

The Greater Providence Area (GPA) Service Committee of NA
October 24, 2010

The next meeting will be held on November 28th, 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-OPEN
7. RCM Report- Present
8. BOD Report- Present
9. Subcommittee Reports including:
 Activities-Present, Finance- Present, H&I- Present, Literature- Present, Phone Line- open, Policy- open,
 PI- open, Convention-Present, Ad-Hoc- New Meeting Space-present, History of NA in RI- Present
10. Old Business
11. New Business
12. Motions (submitted at beginning of ASC meeting)
13. Open Forum

Roll Call and GSR Reports:

Groups in Attendance 18
Total Area Meetings 42
* = GSR representation

Addicts "R" Us	Opt for Life*
Better Way*	Ray of Hope
Breakfast Club*	Recovery and Beyond
Blackstone NA	Recovery in the Chapel
Choose Life	Recovery in the Country*Needs support
Clean & Crazy- In need of support	Recovery in the Lake
Dig Deep	Recovery is More then Abstinence
Faith in Recovery*- In need of support	Resurrection*
Gimme Shelter*	Road to Recovery-In need of support
Hardcore Recovery* In need of support	Sisters in Recovery
Jamestown NA	Smith Hill NA
K.I.S.S-Needs support	Start your Nite Right
Late Nite	Starting Over*
Living Free* In need of support	Step Sisters*-moved to 415 friendship st
Loveline*	Stepping into Recovery
Lie is Dead*	Straight Today
Meeting Street Meeting*	Stepping Out Wednesday
Narragansett Recovery System- In need of support	Sunday/Insanity*
Never alone again	Surrender or Die*...
New Associations	We do Recover*
New Way of Life	Why are we here

Administrative reports:

Chair: Delia: No report

Vice Chair: Open Position

Secretary: Robin: No report.

Email address given out

robind05@hotmail.com

Alt. Secretary: Open

BOD: Kevin V not present

Robert S Present No Report

Treasurer: Peter R:

The Greater Providence Area (GPA) Service Committee of NA

October 24, 2010

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

Description	Income	Expenses	Check #
Literature Sales	1,133.10		
Group Donations	433.00		
Free Spirit Reimbursement	191.75		
Church Hall Rent		50.00	2121
Verizon Phone Service			
In Touch Answering Service		112.62	2123
Regional Phone Line			
Secretary Expenses			
Treasury Expenses			
Literary Purchase		873.62	2124
Meeting List Purchase		77.40	2125
H&I Subcommittee		16.76	2122
PI Subcommittee			
Activities Subcommittee		500.00	2127
Literature Subcommittee			
Policy Subcommittee			
RCM Expenses		103.50	2126
Professional Fee			
Region or World Donation			
Miscellaneous			
		Previous Balance	\$8,361.90
		Monthly Income	1,757.85
		Monthly Expenses	(1,733.90)
		Current Balance	8,385.85

Area Prudent Reserve	(3,500.00)
Area Insurance Reserve (5) month(s) - \$169.00/month	(1,014.00)
Available Funds	\$ 3,871.85

Groups Donation – September 26, 2010

Loveline	Smith Hill NA
Clean & Crazy	Recovery in the Chapel
Faith in Recovery	Serenity/Insanity
Lie is Dead	Recovery in the Lake
Surrender or Die	Opt for Life
Choose Life	Ray of Hope
We do Recover	Hardcore Recovery
Gimme Shelter	Road to Recovery
Starting Over	New Association

ADHOC-NEW AREA MEETING SITE: John D

I contacted 3 new leads St. Roccas church, St Anthonys church and the Recovery center that will be opening around December in downtown Pawtucket. St. Roccas church, St Anthonys church do not rent their facilities. I talked to Jim Gillen regarding the recovery center and he will be contacting me back with more info
ILS John D

ADHOC Committee on AREA HISTORY: Steve S:

No Report

Subcommittee Reports

Literature:



GREATER PROVIDENCE AREA LITERATURE REPORT

October, 2010

Literature Sales for the month of September, 2010	
HI:	\$ 133.61
PI:	\$ 0
Phone line:	\$ 0
Group Sales total	\$ 1,133.10

