

**The Greater Providence Area (GPA) Service Committee of NA**

**July 25<sup>th</sup> 2010**

**The next meeting to be held on August 22<sup>nd</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  
New Business  
Motions (submit at beginning of ASC meeting)
11. Open Forum

**Roll Call and GSR Reports:**

**Groups in Attendance 13**

**Total Area Meetings 43**

**\*GSR representation:**

**Addicts “R” Us**  
**Breakfast Club**  
**Blackstone NA**  
**Choose Life**  
**Clean & Crazy- In need of support**  
**Dig Deep**  
**Faith in Recovery- In need of support**  
**Gimme Shelter\***  
**Hardcore Recovery\***  
**Jamestown NA**  
**K.I.S.S-Needs support**  
**Late Nite**  
**Living Free\***  
**Loveline\***  
**Lie is Dead\***  
**Meeting Street Meeting\***  
**Men in Recovery**  
**Narragansett Recovery System- In need of support**  
**Never alone again**

**New Associations**  
**New Way of Life**  
**Opt for Life**  
**Ray of Hope**  
**Recovery and Beyond**  
**Recovery in the Chapel**  
**Recovery in the Country\***  
**Recovery in the Lake**  
**Recovery is More than 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**

**Administrative reports**

**Chair- no report**  
**Vice Chair: Open Postion**  
**Secretary: -No report email address given out Rdourado05@hotmail.com**  
**Alt Secretary: Open postion**

**BOD-Kevin V**

The BOD met with the convention committee to look over the convention contract we met 7-3-2010 @ 6:30pm at john hope the contract stated that as of 6-30-2010 if the contract was not signed it is null and void how we did look and went over it anyway just get some ideas where they are going.  
 Our next BOD meeting is 8-13-2010. as of 7-25-2010 sully d. has resign his position on the BOD  
 In lovin service  
 Kev V.

**TREASURER REPORT: PLEASE SEE ATTACHED REPORTS**  
**The Greater Providence Area (GPA) Service Committee of NA**  
**July 25, 2010**

**Greater Providence Area Treasurer's Report**  
**June 2010**

Description	Income	Expenses	Check #
Literature Sales	1,297.20		
Group Donations	440.14		
Free Spirit Area			

Church Hall Rent		50.00	2097
Verizon (Local/Toll Free)		24.20/65.22	2098/2100
Answering Service		109.74	2099
Regional Phone Line			
Secretary Expenses			
Treasury Expenses			
Literary Purchase		613.90	2102
Meeting List Purchase		77.40	2101
H&I Subcommittee			
PI Subcommittee			
Activities Subcommittee	620.00		
Literature Subcommittee			
Policy Subcommittee			
RCM Expenses		47.55	2103
Professional Fee (Accountant)			
Region or World Donation			
Miscellaneous (PO Box)			
		<b>*Previous Balance</b>	<b>\$6,676.80</b>
		Monthly Income	<b>2,357.34</b>
		Monthly Expenses	<b>(988.01)</b>
		<b>Current Balance</b>	<b>8,046.13</b>
		Area Prudent Reserve	<b>(3,500.00)</b>
		Area Insurance Reserve (3) months - \$169.00/month	<b>(507.00)</b>
		<b>Available Funds</b>	<b>\$ 4,039.13</b>

\* Previous Balance adjusted by  
+\$77.40 for a 2009 voided check.

### Groups Donation – May 23, 2010

Loveline  
Clean & Crazy  
Sunday Serenity/Insanity  
Lie is Dead  
Surrender or Die  
Choose Life  
We do Recover  
Opt for Life  
Alone No More  
H&I Learning Day

Living Free  
Faith in Recovery  
Breakfast Club  
Recovery in the Lake  
Hardcore Recovery  
Road to Recovery  
Why Are We Here  
Starting Over  
Gimme Shelter

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

Hi family I have a new proposal from the Nickerson house they want a cash donation of our choice another addict and I will be going there to take a tour of all the rooms we can use because we cannot use

the gym I have a form that we will need to fill out if we decide to accept this proposal. I still need to look into the church at park and Elmwood.

ILS, John D.

### **ADHOC Committee on AREA HISTORY: Steve S.**

Hello family

I attended a history workshop in NYC and acquired some good information which helps towards establishment of a credible timeline.

