

The Greater Providence Area (GPA) Service Committee of NA --September 23, 2012

The next meeting will be held on October 28, 2012

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
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 21

Total Area Meetings 44

**=GSR representation*

Addicts“R”Us*	Opt for Life
Basic Text* <i>in need of support</i>	Ray of Hope
Better Way	Recovery and Beyond
Breakfast Club*	Recovery in the Chapel*
Change or Die* <i>in need of support</i>	Recovery in the Country
Choose Life* <i>in need of support</i>	Recovery in the Lake
Clean & Crazy	Recovery is More than Abstinence
Dig Deep	Resurrection*
Faith in Recovery*	Road to Recovery*
Gimme Shelter	Sisters in Recovery
Hardcore Recovery	Smith Hill NA*
Jamestown NA	Start your Nite Right* <i>in need of support</i>
K.I.S.S* <i>in need of support</i>	Starting Over
Living Clean	Step Sisters* <i>in need of support</i>
Late Nite	Stepping into Recovery
Living Free	Straight Today
Loveline	Stepping Out Wednesday
Meeting Street Meeting*	Sunday Serenity/Insanity* <i>in need of support</i>
NA in the Day	Surrender or Die*
Never Alone Again* <i>in need of support</i>	The Lie is Dead*
New Associations*	We do Recover* <i>in need of support</i>
New Way of Life	Why are we Here* <i>in need of support</i>

Announcements:

1. GPA ASC elections for all administrative positions (except RCM & Alt. RCM) will be in October. See addendum for qualifications.
2. GPA ASC elections for subcommittees will be in November
3. Activities subcommittee is in desperate need of active members. Please call Charlene L. (401-516-5581)
4. Activities subcommittee announces a Halloween Party to be held at the John Hope Settlement House, 7 Thomas P. Whitten Way, Providence on October 20th. Speakers, food, drinks and prizes, suggested donation will be \$5.
5. GPA Convention committee, Hotels & Hospitalities subcommittee will have their first meeting this coming Friday, Sept. 28th at 6:00pm. Location John Hope Settlement House. If interested in joining this committee please come to the meeting, no clean time requirement. Rosalind M. H&H Chair
6. Keep it Simple Saturday will be having a group anniversary on Sept. 29th at 1:00pm.
7. Smith Hill NA will be having a group anniversary on October 15th at 7:00pm.

Administrative Reports:

Chair: Mike G./401-831-8958/mgianfrocco@msn.com

No report given.

Vice Chair: James M./no phone/no email

No report given.

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

No report given.

Alternate Secretary: Open-see information at the end of minutes for qualifications.

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

See the attached treasurer's report.

Board of Directors:

The Board of Directors met on 9/19/2012 at John Hope Settlement House. In attendance were Rob, Wanda B., Peter R. and Brian C. – Tom C. was not in attendance.

Peter was introduced as a new BOD member. The BOD has decided to meet monthly (as needed) to work harder at serving the area/convention committee.

The next meeting will be on 10/2/2012 at John Hope, at 5:30.

In Loving Service, Wanda B. – BOD Chair

Regional Committee Member (RCM): John D./401-774-1260/john.delicio03@gmail.com

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

Hi family, the next regional weekend will be held on October 13 and 14, 20 Washington St., Beverly, Mass.. Subcommittee's on the 13th at noon. And the Rsc meeting on Sunday at 11 am. Wsr is still looking for males and females step guides to help incarcerated addicts within the region. Contact Ben B. from Central Mass..

The New England region has 7 open positions, activities, Rmd, literature, ast. Treasurer, 2 members of the finance committee and a Convention chair-person. 11 areas were present at the opening of business. We opened with a balance of 1,052.00.

The convention committee is looking for a chair-person. Their opening balance is 5,101.43. The deadline to submit tapes to share at the convention is Dec. 1st. Their next fundraiser is in Oct.. A flyer was passed out to all gsr's.

The new book living clean the journey continues will be available in hardcover next month. Followed by a commemorative edition in Dec.. The service system project is in its transitional period with hope that we field test some models and bring back the results to the R.S.C. or NAWS upcoming literature in the traditions book project plan which will be discussed at the next 2 conference cycles.

