

The Greater Providence Area (GPA) Service Committee of NA – September 22, 2013

The next meeting will be held on October 27, 2013

Area Meeting Times:

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

Area Service Meeting Agenda:

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

Roll Call and GSR Reports:

Groups in Attendance 17

*Total Area Meetings 48 *=GSR representation*

12 Steps in the Old Chapel	New Way of Life
Basic Step Study	Open Minds*
Basic Text	Opt for Life*
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
Jamestown NA	Smith Hill NA*
K.I.S.S.	Start your Nite Right
Late Nite	Starting Over
Latino NA	Step Sisters* <i>in need of support</i>
Living Clean	Stepping into Recovery
Living Free*	Straight Today
Loveline*	Stepping Out Wednesday
Meeting Street Meeting	Sunday Serenity/Insanity*
NA in the Day*	Surrender or Die
Never Alone Again*	The Lie is Dead*
New Associations	Why are we Here*

Announcements:

1. **IMPORTANT: Elections for all Administrative Positions for GPASC will be held in October. Please announce at your business meeting. Anyone wishing to get active at an Area level by taking a position is welcome to come to the Area Service meeting in October. Required clean times and responsibilities are listed at the end of the minutes in Addendum 1. Subcommittee elections will be in November.**
2. **IMPORTANT: Motion 9-22-2013-5 listed on page 6 under New Business concerning a change of policy to up the Prudent Reserve from \$1700 to \$2000 is sent to your Groups for a vote.**
3. GPACNA VII Fundraising & Entertainment will host a Fashion Show & Dance on Oct. 19th at the John Hope Settlement House, 7 Thomas P. Whitten Way, Providence. Suggested donation \$5, Food, Convention Registration and Merchandise will be available.
4. Smith Hill NA will be having their 23rd Group Anniversary on Monday, 10/14/13 from 7:00 to 8:15pm at Roger Williams Hospital, Ray Auditorium, Chalkstone Ave., Providence. Meeting, food, fun, fellowship.

Administrative Reports:

Chair: James M./401-516-3863/no email

Good afternoon family. As GPA Chair I had asked for some answers on our meeting list. At last month's meeting I received no answers. So on Sept. 15, 2013 I went to the Free Spirit Area meetings that I sat in on H&I then spoke to Literature about meeting list and I got my answers. Then their ASC meeting. PS I will be sitting down with our PI chair website chair and literature chair to set up a way to fix our meeting list. ILS/James M.

Vice Chair: John N./774-208-2285/jnorton@paragonnt.com

No report given.

Secretary: Gail L./401-954-6642/gaillandi@yahoo.com

Alternate Secretary: Tara B./401-419-2883/no email

I submitted receipts to the treasurer in the amount of \$63.77 to cover reimbursement for copies and stamps for the past four (4) months. ILS/Gail L.

Treasurer: Peter S./401-255-7197/peter041486@yahoo.com

Alternate Treasurer: Jim D./401-261-5473/jimd12102008@aol.com

See the attached treasurer's report.

Board of Directors: Wanda B./401-226-2698/wsbnaiou2@aol.com

No report given.

Regional Committee Member (RCM): John D./401-744-1260/john.delicio03@gmail.com

Alternate RCM: Ned L./774-254-7968/nedlandry4@gmail.com

hello family, the next regional meeting weekend will be on sat and sun October 12 and 13th hosted by freespirit area 1277 main st Coventry r.i.

subcommittee on Saturday 12pm and rsc on Sunday 11am. anyone wishing to come along with Ned and I can talk to me after this meeting. the convention committee still requesting members input on a theme and logo for the convention. they also have open positions treasurer, asst treasurer, asst sec, art and graphics, f and e merchandising and registration. please announce these at meetings. the fellowship development is still working on the hole in donut project which is there a town or city that doesn't have na meetings. the literature committee is still looking for input on the tradition book project. email ur input at www.na.org/traditions. the adhoc chair is investigating feasibility of implementing a set rotation of the rsc meeting throughout our member areas they have a proposal. to adopt the area rotation plan (flyers) intent: to have a scheduled plan in which each member area hosts the rsc meeting in turn with no one area doing more than their fair share and n rcms meetings travel more or less than others. also to enable a planning cycle for all of us to better able to have and host events communicate and provide relevant workshops. the region has 4 open positions fie, policy, phonline and activities. closed with a 0 balance and a 696.22 donation to naws. I.L.S Ned + John

