

The Greater Providence Area (GPA) Service Committee of NA

May 23, 2010

The next meeting is June 27th, 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 (14)

Total Area Meetings (42*)

***GSR representation**

**Addicts “R” Us
Breakfast Club
Blackstone NA
Choose Life
Clean & Crazy- In need of support
Dig Deep
Faith in Recovery
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
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
Sisters in Recovery*
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- Robert – No report

Vice Chair: Delia F- No report

Secretary: Open Position

Alt Secretary: Shemeeka-No report

BOD: Kev V.

Insurance-We have the official documents for our insurance policy. I sent in the annual BOD update to the State of RI Secretary of State.

In loving service, Kev. V.

Treasurer Report: Please see attached reports

RCM: Brian C.

GPA Report 5/23/10

Hello Family,

The World Conference was held in Van Nuys, California during the last of April. From the information sent to me by our Regional Delegate and RDA, the conference appears to have been very productive.

Some of the major issues dealt with at the Conference were:

1. Fellowship involvement on our Literature Development (e.g. Living Clean, etc.)

Improving our Service Structure

Developing our Fellowship during its rapid growth (in 1990 we had 59 Regions at WSC...now we have 114 Regions, and NA is in 131 countries)

Member's use of the Internet (especially posting photos of members on Face Book, etc.)...How it affects our Fellowship and its 11th Tradition.

2. NA Way Magazine – Exercising more cost effective distribution [e.g. electronic (e-mail) distribution; Groups re-subscribing]

The results of the CAR Motions that our Groups voted on are as follows:

1. **Vision Statement Approved**
2. **IP's #24 & #25 Approved**
3. **Funding NA Services Approved**
4. **In Times of Illness Approved**
5. **Purple Key Tags Defeated**
6. **Add (above) to NA Inventory Defeated**
7. **Spanish Basic Text Defeated**
8. **Traditions Working Guide Approved**
9. **JFT Revision Not Brought To Floor**
10. **Motions of CAT posted Defeated**
11. **Workgroup meeting records Defeated**
12. **1 Book & 2 IP's Defeated**
13. **R&I period 6 mos. Defeated**
14. **6 mos. R&I for Approval Defeated**

There will be an H&I/PI Regional Learning Day hosted by the North East Mass Area on June 5th. This event will be held at Our Lady of Grace Church on Nichols St. in Everett, MA. It will start at 3pm and last until 8pm...immediately followed by a dance which will end at mid-night. All NA members are welcomed to attend!

A one-day convention will be held by the Greater Hartford Area Service Committee to celebrate its '25th Anniversary. This event will be held on July 31st at the Sheraton Hotel at 100 East River Dr., East Hartford, CT. It will start at 9am and last until mid-night.

The Free Spirit Area will host its' 10th Annual Golf Tournament at the Fenner Hill Country Club in Hope Valley, RI on Saturday, August 7th.

Details for all of these events are listed on the "flyers" being circulated to all GSR's in attendance at the

Area Service Meeting today.

There were 4 “Money Motions” that were approved by the NE Regional at its’ last Service Committee Meeting.

1. *\$250.00 - to match NEMA’s contribution toward funding a Regional H&I/PI Learning Day on June 5, 2010.*

\$1709.90 – for costs associated with the RDA’s attendance at the World Service Conference.

\$195.00 to cover registration and table-space costs for NE Region’s participation in the American Mental Health Counselors Association event to be held in Boston, MA on July 16th and 17th, 2010.

\$100.00 donation to non-funded trusted servants attending the Northeast Zonal Forum.

At the close of business, the New England Region was operating at a deficit of \$245.03 below its’ Prudent Reserve. (Normal amount of Prudent Reserve is \$2283.50)

The next Regional Weekend will be hosted by SEMA on the weekend of June 12th and 13th. It will be held at Bristol Community College, 777 Ellsbury St., Fall River MA 02720. All are welcomed and encouraged to attend. ILS, Brian C.

ADHOC-NEW AREA MEETING SITE: John D

HI Family.

I received information on the Woonsocket Senior Center 84 Social st. Woonsocket R.I. \$25.00 for day and it is w/a with storage. I do have a contact and more will be revealed. Butler Ray Conference Center I looked into and its a no go. Silver lake community center 529 Plainfield street \$175.00 for day and w/a. ILS John D

ADHOC Committee on AREA HISTORY: Steve S.