The meeting closed with a donation of 1,193.18 to NAWS. there were 3 money motions passed. 2 from PI subcommittee to purchase literature for their upcoming events. 1 from RD/RDA to fund them to attend the western service learning day in denver colorado oct 12-14 2012
ILS Ned and John D

Activities: Charlene L/[401-516-5581](tel:401-516-5581)/sassymb411@aol.com

We meet at Dunkin Donuts on Smith Street at 1:00 every Saturday. We like to put on an event for Halloween. We have 6-8 people, we need more people to get active.

Convention: Susan W. /[401-438-2375](tel:401-438-2375)/susanw87@verizon.net

No report given.

Finance: Courtney B./[401-440-2182](tel:401-440-2182)/cb.gpana@me.com

The Finance subcommittee met this month with the treasurer and policy chair. We reviewed the annual budgets that were submitted by the various subcommittees and will be reviewing a recommendation with the administrative committee this month. Based on feedback from that conversation we will have something for the ASC meeting in October.

We feel good about the approach we are taking to practice fund flow and also ensure that we have an effective annual budget. Courtney B. Chair

Hospitals and Institutions: Stephen C./[401-286-3554](tel:401-286-3554)/no email

Vice Chair: Sully D./[401-261-1482](tel:401-261-1482)/sullyna1999@yahoo.com

The H&I subcommittee met today. In attendance were 8 group representatives, 4 panel leaders and the correctional coordinator. We had 4 panel leader positions open today, 3 of those were filled as of today. Butler psych ward is still open, Wednesday night, 7:15 to 8:15. We strongly ask all groups with an H&I representative to please attend the monthly H&I meeting at Area.

In Loving Service, Sully D. – H&I Vice-Chair

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

Phone Line: Mike C./[401-588-9869](tel:401-588-9869)/mcantone00@gmail.com

No report given.

Policy: Lewis S./[401-952-8109](tel:401-952-8109)/lminor02@yahoo.com

Hello family, Policy sub-committee doing well, still updating responsibilities and qualifications for administrative and sub-committee positions.

Anticipating that the motion entered in August (08-26-12)* will be passed, and become area policy.
**"To put into policy, that any sub-committee, or Administrative position, be in a rotation of service by vote of the ASC Body. Also, that out-going chairperson works with in-coming chairperson for one month."*

Policy sub-committee and finance meet this month to go over sub-committee budgets. To tally-up financial needs of all sub-committees, Total amount needed by all sub-committees, (combined) is \$3000.00. Further discussion is needed, more will be revealed.

Finalized the GPA policy manual. Copies made for each sub-committee, chair persons, and Administrative officers.

Receipts for cost of supplies to be submitted total cost \$32.04 (ink for printer only, paper cost not included).

Due to up-coming elections, policy sub-committee will be handing out copies of the "QUALIFICATIONS & RESPONSIBILITIES POLICY MANUAL", for sub-committee chairpersons, and administrative officers. Policy sub-committee is still moving forward to improve area policy, and more clearly define the GPA position, and still would like support.
ILS Lewis S. Policy Chair

Public Information: John N./774-208-2285/jnorton@paragonnt.com

The Rally for Recovery event was a great success that we attended this month. I would like to give special to Johnny Wheels and LA Mike for helping out all day at the event. Thank you both for your service We made contact with the Drug Court magistrate and were able to give him our contact info in hopes we can be of some service in the near future. We passed out about 50-75 Rhode island meeting list as well as about 30 or so regional ones.

We need to pay for the website as it will expire in October I believe the 22nd Johnny Wheels will have more info.
ILs John N

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

Good morning! Over the last month a few things have come to my attention that needs some clarification from our contact at the RIDOC.

Sully D. and I attended the orientation that was made mandatory by the RIDOC for any persons entering any of the DOC facilities. It was very informative and Sully and I learned a few things. It seems that we may be violating a rule when we bring NA books in and give them to an inmate. This has been done in the past and has been overlooked by persons working for the DOC for a number of reasons. Sully and I agree that until we get written permission to do so, we will at this time stop bringing in NA books such as the NA Basic Text or the JFT. I will be reaching out to our contact Lauranne Howard and setup a meeting with her myself and Michael C. (ATL corrections coordinator) to discuss the matter. Another option to get NA books to the inmates that want them is to provide NA books each month or every other month (As monies allow) to be distributed by the DOC to the libraries at each facility. More will be revealed on this one.