Activities: Junior J./401-626-9878/emanueljackson17@yahoo.com

Here to report that there is a meeting on Sept. 23, at 6pm, at Dunkin Donuts, Broad St. Also we are working a Halloween costume party on Oct. 26 or Nov. 2. ILS/Junior

Convention: Susan W. /401-438-2375/susanw87@verizon.net

The committee last met on 9/8/13. We have 2 open positions, arts and graphics and alt. secretary. If anyone is interested in these positions please come to our next meeting or call me if you have any questions regarding the positions.

We have a Fashion Show & Dance planned on 10/19/13 at John Hope Settlement House being put on by the Fundraiser & Entertainment Comm.

The t shirts came in but were not printed properly and had to be redone. They should be ready again soon.

We have 85 registrations sold at this time.

Our closing balance was \$4552.54.

Our next meeting is Sunday 10/13/13 at 4pm. ILS/Susan W

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

Hospitals and Institutions: Brenda B./ 401-654-7658/brenda.lee102@yahoo.com

Vice Chair: Sully D./401-261-1482/sullyna1999@yahoo.com

Attendance 6 panel leaders 8 H&I reps. RW hospital commitments are still struggling groups are not taking commitments.

Roger Williams 4th floor Saturday morning has a new panel leader body elected Al B. to that position. We had a few problems this month with some of the commitments at Roger Williams Hospital and those issues were discussed in H&I meeting and addressed.

Ad hoc committee will be going around to groups this month to find out why groups are not sending H&I reps to area and why groups are not taking commitments.

Committee is waiting for outcome of vote that went back to groups this month regarding the combining Free Spirit and Providence Area H&I meetings. ILS/Brenda B.

Literature: Freddy T./508-212-2832/freddyfx@rocketmail.com

Literature Sales for the month of August 2013	
Rent:	\$21.72
Group Sales total:	\$887.80
Public Information:	\$75.25
Total Sales:	\$984.77

Literature Expenses

Literature Restock	\$815.69
GPANA meeting lists restock:	\$77.40
Total costs for literature restock:	\$893.09

World has made available the Basic Text, it works how and why, and the sponsorship through Amazon and is now available for media devices. Also released is a 30th Anniversary of the Basic text gift edition, the Living Clean commemorative edition, the 30th anniversary basic text mug and a living clean mug. All are available through preorder only. Also the Just for Today limited collectors edition celebrating the copy of the 2 millionth copy is also available through preorder.

As of January 1st, 2014 there will be a price increase on literature from World. The Basic text will increase by 5% and the remainder of the items by 10%. Till them all prices will remain the same for literature purchased through the literature sub committee till that time.

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

Policy: Lewis S./401-952-8109/lminor02@yahoo.com

No report given.

Public Information: Dawne G./401-383-7275/griffind@my.uri.edu

- 1). Still putting it out to the groups that we are putting a PI committee together.
- 2). Yesterday was a great success at the Recovery Rally, a lot of people stopped at the booth and took information. And also were interested in literature so I told them about area on the 4th Sunday of the month. I would also like to thank Johnny “Wheels”, Earl L. & John for all the help at the booth. This was my first event as PI Chair and I am looking forward to reaching out to the public. I had a great time.
- 3). Public Information and H&I committees are planning a learning day for the Greater Providence Area. We are just in the beginning stages. More will be revealed. ILS/Dawne G.

H&I Corrections Facilities: Johnny Wheels/401-714-9765/john.fallon1@verizon.net

Good morning!