Most of the information I have been receiving conflicts with previous information I am continuing to contact older members in New England for information.

ILS, Steve S., 401-338-1937, Srstorti@aol.com

### **Subcommittee Reports**

Literature: July, 2010

#### GREATER PROVIDENCE AREA LITERATURE REPORT

Literature Sales for the month of June, 2010	
HI:	\$ 85.58
PI:	\$ 0.00
Phone line:	\$ 0.00
Group Sales total	\$ 1,297.20

Total RI meeting lists sold: 685

Total New England region meeting lists sold: 25

Costs for literature restock: \$ 1,190.28

During the 6 months that I've been the GPA's literature chair I have made several accomplishments. I have created an extensive Excel spreadsheet that documents all of our inventory on hand, and tracks our inventory sold by month. This has allowed us to reduce our overstock inventory and significantly reduce our cost spent on literature each month. I have also created a new updated order form that has evened out pricing on several undercharged items. I have also created an order adder that makes it easier for me to re-order by typing all orders into an Excel spreadsheet that works in conjunction with our Inventory Tracker. I would like to thank this body for giving me the opportunity to serve. ILS, Ned

### **H&I: Steven C /Sam Q**

H&I Report for July 2010

Dear Family,

The H&I Subcommittee meet and discussed the following.

Panel Leaders present provided reports on the status of their commitments. Only 5 Leaders were present. Their commitments were covered for the month.

The subcommittee discussed ongoing plans to revamp the way we run H&I in the greater providence area. They were encouraged to attend the ad-hoc meeting that will be held in August (day TBD) in order to provide their ideas and feedback.

A motion was placed to remove the Kent House Tuesday night commitment from our regularly attended facilities as addicts in that facility have access to regularly scheduled meetings. This motion was voted on and has passed. We will no longer provide a NA

commitment to that facility as of August. We will be asking the Free Spirit area if they would like to take over that commitment.

There was a stronger H&I group representative presence at the meeting which was greatly appreciated. Having said that, only 14 out of 48 commitments were taken by groups this month continuing our regular struggles with group participation in the GPA.

Work on a "Town Hall type meeting is on it's way to try and capture as much group participation as possible in order to discuss options for a new H&I directions with our GPA groups. Details will be forthcoming. Thank you, Sam Q and Steve C

### **Prison Coordinator**

We had a meeting this week with the prisons discussed things like getting apply clear faster they want all volunteers to take a orientation for 4 hours on safe this mandatory orientation dates are for the orientation are Aug. 16, Sept. 7, Oct. 12, Nov. 8, Dec. 13 this is for all new applicate we also talked about putting books in the prison libraris we receive the okay this weeks the prison will be receiving books from region to handout to the prison library. Love, Service, Lewis S.

### **Phone Line: John D.**

Hi family

Another addict and I went to the answering service (in touch) and gave them new meeting lists and a new volunteer list. I am still working on a policy for the phone line checked the voicemail this month and 2 messages were left first message from the center of behavioral health regarding a Spanish speaking meeting I returned the call and referred them to the regional website. The second call was from butler hospital regarding the days and times of the meetings at that facility I returned the call and gave them the information and also referred her to our website and helpline number for any questions regarding NA its been a pleasure to serve as your phone line chair for the last year it's a beautiful thing to see how important this subcommittee really is. ILS, John D.

### **Policy: Robin D**

Hi family

Thank you for letting me serve as your policy chair. this last year has been a learning experience I looked forward to helping out the next person. I have updated the master motion list also stil waiting on conventions policy/guidelines. ILS, Robin D.

### **PI: Lewis S.**

Hi family

PI had picked up our meeting list for the month of July things are going well no presentations for the month.

Love, Service, Lewis S.

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

First the convention met on July 18, 2010 and voted on a date for our 6<sup>th</sup> convention this will be on February 24<sup>th</sup> thru 26<sup>th</sup> 2012 the last event was not a good turn out and so remember we need support also the committee vote on a event on Sept 4<sup>th</sup> 2010 which will be a jump off gender speaker jam and dance time to start is 3-7pm speakers w/main meeting 7:30 to 9 and a dance to follow. this event will be held at the John Hope settlement house suggested donation 5.00 at the dance.