Total RI meeting lists sold: 915

Total New England region meeting lists sold: 36

Costs for literature restock: \$ 1,283.66

Hospitals & Institutions: Steven C

I'm happy to report H&I had more participation than we had in months. All panel leader positions are filled and no commitments were cancelled. 10 group reps attended. Out of those groups 18 commitments were filled 22 commitments are left open to be filled by panel leaders. Another Adhoc committee mtg is scheduled for nov 7 @ 3 pm Dunkin Donuts on Cranston St to discuss how we are going to visit groups to get them more involved. A flyer was looked over and approved by the subcommittee & should be going out to GSRs (Groups Service Representatives) next month. H&I will be setting up a table at our area upcoming events. H&I is always looking for members to share at commitments. In Loving Service, Stephen C

RCM: Verbal Report

Phone Line: Position Open NO REPORT

Policy: Position Open NO REPORT

PI: Position Open NO REPORT

Website: Christine: Things have been running smoothly with the site. I have been emailed several flyers and been able to post both the event info as well as the flyers. It would be helpful if subcommittee chairs could send a flyer along via email for inclusion on the site. Additionally the site needs to be funded as of today (24 OCT 10) and we will be getting with the treasurer to make sure we have no lapses in the service. We have opted to renew for one year rather than other options. Again, we would love for anyone who is interested in being involved to do so as we would love to make changes to the site that will enable it to be more functional and informational. Grateful to be of service
Chris E

Convention Committee: Wayne G 473-1749

The subcommittee did meet last Sunday w/16 members in attendance. The committee has chosen a theme/logo for the convention (Points of Recovery) and the logo is a 10 point star burst with NA highlighted and the 4 primary words of our symbol: self, service, God, society. Also, the upcoming New Year's Eve bash was discussed and set into development. Our next presentation will be a contract for the purchase & production of merchandise from a vendor for the BOD (Board of Directors) to view and vote upon. The committee will be meeting on the 21st of November 2010 at the Nickerson House at 4pm. All are welcome there are the positions of executive secretary, alternate secretary, alternate treasurer, & arts and graphics chairperson. Finally, the policy for the convention will be completed and disbursed to all committee members and BOD policy committee chairperson vice- chair. In Loving Service, Wayne G

Finance: Tom C, Finance Committee Report, October 24, 2010

The Finance Committee did not meet formally this month. Instead we worked individually, met one on one and completed our work through telephone conference calls.

Last month we offered the following recommendations:

- 1) Change several existing policies which limit GPA's ability to direct its spending;

- 2) Adopt a clearer, simpler method of communicating GPA financial status;
- 3) Establish a separate fund to better account for literature needs;
- 4) Refrain from spending more than monthly collected donations;
- 5) Immediately establish and adopt a realistic operating budget;
- 6) Cease allowing subcommittees to fund other subcommittees (i.e. The Literature subcommittee funding the H&I Subcommittee);
- 7) Cease relying on the convention to underwrite monthly operations and utilize funds from the convention for special projects (i.e. bus placards, bill boards, placing recovery texts in libraries, etc.), and pass on funds to Region and/or WSO.

In order to begin wading through these recommendations, a meeting was held with the former policy chair (as this position is not currently filled). The primary purpose of the meeting was to determine which policy motions on the books deal with finances. Eleven motions were identified, however there are gaps in the record keeping and it could not be determined with certainty that some might have been missed. Therefore we have drafted a motion to be presented at the ASC that will repeal all policy motions that have budgetary impact in order that we may begin to get a handle on our finances and work toward creating an Area budget.

The Treasurer and Steve S. met to discuss the Treasurer's report. A new report format has been created which will help the Treasurer report to the ASC fixed and discretionary expenses each month. The motion discussed in the previous paragraph must pass before this report can begin being used and we are hoping to receive comments on the new report format and to make changes as it is evaluated.