1. We were able renew 9 applications and will send in 5 more applications for renewal and 2 new applications.
2. I am currently filling panel leader positions at the Maximum Men's facility every Wednesday night until a new panel leader is placed at this commitment.
3. The Commitment at the Men's Minimum Facility will start up again on September 23rd from 6:00pm-7:00pm. I will also be filling the panel leader position until a new panel leader is placed at this commitment.
4. I have been discussing the lack of attendance at all DOC commitments with our contact at the DOC. I have offered our willingness to attend a meeting if they so desire to give our input that may help to increase attendance.
5. At this time NA does not do a commitment at any of the Woman's facilities due to lack of attendance by the population. Hopefully this will change soon. I am maintaining all woman's applications so that when this changes we will have NA member ready to fill these commitments.
6. Jeff A. panel leader at the Men's Medium facility reports that the meeting at that facility is well attended. He does reach out to Peter R. to fill in form time to time.
7. My position as H&I Corrections coordinator will come to an end next month with all other Area positions. I have served 2 consecutive years can no longer serve at this position.

That's all for now ! **More will be revealed** – In loving service John F. (Wheels) and Michael C.

Metro Ad Hoc: Steve S./401-338-1937/srstorti@aol.com

This will be the final ad-hoc committee report. This committee has completed the feasibility of forming a Metro Committee to oversee the Meeting List, Website, and Phonenumber. Reps from both areas met several times and sought input from many committed NA members.

A straw pole was presented at both areas and received overwhelming support.

Several potential frameworks were discussed. A framework was developed which incorporates the greatest number of benefits and the fewest complications.

At this point it is this committees opinion that an Metro Committee is feasible and prudent. ILS/Steve S.

Old Business:

No nominations for Finance Chair still open.

No nominations for Phone Line Chair still open.

Motion 7-28-2013-2 Maker: Why are We Here Seconded: Opt 4 Life **Passed 15-0-0**

Motion: Area chair to develop a yearly calendar for the ASC meetings rather than the general 4th Sunday of the month and to publish that calendar on the GPA website for all to access.

Intent: Some months the 4th Sunday falls on a holiday or holiday weekend when members cannot attend. This will allow area to effectively provide service to the groups.

Motion 8-25-2013-2 Maker: H&I Subcommittee **Passed 14-0-1**

Motion: We addicts as trusted servants, are joining together to propose that we have one statewide H&I subcommittee meeting. The subcommittee will meet once a month at a regularly designated location and time. Each Area H&I chair will present the statewide H&I report to their respective areas.

Intent: To renew our commitment to fulfilling all statewide commitments and panel leader positions in order to carry the message to the addict who still suffers.

New Business:

Motion 9-22-2013-1 Maker: Public Information **Passed 28-0-0**

Motion: To donate literature & meeting lists to Project Webber. Which includes 6 slot rack, 5 TP's & meeting lists totaling \$62.40.

Intent: To further our primary purpose.

Motion 9-22-2013-2 Maker: John N. Seconded: John F. **Passed 27-1-1**

Motion: To donate \$750 New England Region & \$750 World.

Intent: To help carry the NA message and continue fund flow.

Motion 9-22-2013-3 Maker: Junior J. Seconded: Dawn G. **Passed 17-1-3**

Motion: For \$300 for activities committee foreseen expenses, for Halloween costume party. Rent, flyers, food.

Intent: To have ready funds for our first event.

Motion 9-22-2013-4 Maker: H&I Subcommittee **Passed 18-0-0**

Motion: To allocate 70 cents for meeting lists.

Intent: To provide meeting lists for units.

Motion 9-22-2013-1 Maker: Steve S. Seconded: Junior J. **Back to Groups**

Motion: To increase the Area Prudent Reserve from \$1700 to \$2000.

Intent: The increase will allow the area to fund additional activities.

