

The Greater Providence Area (GPA) Service Committee of NA
September 26, 2010

The next meeting will be held on October 24th , 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 22
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*
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: Not Present

Vice Chair: Open Position

Secretary: Robin: No report.
Email address given out
robind05@hotmail.com

Alt. Secretary: Nicole B: Not Present

BOD: Kevin V

We the BOD did not meet on 9-3-2010 as plan. How ever I did get some information about our insurance coverage. We only cover our meetings that come to this GSR monthly meeting. The BODS next meeting is 10-1-10 6pm at the john hope settlement house. In lovin Service Kev V.
BOD

Treasurer: Peter R:

**The Greater Providence Area (GPA) Service Committee of NA
September 26, 2010**

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

Description	Income	Expenses	Check #
Literature Sales	1,080.80		
Group Donations	429.88		
Free Spirit Area			
Church Hall Rent		50.00	2112
Verizon Phone Service			
In Touch Answering Service			
Regional Phone Line			
Secretary Expenses			
Treasury Expenses			
Literary Purchase		644.48	2113
Meeting List Purchase		77.40	2114
H&I Subcommittee		20.60	2116
PI Subcommittee			
Activities Subcommittee			
Literature Subcommittee		13.18	2117
Policy Subcommittee			

RCM Expenses			
Professional Fee (Accountant)			
Region or World Donation			
Miscellaneous (BOD Postage)		20.60	2115
		Previous Balance	\$8,361.90
		Monthly Income	1,510.68
		Monthly Expenses	(826.26)
		Current Balance	8,361.90
		Area Prudent Reserve	(3,500.00)
		Area Insurance Reserve (5) month(s) - \$169.00/month	(845.00)
		Available Funds	\$ 4,016.90

Groups Donation – August 22, 2010

Loveline
Clean & Crazy
Breakfast Club
Lie is Dead
Surrender or Die
Choose Life
We do Recover
Gimme Shelter

Smith Hill NA
Meeting Street Meeting
Faith in Recovery
Recovery in the Lake
Sisters in Recovery
Ray of Hope
Stepping Out Wednesday
Road to Recovery

ADHOC-NEW AREA MEETING SITE: John D

The new proposal that I was looking at was peoples Baptist church (corner of park and Elmwood.) The church down sized and doesn't have the space to hold are area meeting. Next place I will be contacting St. Rocco Church (atwood Ave.) ILS, John D.

ADHOC Committee on AREA HISTORY: Steve S:

This subcommittee is working with a group to organize an area history speaker jam. More will be revealed. We have received several old mtg lists and they are in the process of being scanned and returned. ILS Steve S.

Subcommittee Reports
Literature:



GREATER PROVIDENCE AREA LITERATURE REPORT

September, 2010

Literature Sales for the month of August, 2010	
HI:	\$ 57.43
PI:	\$ 52.50
Phone line:	\$ 0.00
Group Sales total	\$ 1,083.80

Total RI meeting lists sold: 586

Total New England region meeting lists sold: 65

Costs for literature restock: \$ 873.62

Hospitals & Institutions: Steven C /Sam Q

RCM: No Report (SEE BELOW FOR ANNOUNCEMENT)

Phone Line: Position Open NO REPORT

Policy: Position Open NO REPORT

PI: Position Open NO REPORT

Website: Christine: Not Present

Convention Committee: Wayne G 473-1749

Hi everyone, the convention committee did met 9/18./10 and the fundraiser of 9/4/10 was discussed and the evident lack of our own area support and we wish to strongly ask for support from our own area. The committee did receive a short profit of 441.00 as the event conclusion and there as some events being discussed which will begin new years eve. There is a meeting scheduled for oct. 17, 2010 at 4pm on Delaney street onleyville-Nickerson house during this time the committee wishes to vote on a logo/ theme for the convention- a announcement will be added. Again the positions available are executive secretary and arts and graphics subcommittee chairperson again your support is much needed. (SEE BELOW FOR ANNOUNCEMENT) ILS Wayne

Finance: Tom C
Finance Committee Report
September 26, 2010

The Finance Committee met twice this month and continued to work on two items of immediate concern to the Area – taxes and budget.