The meeting at the Men's Maximum facility should be starting within the next month or so. Our next goal will be to start a meeting at the Man and Women's intake facilities as this has been requested by the inmates and the staff at the DOC. We are still as always in need of support by NA members to go

behind the walls to carry the message to the addict that still suffers. Although the orientation and clearance process can be time consuming I can promise you that after doing a commitment there the gift you will receive will very rewarding on both sides.

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

Old Business:

Open Positions, ASC Literature Chair, ASC Alternate Secretary, Convention Committee Alternate Treasurer

Motion 7-22-2012-3 Maker: convention subcommittee – **Passed 18 For, 0 Opposed, 3 Abstentions**

The convention committee is requesting up to \$600.00 to purchase a laptop and Microsoft Office program.

Intent: To manage our funds more efficiently and to be able to access our data in a timely manner.

Motion 8-26-2012-1 Maker: Policy subcommittee – **Passed Unanimously**

To put into policy, that any subcommittee or administrative position in rotation of service by vote, that out-going chair, work with the in-coming chair person for one month and this to be added to administrative and subcommittee responsibilities.

Intent: *no intent provided*

New Business:

Motion 9-23-2012-1 Maker: Activities Subcommittee – **Passed 12 For, 0 Opposed, 3 Abstentions**

\$500.00 to put on a Halloween party, Oct. 20th 7pm-12pm at John Hope Settlement House

Intent: Carry the message.

Motion 9-23-2012-2 Maker: H&I Subcommittee – **Passed Unanimously**

\$37.60 to get literature for Detox commitments

Intent: To further carry the message.

Greater Providence Area Treasurer's Report

Aug-12

	Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)		\$7,115.48	
Income	Group Donations	\$469.62			
	Free Spirit Reimbursement	\$0.00			
	FSA (Last phone bill)	\$0.00			
	FSA H&I Learning Day	\$0.00			
Total Income				\$469.62	
Non-Discretionary Expenses	Rent Expense		\$25.00		2330
	Phone Services		\$0.00		
	Answering Service		\$0.00		
	Regional Phone line		\$38.12		2334
	Secretary		\$0.00		
	Administration		\$0.00		
	RCM Expenses		\$40.00		2335
	Literature Expense		\$0.00		
	Tres. Expense		\$69.00		2332
	Repay Prudent Reserve		\$0.00		
Total Fixed Expenses			\$172.12	\$297.50	
Discretionary Expenses	H&I Subcommittee		\$0.00		
	Phone line Subcommittee		\$0.00		
	PI Subcommittee		\$0.00		
	Activities Subcommittee		\$0.00		
	Literature Subcommittee		\$0.00		
	Policy Subcommittee		\$0.00		
	Professional Fees		\$0.00		
	Regional Donation		\$1,500.00		2336
	WSO Donation		\$1,500.00		2337
	Miscellaneous		\$0.00		
Total Discretionary Expenses			\$3,000.00		

Total Expenses \$3,172.12

Operating Balance \$3,943.27

Plus Prudent Reserves

Area Prudent Reserve **\$1,700.00**

Insurance Reserve Balance **\$1,284.00**

Total Prudent Reserve \$2,984.00

Ending Account Balance \$6,927.27

	Income	Expenses	Balance	Check #
*Literature Stock Value				
Beginning Balance			\$1,092.59	
Sales Aug	\$1,151.34			
Restock World Service		\$682.04		2333
Meeting Lists		\$18.45		2331
PI Expense				
H&I Purchases				
Ending Balance			<u><u>\$1,543.44</u></u>	

Group Donations - Aug 2012

Meeting Street	Breakfast Club	Start the Night Right
Resurrection	Recovery in the Lake	Why R We Here
Basic Text	New Associations	Give Me Shelter
Faith in Recovery	Addict R Us	Never Alone Again
Loveline	Choose Life	Recovery at the Chapel
Surrender or Die	Sunday Serenity/Insanity	Hardcore
Step Sisters	The Lie is Dead	KISS
Road to Recovery	Starting Over	ANON

Addendum 1:

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.

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.

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.