Greater Providence Area Treasurer's Report

Aug-13

Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)	\$2,853.05	
Income	Group Donations	\$328.86		
	Free Spirit Reimbursement	\$0.00		
	Convention Committee	\$0.00		
	Misc	\$0.00		
Total Income		.	\$328.86	
Non-Discretionary Expenses	Rent Expense		\$25.00	2418
	Administration/Sec. of State		\$0.00	
	H&I		\$0.00	
	Regional Phoneline		\$44.59	2419
	Secretary		\$0.00	
	Administration		\$0.00	
	RCM Expenses		\$134.14	Cash
	Literature Expense		\$0.00	
	Tres. Expense		\$0.00	
	Misc		\$0.00	
Total Fixed Expenses			\$203.73	
Discretionary Expenses	H&I Subcommittee		\$0.00	
	Phoneline Subcommittee		\$0.00	
	PI Subcommittee		\$75.25	
	Activities Subcommittee		\$0.00	
	Literature Subcommittee		\$0.00	
	Policy Subcommittee		\$0.00	
	Professional Expenses		\$0.00	
	Regional Donation		\$0.00	
	WSO Donation		\$0.00	
	Convention Committee		\$0.00	
Total Discretionary Expenses			\$75.25	
Total Expenses			\$278.98	
Operating Balance			\$2,902.93	
Plus Prudent Reserves				
	Area Prudent Reserve	\$1,700.00		
	Insurance Reserve Balance	\$1,284.00		
			<hr/>	
Total Prudent Reserve			\$2,984.00	
Ending Account Balance			\$5,886.93	

	Income	Expenses	Balance	Check #
*Literature Stock Value				
Beginning Balance			\$ 1,496.18	
Sales	Aug	\$887.80		
Restock	World Service	\$1,420.13		2420
	Meeting Lists	\$71.10		2422
Ending Balance			<u>\$892.75</u>	

Group Donations - Aug 2013

Meeting Street
Never Alone Again
Gimme Shelter
Change or Die
Loveline
Clean and Crazy

Sunday Serenity/Insanity
Why R We Here
The Lie is Dead
Faith in Recovery
Smith Hill NA
Basic Text

Recovery at the Chapel
Sisters in Recovery
Hard Core
RIMTA
Surrender or Die
Anon

Addendum 1:

Greater Providence Area Service Committee

Administrative Positions: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Administrative Positions:

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

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

Qualifications of the Area CHAIRPERSON:

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

Responsibilities of the Area CHAIRPERSON:

- A. Preside over the GPASC meetings and remain throughout.
- B. Set the ASC agenda prior to the ASC meeting.
- C. Preside over the Area Administrative Committee meeting.
- D. Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines.

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

Qualifications of the Area VICE CHAIRPERSON:

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

Responsibilities of the Area VICE CHAIRPERSON:

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

meeting. Conduct the review and confirmation of Area Subcommittee reports during the ASC meeting and distribute to the Area Secretary at the end of the ASC meeting.

J. In the absence of the Area Chair fulfill or delegate all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.

K. May be a signer of the GPASC bank account.

L. In the absence of the Area Treasurer, pick up and distribute all Area mail from the GPA PO box in a timely manner, prior to the GPASC meeting.

Qualifications of the Area SECRETARY:

A. The stated qualifications of general service apply to this position.

B. One (1) year continuous abstinence from all drugs.

C. Adequate secretarial skills.

Responsibilities of Area SECRETARY:

A. Is a member of the Executive Committee, which meets prior to the GPASC meeting.

B. Record attendance at the beginning of the GPASC meeting.

C. Compile and maintain a current list of all recipients of the GPASC minutes.

D. Provide a brief overview of the prior ASC meeting in a written secretary's report. To be read at the present ASC meeting.

E. Tabulate an accurate vote count for motions, to be recorded on the submitted motion form, and to be included in the minutes. Each motion is to include: month, day, year, number (01-22-06-1 is January 22, 2006, motion #1).

F. Organize and create concise minutes of each GPASC meeting.

G. Distribute minutes no later than ten (10) days after the GPASC meeting. Make additional copies available at the next GPASC meeting.

H. Distribute a copy of GPASC minutes to the New England Regional Service Committee and the Free Spirit Area.

I. Keep an accurate record of GPASC motions and policy created during their term and make copies available at the ASC meeting upon request. Turn this record over the Policy Chair at the end of each term.