Also there is 2 positions still open to fill executive secretary and arts and graphics sub-comm chairperson both both positions require 2 yrs cleans.

The next committee meeting shall be at the Nickerson house on Delaney st. in Onlyville at 4:00pm on Aug

15, 2010. all members of our NA community are welcome to attend and get active.  
In Loving Service, Wayne G

## **Finance: Tom C**

### Finance Committee Report July 25, 2010

The Finance Committee did not meet this month, however we have the following items of old business to report on:

- 1) 2009 Taxes have been prepared by the accountant, signed by the BOD President and filed with the IRS.
- 2) We have received a letter from the IRS regarding our 2006 taxes and a penalty from a late filing. The Finance Committee is researching the issue and will report back next month.
- 3) We are working to complete the area budget and will attempt to present our recommendations at the next administrative body meeting.

Given the amount of work we have to complete we have scheduled two meetings. One for Monday August 2nd at 7pm and one for Monday, August 16th at 7pm. For information regarding location, please call me. As always, all are welcome to attend. In service, Tom C. Cell: 401-441-8632

## **ACTIVITIES: MARA**

Hello family the activity committee will not be meeting until sept. due to other events being thrown we want to allow convention committee to raise funds for the convention for 2012 next event will be Halloween. Loving Services, Mara G.

## **Old Business:**

### **The following Motions Passed:**

#### Motion 052310-01-

Maker: Convention Committee; Seconded; Steve S.  
GPASC

To change policy under Convention Committee Nominations and Elections to read all GPA Convention Exec. Committee positions will be nominated and elected at the GPASC mtg. This is to take place within 90 days of the conclusion of the previous convention.

Intent: So the convention committee can have elections when needed depending on when the convention is concluded and not in July as current policy states

#### Motion 052310-02-to go back to groups

Maker Convention Committee; Seconded Steve S.

To add to policy under Qualifications of General Service for Convention Committee letter B. (to read) Executive Committee responsibilities to the area will run through until 90 days after the conclusion of the convention. Intent: to continue with one point of accountability.

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

Motion 052310-03-to go 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 7<sup>th</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> 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

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:

1. participation of a greater number of addicts in voting  
allow for a larger pool of qualified participants  
move the most important vote for the GPA to a month w/ greater participants

Motion-062710-04 to go 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.

### **New Business:**

#### **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 gpa's 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.

**Elections:**

Activities- Mara G.  
Finance- Tom C.  
H&I- Steve C.  
Literature- Ned L.  
Alt. Sec.- Nicole

**ANNOUNCEMENTS**

**Current Vacant Administrative Positions:**

Vice Chair	Alt Treasurer
BOD	Phoneline
Policy	PI
Convention Committee Secretary	

1. 21<sup>st</sup> Annual Southside NA Unity Picnic. Sunday Aug 29, 2010 12-6PM.  
Free Event Donation accepted supplies are limited

2. 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.

**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 meeting

**GREATER PROVIDENCE AREA SERVICE COMMITTEE**

**Subcommittee Officers: Qualifications & Responsibilities**

**GREATER PROVIDENCE AREA SERVICE COMMITTEE (GPASC) Subcommittees:**

ACTIVITIES

Finance

Hospitals and Institutions (H&I)

Literature

Phone Line

Policy

Public Information

Convention

**SUBCOMMITTEE POSITIONS:**

CHAIRPERSON

Vice Chairperson

Secretary

Treasurer (if necessary)

Others as needed

**QUALIFICATIONS OF GENERAL SERVICE:**

THE FOLLOWING IS A SUGGESTED LIST OF QUALIFICATIONS for N.A. members who might wish to become involved in the area service structure of the Greater Providence Area.

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

**QUALIFICATIONS FOR GPASC SUBCOMMITTEE Officers:**

- A. THE STATED QUALIFICATIONS OF GENERAL SERVICE

apply to these positions.

B. Clean time requirements for subcommittee officers:

ACTIVITIES, H&I, LITERATURE, PHONE LINE, Policy, PI:

CHAIRPERSON TWO (2) YEARS

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.

4

**12/30/07**

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.

**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.