There are two outstanding tax issues. One regarding the a penalty being assessed for late filing of our 2006 return and the other regarding the late filing of our 2008 return. We have requested an abatement (dismissal) of the penalty for 2006 and are waiting to hear back from the IRS. We won't be able to deal with the 2008 late filing until the IRS processes the return and assesses the penalty. At that time we will request an abatement of that penalty as well.

The budgetary issues we are facing are a little more complicated. As we were tasked with the preparation of a new budget, it forced us to review the last few years of our finances. We found some practices and policies which we believed should be brought to the attention of the administrative body for review. The current state of the GPA finances and operating practices are not the fault of nor can be contributed to any group or individual. The situation we are in is the culmination of many small unsound fiscal policies. Due to large influxes of cash, primarily from the convention, the Area made decisions to spend more than it was bringing in from 7th Tradition donations.

Our committee reviewed some information regarding the service structure in order to put this all into perspective.

- Groups become members of an Area when they choose to. Groups do not become members of an area by geographic location, boundaries or by appointment.
- An Area exists to provide an arena for groups to collectively join together to coordinate services which might be too complicated for individual groups to do themselves. A common misconception in NA is that Areas' exist to carry the message. An Areas' purpose is to service its groups.

This information may seem simple, but it is actually the misinterpretation and misapplication of the above information, which leads to situations like the one that GPA finds itself in currently. As was reported last month the GPA has been spending more each month than its collected donations and can be attributed to why we are in a difficult financial situation. While, as previously noted, this is the result of several small missteps over a long period of time; it has now been identified and verified. It now falls to the Administrative body and the ASC to immediately take steps to rectify this situation.

These are our 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.

This means we will have to make changes to our services and operations. Now is the time to educate ourselves and provide clarification so that this situation is understood by all groups in our area and action can be taken.

Keeping this in mind, the Finance Committee has provided suggestions to the Administrative Body which can serve as a starting point in the discussions of how to solve our current financial situation and put us on solid footing for the future. We present these suggestions in unanimous support and the hope that the Group's will enact them in a timely manner.

Our next meeting will involve beginning to deal with the recommendations above. We will invite the Area Chair and the former Policy Chair to assist us in our work.

In service, Tom C., Finance Chair

Activities: Mara G

Hello family, activities committee met on 9/25/10 to discuss the talent show dance that will be held on oct 16 2010 6pm till 12am @ john hope settlement house flyers have been passed out we also discussed our second event which is a thanksgiving marathon on thanksgiving day 11/25/10 from 9am till 9pm we have not found a destination yet but we are working on it we are asking for donations for food flyers will be made as soon as we find a site to hold the event we ask for the event to be put on the NA website. We are asking area to release fund to have both events
In loving service, Activities committee

Old Business:

*** Motion 052310-03 back to groups-FAILED**

Maker: Steve S; Seconded Wayne G.

To amend policy: Motion 072306-01 to increase the H & I budget from \$200 to \$300, to read, "To make the H & I Literature funds dependent on available funds from the previous month's 7th tradition donations. Each month at the ASC, the H & I Chair/Vice Chair will request funds for the following month based on the current Treasury report."

Intent: Currently the H & I committee may request/receive literature up to \$300. The current financial condition requires that we exercise prudence/caution in our financial affairs. In some months \$300 is more than the total of 7th tradition donations. Additionally, the current motion in policy actually denies the groups to have a say in monthly finances.

The new motion will allow the financial activities to be modified/adjusted/moderated, directly by the GPA groups, based on 7th tradition donations and current cash flow. This also falls in line with our efforts to establish a responsible, realistic budget.