J. Compile (to be included in the minutes); Groups in Attendance at ASC meeting, and Groups that Donated to the ASC. Provide a Legend of Symbols to facilitate understanding of above lists. (As provided in past minutes.)

K. Compile a current Group contact list containing; Group name; GSR name, phone number, mailing address, and email (if available).

L. Provide a current list of Administrative Officers names and phone numbers to be published in the GPASC minutes.

M. Provide a Group Announcement page to be published in the Area minutes.

N. May vote on administrative motions only.

O. Care for and maintain the laptop provided for the Area Secretary position.

P. Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these available at the ASC meeting.

Qualifications of the ALTERNATE Area SECRETARY:

A. The stated qualifications of general service apply to this position.

B. Six (6) months continuous abstinence from all drugs.

C. Adequate secretarial skills.

Responsibilities of the ALTERNATE SECRETARY:

A. Assist the GPA Area Secretary in performance of all previously stated responsibilities.

B. In the absence of the Area Secretary, and at the direction of the Area Chair, perform the ASC Secretary responsibilities.

C. Is not required to relinquish concurrent GSR position (if applicable).

D. Attend all GPASC meetings.

Qualifications of the Area TREASURER:

A. The stated qualifications of general service apply to this position.

B. Three (3) years of continuous abstinence from all drugs.

C. Bookkeeping and/or accounting skills.

D. Ability to organize and keep financial records.

Responsibilities of the Area TREASURER:

A. Accept Group donations during Literature Sales prior to the GPASC meeting.

B. Accept the money from sales during Literature Sales

prior to the GPASC meeting.

C. Report at the GPASC on donations, other revenue, and expenditures from the previous month's ASC meeting. Provide a written copy of said report for inclusion in the ASC minutes. (E.g. June ASC minutes will contain May ASC Treasury report.)

D. Maintain and keep an accurate balance on the ASC checking account.

E. Pay all bills as needed.

F. Keep accurate and careful record of all Area financial transactions, including receipts of all monies paid and collected.

G. Care for and maintain the laptop provided for the Area Treasurer position.

H. Coordinate with the Finance Subcommittee Chair as needed. (Tax filing and payment, yearly budget, etc.)

I. Prepare an Annual Budget for the GPASC.

J. Collect mail from the GPASC PO box prior to the monthly ASC.

Qualifications of the ALTERNATE Area TREASURER:

A. The stated qualifications of general service apply to this position.

- B. Two (2) years of continuous clean time from all drugs.
- C. Bookkeeping and/or accounting skills.
- D. Ability to organize and keep financial records.

Responsibilities of the ALTERNATE TREASURER:

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

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

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

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

- A. Attend each meeting of the Regional Service Committee (RSC) and GPASC.
- B. If unable to attend an RSC or GPASC meeting it is essential to ask the Alternate RCM to assume said responsibilities.
- C. Suggested involvement with a Regional Subcommittee to promote the RCM participations with the region.
- D. In keeping with the Seventh Tradition of N.A., deliver the Area donation to the Region.
- E. Carry Greater Providence Area Conscience on all matters affecting the GPA or N.A. as a whole.
- F. Keep the Region informed in a written report of all GPA activities, strengths, and problems.
- G. Inform the G.P.A. in a written report of all business, activities, 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:

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

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Greater Providence Area Service Committee

Subcommittee Officers: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Subcommittees:

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

Subcommittee Positions:

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

Qualifications of General Service:

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

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

Qualifications for GPASC Subcommittee Officers:

- A. The stated Qualifications of General Service apply to these positions.
- B. Clean time requirements for subcommittee officers: Activities, H&I, Literature, Phone Line, Policy, PI:
Chairperson Two (2) years
Finance: Chairperson Five (5) years
Convention: Chairperson Five (5) years
Vice Chairperson Four (4) years
Treasurer Five (5) years
Secretary Two (2) years

Responsibilities of the FINANCE SUBCOMMITTEE:

- A. Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.

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

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.