Hello Family,

I am continuing to gather information from various sources from throughout New England. I expect to have a basic timeline established by June ASC, and will have copies for distribution. I have 3 tentative locations for a History workshop/Speakerjam. I have 2 more sites to investigate. Please ask around your friends to see who might have any early meeting lists. Please have anyone contact me.

Steve S.

Srstorti@aol.com

401-338-1937

Subcommittee Reports:

Literature:

May, 2010

Literature Sales for the month of April, 2010

HI: \$ 97.36

PI: \$ 7.50

Phone line: \$ 0.00

Group Sales total \$ 1.050.60

Total RI meeting lists sold: 480

Total New England region meeting lists sold: 46

i i

Costs for literature restock: \$ 891.23

i i

I would like to apologize to the groups for the GPANA Literature order not coming in on time this month. I placed the order in what should have been ample time. What happened was due to the World Conference at NA World Services, NAWS got backed up on its orders. I will now give myself more time for shipping on all future orders.

To remedy this problem I have decided that I will hand deliver to the groups any orders paid in full that were not received, at the time of the ASC. I would like to thank you for your patience at this time.

ILS

Ned L.

H&I: Steven C /Sam Q

Hello GPANA,

The H&I subcommittee meet on May 22nd 2010. For the most part, all commitments were filled except for two Tuesday Kent house commitments which did not get filled as the Panel Leader did not show up.

A motion was made to clarify within H&I Policy that no addict can fill any area commitments with the exception of correctional facilities alone. The motion was voted on after some discussion and passed. The H&I policy will be updated.

Elections were held and marc W. has been voted in as the Thursday night Roger Williams Psyc-Ward Panel Leader. We thank him for his service. Two Panel Leader position remain open. The Urban League and Kent House.

In addition, the H&I subcommittee accepted their Secretaries resignation and she has agreed to return all documentation in her possession back to our Chairperson. That position is now open and in need of support.

GPANA and Free Spirit Area NA held a learning day which was very well attended and a great success. That activity resulted in 20 new applications filled out and submitted by addicts seeking

to do service in correctional facilities. The event brought in \$54.00 after all expenses were paid which was divided between areas and \$27.00 was handed over to our Area Treasurer. A follow up meeting will take place with both areas to close the loop on the event in preparation for future learning days.

Letters are being drafted to address 4 rogue commitments that are being run by independent groups outside of the guise of the GPA H&I subcommittee. The area will notify each facility involved that the GPA is not associated with these commitments and that they are not run per our policies and are not being supervised by GPANA. These letters will be delivered to the facility administrators via registered mail and copies of these letters maintain within GPANA records for prosperity. The letters will be sent out following review by the GPANA executive team.

*In loving Service
Sam Q. and Steven C.*

Phone Line: John D.

Hi Family,

Not a lot to report no messages were left on the voicemail. I want to thank everyone that participated in the unity learning day. It was a great success. We have a list of new and old volunteers for the phonenumber which i will submit to the answering service this week along with updated meeting list. I am going to start the process of writing policy regarding the phonenumber. ILS John D

Policy: Robin D

Hi Family, on may 14th i met with the treasurer of area to give him the subcommittees budgets. I'm working on updating the area document qualifications and responsibilities also i have updated the bylaws. ILS Robin D

PI: Lewis S.

Hi Family,

All is well with PI. We are planning a PI and H & I presentation at the Central House in Central Falls. More will be revealed. PI participated in the Learning Day. All went well. No meeting lists were ordered this month. In loving service, Lewis S.

Website: Christine-Not Present

Convention Committee: Wayne G 473-1749

This subcommittee shall be having its first event to be held July 3, 2010-Start time listed on flyer. The event is a Walk-A-thon, meeting and dance. walk 10am-1 pm; Meeting 8-9 pm; Dance 9-12 PM.

There were seven members in attendance which we are still seeking to complete our internal guidelines and policy via the Policy committee's information and suggestions. This process is due to be completed by June 2010 ASC.

There will be a convention committee meeting June 20, 2010 at the Nickerson House on Delaney street at 4pm. Please feel free to attend. There is still a need for Executive Secretary and an Arts and Graphics sub committee. Also please come and support at the next convention subcommittee

mtg.

ILS, Wayne G.

Finance: Tom C

No Report

Activities: Mara

The Activities committee met 3 times last month. Our next event is the Spring Bling Fashion Show and Dance on June 5, at John Hope Settlement House. The show is from 6-9PM and the dance from 9-12pm. Advance tix are being sold. Admission is \$10. Flyers were distributed in the GPA and Boston area.

