the 6<sup>th</sup> convention to be held at the Crown Plaza are done. There is still a need for 2 positions to be filled

- a) Executive Secretary
- b) Arts and Graphics subcommittee chairperson

Anyone of the NA community is invited to become active with this subcommittee.

The next meeting shall be held on Sept 19<sup>th</sup> at 4pm site being the Nickerson house on Delaney street (onlyville). All theme and logo presentations need to be forwarded by the same date so as to vote unto our 6<sup>th</sup> convention. The next convention fundraiser will be held at John Hope settlement house on Sept 4<sup>th</sup> 2010 starts at 3pm w/dance to follow \$5.00 suggested donation. In Loving Service, Wayne G

**Finance:** Tom C

Finance Committee Report, August 22, 2010

The Finance Committee met twice this month. On our agenda was determining why we received a penalty notice from the IRS and preparing a document that 2009 actual and 2010 projected income and expenses so that an area budget can be finalized. Here are the details:

IRS

We received a letter from the IRS back in April regarding our 2006 taxes and a penalty from a late filing. After calling the IRS, we have been directed to send them a letter asking for abatement of the penalty. We have prepared that letter and believe based on a similar situation that existed with our 2007 return that it will be granted and we will not be responsible for the penalty. During the discussion with the IRS, we were alerted to the fact that our 2008 taxes had not been filed. We have since located the original return and it has been mailed to the IRS. We may need to ask for an abatement for any penalties on that return as well.

BUDGET

After a full year of work by the finance committee (and some really heavy lifting by our treasurer!) we are submitting the first draft of projected income and expenses for 2010. These numbers were derived from an examination of income and expenses from 2008 & 2009 and a review of 2010 income and expenses to date.. Here is a summary:

INCOME & EXPENSES

Below is a list of TOTAL income and expenses for 2009 listed in actual numbers and 2010 listed in projected numbers based on income and expenses to date.

Attached, you will see income and expenses broken down by category.

You will notice that in 2009 we spent \$3,565.77 more than we brought in. If income and expenses in 2010 continue along the same pattern, we will spend more than \$3,600 more than we take in. This means we are operating in a deficit situation – simply stated, we spend more than we make. Area donations do not equal area spending. We have been using the money raised from the last convention to fund this deficit each year. Moving forward, we must determine as an area how to

rectify this.

Our next scheduled meeting is September 1st at 7pm. In addition to having further discussions about the area budget, we will be looking more specifically how we list and track income and expenses. For information regarding location, please call me. As always, all are welcome to attend. In service, Tom C, Cell: 401-441-8632401-441-8632 tomcoderre@yahoo.com

**ACTIVITIES: MARA NOT PRESENT**

The activities committee met yesterday to discuss the upcoming event which will be held Sat. Oct 16 2010 it is a talent show and dance (time) 6pm until 12am (place) will be determined at a later date \$5 suggested donation adults and children welcome

2<sup>nd</sup> event greater providence area pot luck marathon (date) Nov 25, 2010 Thursday (time) 9am til 9pm (place) to be determined, donations are being accepted for food or groups and individuals are ask to donations for food. Loving Service, Mara G.

**Old Business:**

**The following Motions did not meet Quorum and will need to go back to groups again**

**\* Motion 052310-03 back to groups**

Maker: Steve S; Seconded Wayne G.

To amend policy: Motion 072306-01 to increase the H & I budget from \$200 to \$300, to read, "To make the H & I Literature funds dependent on available funds from the previous month's 7th tradition donations. Each month at the ASC, the H & I Chair/Vice Chair will request funds for the following month based on the current Treasury report."

Intent: Currently the H & I committee may request/receive literature up to \$300. The current financial condition requires that we exercise prudence/caution in our financial affairs. In some months \$300 is more than the total of 7th tradition donations. Additionally, the current motion in policy actually denies the groups to have a say in monthly finances.

The new motion will allow the financial activities to be modified/adjusted/moderated, directly by the GPA groups, based on 7th tradition donations and current cash flow. This also falls in line with our efforts to establish a responsible, realistic budget.

**\* Motion-062710-03 back to groups**

Maker: Steve S.; Seconded Wayne G

Motion: To change the annual ASC elections to October/November (Admin./Oct. Subcommittees/ Nov). To take effect in 2012.

Intent: Historically ASC has been lightly attended during the summer months. This reflects the fact that we are a tourist based summer destination. Moving elections to October will allow:

Participation of a greater number of addicts in voting

A larger pool of qualified participants

Move the most important vote for the GPA to a month w/ greater participants

**\* Motion-062710-04 back to groups**

Maker: Policy; Seconded Kevin V.

Motion: to add to the reimbursement note for a RCM a cap of no more than \$60.

Intent: Based upon the area current financial situation it is prudent to continue using IRS mileage rates.

**\* Motion-072510-01 back to groups**

Maker: Recovery is more than Abstinence

Motion: We would like area to send this motion back to groups explaining the greater providence areas current state of affairs as it pertains to finances and trusted servant participation in order to have them reevaluate their earlier decision to hold an area convention in the greater providence area until such time as our area is financially stable and all key service position filled groups are expected to return a vote that expresses their position on whether or not they want our area to be moving forward at this time.

Intent: Our groups position is that at the time the motion to hold a convention was brought to groups and approved there was a lack of essential information provided necessary to make a wise and soundly considered decision since that time it has become clear that our area is suffering financially and that we need to prioritize the overall strengthening of the gpas area finances and its members participating at the area level. Until key positions like (Vice-Chair) etc. are filled and member participation in subcommittees like H&I, PI etc improves we do not believe our area is being managed well enough to handle such a huge project like the convention by stopping this convention the area will be able to benefit from \$5K that has been held for the convention back to the area in order to reinforce its finances.

**New Business:**

**\* Motion-072510-01 back to groups**

Maker: Wayne G Seconded Christine E.

Motion: To establish the website as a standing subcommittee committee

Intent: To present the subcommittee as its own subcommittee to give the subcommittee the ability to be accountable and responsibility to the ASC

**Elections:**

Activities- Mara G.

Finance- Tom C.

H&I- Steve C.

Literature- Ned L.

Alt. Sec- Nicole B.

BOD- Robert S.

**ANNOUNCEMENTS**

Current Vacant Administrative Positions:

Vice Chair

Alt Treasurer

Phoneline

Policy

PI

Convention Committee Secretary

The Monday night Narragansett Recovery Systems group which meets at the corner of Caswell and Central St. in Narragansett St. Peters by the Sea Episcopal Church is in dire need of support and in danger of closing. Please stop by and support us.

## **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 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 an 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 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

**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

Vice Chairperson Six (6) months

Secretary Ninety (90) days

Treasurer 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 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.

3

12/30/07

**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:
  - a. Distribution and sales of meeting lists to rehabilitation centers as well as the general public.
  - b. 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 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:**

**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.**

**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**