Another task that was completed was to look at ways we can save money as an Area. One such area that has been identified is the phone line. It was determined that approximated \$170 per month and \$2040 annually could be saved if we were to phase out the RI Phone Line and phase in sole use of the Regional Phone Line. There is a report attached that describes the differences in the two phone lines. An ad hoc committee has been established to review all this information and report back their recommendations. Depending on those recommendations, a motion may need to be put forth at the ASC so that this can go back to groups to determine if there is support to move in this direction.

If we want to stay on target to put an Area budget into place by January we must act now to send these motions to the groups. Their passage is critical to our work to cut expenses, exist prudently and respect the 7th Tradition.

In service, Tom C., Finance Chair

Activities: Mara G Report given by Vice Chair Earl

On October 16th we had another event we did not make a lot of money but we had fun. The total amount that was made was \$280.00 which was handed over to the Treasurer, Peter. We had paid out \$220.00 of expenses. Today I am handing over this report. The chairperson has all of the receipts. Our next event is going to be held on Thanksgiving Day. It is called the Greater

Providence Area 2010 Thanksgiving Marathon. We need about \$200 to put that event on, which would cover rent and any supplies that are going to be needed. I brought a flyer today to explain all of the details for that particular day. Thank you, In love & service, Mara G

Old Business:

Motion 092610-02 **BACK TO GROUPS FAILED**

Maker Steve S. Seconded Wayne G

Motion: That the GPA Secretary only records in the monthly minutes that actual groups in attendance

Intent: To provide transparency in reporting and to increase the awareness of the lack of group participation

Motion 092610-03 **BACK TO GROUPS FAILED**

Maker Wayne G Seconded Steve S

Motion: To give notice to groups that any groups that do not participate in the ASC (sending a GSR) will be removed from the meeting list to give accurate representation attendance to be 1 meeting of the ASC if the group does not attend 3 consecutive meetings will be removed

Intent: To keep the group accountable and responsible for the listing of a NA meeting in the Greater Providence Area

Motion 092610-04 **BACK TO GROUPS**

Maker Steve S. Seconded Wayne G

Motion: To change the clean time requirement for H&I from 3 months to 6 months

Intent: RISMA established 3 months as the clean time requirement at a point in time when there were fewer than 50 members attending meetings. Today there are many more members yet we continue to allow our least experienced members to represent NA to a very vulnerable population and the professional community *Historical Note- Freedom of speech referred to the ability to chair at one's home group.

New Business:

Motion 102410-01 **PASSED**

Maker: We Do Recover

Motion: That the GPA ASC Create an Adhoc Committee for the purpose of reaching out to all the groups in the GPANA

Intent: To Inform groups of the need for representation and support.

Motion 102410-03 **PASSED**

Maker: Finance Committee Seconded Peter R.

Motion: To place the responsibility for the purchase and sales of the meeting lists under the literature subcommittee

Intent: Currently, the GPA's meeting lists are purchased through the RSR and the PI Subcommittee. They are given to the literature subcommittee to sell to groups. Moving the responsibility to the literature subcommittee will allow for better inventory control. This would also place the costs for meeting list in the literature fund and remove them from the general fund. This

allows us to guarantee that there will always be meeting lists available for our groups. This also falls in line with the Finance Subcommittee's goals of securing our finances.

Motion 102410-04 **BACK TO GROUPS**

Maker: Steve S. Seconded Peter R.

Motion: That the GPA reduce the per mile reimbursable rate from its present rate of 55 cents to 14 cents per mile. It will be reimbursed at the ASC following successful and complete attendance at the RSC.

Intent: Currently the GPA uses the US Tax code for allowable mileage at a rate of \$.55.

"The standard mileage rate for business use of a car, van pick-up or panel truck is 55 cents for each mile driven. The standard mileage rate for the cost of operating a vehicle for medical reasons or as part of a deductible move is 24 cents per mile. "The rate for using a car to provide services to charitable organizations is set by law and remains at 14 cents a mile." (IRS Form 1040 Worksheet)

As the GPA is more of a charitable organization, as opposed to a business or a medical, it is appropriate for us to use the rate of 14 cents per mile.