Old Business:

Motion: 032810-01 PASSED

Maker Steve S; Seconded by Wayne

To immediately cease the use of the in state 1-800-736-4597 number.

Intent: To save money. This number dates back to the late 80's when RI was divided into & instates toll zones. In the mid 90's RI adopted a 1 state 1 rate structure. This number actually became unnecessary at that point. It was further unnecessary when cell phone carriers stopped charging for instate calls.

Motion: 042510-01 **This motion was tabled for more information/ clarity on how it affects the current ASC Policy.

Maker Convention subcommittee; Seconded by Susan

Purpose #9 to read- All Greater Providence Area Convention Executive Committee positions will be nominated and elected at the GPASC meeting. This is to take place ninety (90) days after the conclusion of the previous convention.

Intent: So Convention Committee can have elections when needed depending on when convention is concluded and not in July as our Area Policy states.

New Business

Administrative Motion-Passed 18-1

042510

Maker: Steve S.; Seconded: Mike C.

That the GPA Convention not accept any contributions/donations from any group or individuals in our area.

Intent: to ensure that 7th tradition funds not be diverted from our primary

purpose and the GPACNA is fully self supporting.

Motion 052310-01-to go back to groups

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.

Elections: None

ANNOUNCEMENTS

*** On June 27, 2010 GPASC will be holding Administrative Committee elections. All administrative positions will be open at that time.** (Please see attachment with all Qualification and Responsibilities)

Current Vacant Positions

Alt RCM

ASC Secretary

Convention Committee Secretary

June 5, 2010; H & I/PI Regional Learning Day hosted by Northeast Mass Area. at Our Lady of Grace Church in Everett MA 3PM -12 am Presentations 3-8 PM and dance with DJ from 8-12 Midnight. Contact Reggie G (603) 234-4488 Mike C(781) 953-0481

***June 27, 2010 7-8:30 PM Never Alone Again group is having its 19th Anniversary at Roger Williams Hospital, Food, Fun, Fellowship**

***July 3, 2010: GPACNA VI Fundraiser Fellowship Walk and Speaker/Dance, \$5 pledge tix Walk 10-1pm at East Providence Bike Path; Speakers 8-9 PM, Dance 9-12 am at Nickerson House**

Delaine St. Providence

\$5 at the door for the dance. No Addict will be turned away. If you purchase a pledge ticket for the walk, you get into the dance with no charge. Info at www.GPANA.org or Contact Tee J.

***July 10, 2010 Volleyball Tournament Fundraiser for the 21st Annual NA Southside Unity Picnic**

3-7PM. At John Hope Settlement House

Registration per team \$25; \$5 per player if not with a tam, Event cost \$3 per person

Contact: Sam (774) 454-2632, Kevin V. 401-331-1871 Peter R 401-331-4282, Wayne B401-678-0004

***August 29, 2010**

21st Annual Southside Unity Picnic 12-6 PM

Lincoln Woods Sate Park E Field ; Supplies are limited. Donations are gladly accepted.

Contact Kevin V. 401-331-2871 and Peter R. 401-331-4282

Contact information

Chair- Robert- 339-7347

V/Chair- Delia- 556-3464

Secretary – OPEN

Alt Secretary- Shemeeka- 241-7268

Treasurer- Peter- 331-4282

Alt Treasurer-

RCM-Brian-465-2577

Alt RCM- Open

BOD- Kevin V- 331-2871

Activities- Mara- 432-5715

Convention- Wayne- 473-1749

Finance- Tom C- 441-8632

H&I- Stephen – 286-3554

PI- Lewis- 341-4463

Website- Christine E- 864-6046

Policy- Robin- 952-6316

Phone Line- John D- 952-9658

Literature- Ned- 774-254-7968

Greater Providence Area Service Committee

Administrative Positions: Qualifications & Responsibilities

Greater Providence Area Service Committee

(GPASC) Administrative Positions:

Chairperson

Vice Chairperson

Secretary

Alternate Secretary

Treasurer

Alternate Treasurer

Regional Committee Member (RCM)

Alternate RCM

Board of Directors

Qualifications of General Service:

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

A. Willingness and a desire to serve.

B. A level of recovery that reflects their ability to apply the twelve steps to their personal lives and the twelve traditions to their personal interactions with other.