This also allows the GPA to trim this expense to a more manageable amount. This also falls in line with our need to trim expenses to meet our budgetary goals.

Currently, a trusted servant requesting reimbursement for a round trip of 100 miles would receive reimbursement in the amount of \$55.00, at 14 cents per mile it would be reduced to \$14.00 dollars.

An average car on the road today gets 24 mpg. An average gallon of gas costs \$3.20. 100 miles divided by 24 mpg equals 4.16 gallons of gas. 4.16 gallons at \$3.20 /gallon is a total of \$13.31.

It should be noted that when one accepts a trusted servants position one should not expect to be fully compensated for everything they do. While no addict should be made to bear extensive out of pocket expense in the service of NA, they should understand that current economic conditions dictate that at some point they might bear some expenses.

Motion 102410-05 **PASSED**

Maker: Finance Committee Seconded Peter R

Motion: To establish a separate fund for literature in the amount of \$3000.00 (Literature on hand). This will be reflected in the P/R (Prudent Reserve) close of end of business Jan.

Intent: Currently the GPA's Literature funds are combined with general funds.

Establishing a separate fund will dedicate those funds for literature only, guaranteeing the GPA that the groups will always have literature.

Under the current system it is quite possible that at some point in the near future we will not have adequate funds to purchase enough literature for our groups.

This will ensure that even when orders don't arrive in time for the ASC there will be enough literature for all groups.

This also fall inline with the Finance Subcommittees goals of securing our finances.

Motion 102410-06 **Back to Groups Policy Change**

Maker: Finance Committee

Motion: That all previous motions and policies pertaining to or detailing monies allotted to sub-committees, positions or their activities be repealed. All sub-committees and/or

positions will acquire funds by motioning the ASC each month and obtaining a favorable vote.

Intent: Over the last 10 years the GPA has passed many motions and established many policies regarding the manner in which it funded its sub-committees and their activities. While these policies seemed at the onset to be well thought – out, they had the long-term effect of actually removing the Areas ability to direct its own financial dealings. The result of these motions is that at the present time the GPA cannot cut its own current expenditures. These motions and policies have tied the hands of the GSRS and Groups and do not allow the GPA to follow the guidelines of the 7th Tradition or the suggested fund flow guidelines. A recent review of policies revealed at least 11 policies that fall into this category. Some examples of these of these policies are: 11-28-99-06, 8-23-4,08-24-08-03,4-25-1,09-23-07-02,2-28-99-07,2-24-8,11-22-98-02,07-23-06-01,4-23-95-2. The only way to establish a prudent working budget and gain control of our financial dealings is to repeal all of the motions that prevent us from doing so. While in most cases this would occur on a motion by motion basis, the current state of our records and policies makes it impossible to do so. The most logical option at this time is to repeal them all as a group. By approaching it in this manner, we will free the hands of the GPA to adopt a realistic working budget and spend no more than what we have collected each month in 7th Tradition donations. This motion will not restrict the manner in which the GPA chooses to spend its funds, it will return the ability to its trusted servants and groups to direct when and how to spend its available money. It will remove the ability to obtain funds without a positive vote at the ASC

Fixed Expenses:

Rent-secretary Exp
Storage-RCM Exp
Insurance
Professional fees
Phoneline
Treasurers Exp
Website

Discretionary Expenses:

All Sub-committees Excluding Lit.
Regional/World Donations
Miscellaneous

Effective no sooner than Jan 2011

Elections:

Vice Chair- Courtney B.
PI- John N
Phoneline Cyndi W

ANNOUNCEMENTS

Current Vacant Administrative Positions:

Alt Treasurer
Policy
Convention Committee Secretary
Convention Committee Alt Secretary
Convention Committee Alt Treasurer

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

Positions available for convention committee: Executive Secretary and Arts and Graphics.

MEETING ST. MEETING THAT MEETS ON THURSDAY NIGHT WILL BE OPEN ON THANKSGIVING.

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.

RESPONSIBILITIES OF THE ALTERNATE TREASURER:

- A. ASSIST THE GPA TREASURER IN PERFORMANCE OF ALL previously stated responsibilities.
- B. In the absence of the Area Treasurer, and at the direction of the Area Chair, perform the ASC Treasurer responsibilities.
- C. Attend all GPASC meetings.

SUGGESTED QUALIFICATIONS OF THE GROUP SERVICE REPRESENTATIVE (GSR):

- A. THE STATED QUALIFICATIONS OF GENERAL SERVICE APPLY to this position.
- B. One (1) year continuous abstinence from all drugs.
- C. Prior service experience serving as an Alternate GSR.
- D. Active participation in the group they are representing.
- E. Knowledge of the GPANA service structure.

SUGGESTED RESPONSIBILITIES OF THE GROUP SERVICE REPRESENTATIVE (GSR):

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

GREATER PROVIDENCE AREA SERVICE COMMITTEE

Subcommittee Officers: Qualifications & Responsibilities

GREATER PROVIDENCE AREA SERVICE COMMITTEE

(GPASC) Subcommittees:

ACTIVITIES

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

SUBCOMMITTEE POSITIONS:

CHAIRPERSON

Vice Chairperson

QUALIFICATIONS OF GENERAL SERVICE:

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

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

QUALIFICATIONS FOR GPASC SUBCOMMITTEE Officers:

- A. THE STATED QUALIFICATIONS OF GENERAL SERVICE apply to these positions.
- B. Clean time requirements for subcommittee officers:
ACTIVITIES, H&I, LITERATURE, PHONE LINE, Policy, PI:
CHAIRPERSON TWO (2) YEARS
FINANCE:
CHAIRPERSON FIVE (5) YEARS
CONVENTION:
CHAIRPERSON FIVE (5) YEARS
Vice Chairperson Four (4) years
Treasurer Five (5) years
Secretary Two (2) years

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.

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.

ALL GREATER PROVIDENCE AREA CONVENTION

Executive Committee positions will be nominated and elected at the GPASC meeting. This is to take place in July prior to the beginning of the Convention cycle.

PURPOSE

THE CONVENTION SUBCOMMITTEE EXECUTIVE committee executes the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees that may need extra help. The Executive Committee also makes regular reports to the Area Service Committee sponsoring the convention. The members of the Executive Committee discuss the performance of Subcommittees as well as the convention budget and other matters that affect the convention. The results of these discussions are included in reports at the convention committee meetings.

QUALIFICATIONS OF GENERAL SERVICE FOR Convention Subcommittee Officers:

A. CLEAN TIME REQUIREMENTS FOR CONVENTION

Subcommittee Officers:

Chairperson Five (5) years

Vice Chairperson Four (4) years

Treasurer Five (5) years

Secretary Two (2) years

Subcommittee Chairs Two (2) years

B. Working knowledge of the Twelve Steps and Twelve Traditions of N.A.

C. Willingness to give the time and resources necessary.

D. Ability to exercise patience and tolerance.

E. Active participation in Narcotics Anonymous.

QUALIFICATIONS OF THE GPA CONVENTION SUBCOMMITTEE CHAIR:

A. FIVE (5) YEARS CONTINUOUS CLEAN TIME.

B. Demonstrated stability in the local N.A. community.

C. Administrative abilities.

Qualifications of the GPA Convention Alternate Treasurer:

A. Five (5) years clean time.

B. Demonstrated stability in the local and NA community.

C. Accounting skills.

D. Service experience with the conventions or other large scale

- Fellowship activities.
- E. Accessibility to the other committee members, especially the Registration Subcommittee.

Responsibilities of the GPA Convention Subcommittee

Alternate Treasurer:

- A. Assist Treasurer in all duties.
- B. Performs Treasurers duties in his/her absence.

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.

Qualifications of the GPA Convention Subcommittee Alternate Secretary:

- A. Two (2) years clean time.
- B. Prior service experience.
- C. Good typing skills to ensure that accurate minutes are distributed to the convention members.

Responsibilities of the GPA Convention Subcommittee Alternate Secretary:

- A. Assists Secretary in all duties noted above under Secretary.
- B. Performs Secretarial duties in the absence of the Secretary.