C. The ability to give the time and resources necessary to fulfill the obligations of the elected office.

D. The suggested clean time requirement as established for the individual office.

Chairperson Four (4) years

Vice Chairperson Three (3) years

Secretary One (1) year

Alternate Secretary Six (6) months

Treasurer Three (3) years

Alternate Treasurer Two (2) years

RCM Three (3) years

Alternate RCM Two (2) years

BOD Five (5) years

E. Prior service experience on a group level and working knowledge of the elected office.

Qualifications of the Area CHAIRPERSON:

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

B. Four (4) years continuous abstinence from all drugs.

C. Prior service experience as Area Service Committee (ASC) officer, subcommittee CHAIR, or Group Service Representative (GSR).

D. The ability to conduct an ASC meeting with a firm yet understanding hand.

E. Sensitivity to the needs of the Area, Region, and N.A. as a whole.

F. Tolerance and objectivity with those who are unable to see beyond the needs of their groups.

G. Working knowledge of the Greater Providence Area (GPS) Guidelines and the N.A. 12 Traditions.

Responsibilities of the Area CHAIRPERSON:

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

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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.

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Qualifications of the ALTERNATE Area SECRETARY:

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

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

C. Adequate secretarial skills.

Responsibilities of the ALTERNATE SECRETARY:

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

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

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

D. Attend all GPASC meetings.

Qualifications of the Area TREASURER:

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

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

C. Bookkeeping and/or accounting skills.

D. Ability to organize and keep financial records.

Responsibilities of the Area TREASURER:

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

B. Accept the money from sales during Literature Sales prior to the GPASC meeting.

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

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

E. Pay all bills as needed.

- F. Keep accurate and careful record of all Area financial transactions, including receipts of all monies paid and collected.
- G. Care for and maintain the laptop provided for the Area Treasurer position.
- H. Coordinate with the Finance Subcommittee Chair as needed. (Tax filing and payment, yearly budget, etc.)
- I. Prepare an Annual Budget for the GPASC.
- J. Collect mail from the GPASC PO box prior to the monthly ASC.

Qualifications of the ALTERNATE Area TREASURER:

- A. The stated qualifications of general service apply to this position.
- B. Two (2) years of continuous clean time from all drugs.
- C. Bookkeeping and/or accounting skills.
- D. Ability to organize and keep financial records.

Responsibilities of the ALTERNATE TREASURER:

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

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

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

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

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

business, activities, and special needs discussed at the R.S.C. meeting.

H. Coordinate accommodations for GPA N.A. members who are required to attend the RCS meeting for both days.

I. Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.

J. Distribute informational flyers at the ASC meeting (Distribution thereafter is left to the discretion of the RCM.)

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

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

B. Two (2) years continuous abstinence from all drugs.

C. Previous GPASC service experience.

D. Communication and organizational skills and has displayed significant leadership skills.

E. Objectivity and tolerance with those who are unable to see beyond the needs of their areas.

Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:

A. Attend each meeting of the RSC and the GPASC.

B. Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region.

C. Vice Chair a special session of the GPASC to vote on the WSC Agenda Report.

D. In the absence of the RCM, assume the responsibilities of the RCM stated above.

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

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

B. Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]

C. Bookkeeping and/or accounting skills.

D. Ability to organize and keep financial records.

E. A Board Member may not hold another area-level financial position.

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

A. Make sure that the GPA tax returns are filed.

B. Take care of legal problems/fund misappropriation.

C. File yearly RI state sales tax.

D. Receive the monthly report from the Finance Subcommittee Chair (or Area Treasurer if there is no Finance Chair).

E. Attend an annual BOD meeting.

F. Coordinate storage and maintenance of legal documents.

Suggested Qualifications of the GROUP SERVICE

REPRESENTATIVE (GSR):

- A. The stated qualifications of general service apply to this position.
- B. One (1) year continuous abstinence from all drugs.
- C. Prior service experience serving as an Alternate GSR.
- D. Active participation in the group they are representing.
- E. Knowledge of the GPANA service structure.

Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):

- A. Attend each meeting of the GPASC.
- B. If unable to attend the ASC meeting, asks the Alternate GSR, or in the Alternate's absence, another group member to assume the GSR responsibilities.
- C. Suggested participation with and Area subcommittee to promote the GSR involvement with GPA.
- D. In keeping with the Seventh Tradition, and Second Concept of N.A., bring group donation to the ASC Treasurer.
- E. Carry Group Conscience on all matters affecting their group or N.A. as a whole.
- F. Inform the GPA of all Group activities, strengths, and problems.
- G. Inform the Group of all business, activities, and special needs discussed at ASC meetings.

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.