*** Motion-062710-03 back to groups-PASSED**

Maker: Steve S.; Seconded Wayne G

Motion: To change the annual ASC elections to October/November (Admin./Oct. Subcommittees/ Nov). To take effect in 2012.

Intent: Historically ASC has been lightly attended during the summer months. This reflects the fact that we are a tourist based summer destination. Moving elections to October will allow:

Participation of a greater number of addicts in voting
A larger pool of qualified participants
Move the most important vote for the GPA to a month w/ greater participants

*** Motion-062710-04 back to groups-FAILED**

Maker: Policy; Seconded Kevin V.

Motion: to add to the reimbursement note for a RCM a cap of no more than \$60.

Intent: Based upon the area current financial situation it is prudent to continue using IRS mileage rates.

*** Motion-072510-01 back to groups-FAILED**

Maker: Recovery is more than Abstinence

Motion: We would like area to send this motion back to groups explaining the greater providence areas current state of affairs as it pertains to finances and trusted servant participation in order to have them reevaluate their earlier decision to hold an area convention in the greater providence area until such time as our area is financially stable and all key service position filled groups are expected to return a vote that expresses their position on whether or not they want our area to be moving forward at this time.

Intent: Our groups position is that at the time the motion to hold a convention was brought to groups and approved there was a lack of essential information provided necessary to make a wise and soundly considered decision since that time it has become clear that our area is suffering financially and that we need to prioritize the overall strengthening of the gpas area finances and its members participating at the area level. Until key positions like (Vice-Chair) etc. are filled and member participation in subcommittees like H&I, PI etc improves we do not believe our area is being managed well enough to handle such a huge project like the convention by stopping this convention the area will be able to benefit from \$5K that has been held for the convention back to the area in order to reinforce its finances.

*** Motion-072510-01 back to groups-FAILED**

Maker: Wayne G Seconded Christine E.

Motion: To establish the website as a standing subcommittee committee

Intent: To present the subcommittee as its own subcommittee to give the subcommittee the ability to be accountable and responsibility to the ASC

New Business:

Motion 092610-02 BACK TO GROUPS

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

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 meeting 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 TABLED

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 ones home group.

Elections:

Activities- Mara G.

Finance- Tom C.

H&I- Steve C.

Literature- Ned L.

Alt. Sec- Nicole B.

BOD- Robert S.

ANNOUNCEMENTS

Current Vacant Administrative Positions:

Vice Chair

Alt Treasurer

Phoneline

Policy

PI

Convention Committee Secretary

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

The New England regional service committee will meet next on October 11, 2010 at St. Johns Methodist church 80 Mt. auburn St in Watertown Ma. All greater

providence area NA members are welcomed and encouraged to attend. ILS RCM

Positions available for convention committee Executive secretary and Arts and Graphics Also Theme/Logo for this convention voting of Theme/Logo is to be voted by the committee at the Oct 17th 2010 meeting. Meeting to be at Nickerson house Delaney st.4pm selection of winner shall receive a registration from the convention committee

GREATER PROVIDENCE AREA SERVICE COMMITTEE

Administrative Positions: Qualifications & Responsibilities

GREATER PROVIDENCE AREA SERVICE COMMITTEE

(GPASC) Administrative Positions:

CHAIRPERSON

Vice Chairperson

Secretary

Alternate Secretary

Treasurer

Alternate Treasurer

Regional Committee Member (RCM)

Alternate RCM

Board of Directors

QUALIFICATIONS OF GENERAL SERVICE:

THE FOLLOWING IS A SUGGESTED LIST OF QUALIFICATIONS

for N.A. members who might wish to become involved in the area service structure of the Greater Providence Area.

A. Willingness and a desire to serve.

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

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

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

Chairperson Four (4) years

Vice Chairperson Three (3) years

Secretary One (1) year

Alternate Secretary Six (6) months

Treasurer Three (3) years

Alternate Treasurer Two (2) years

RCM Three (3) years

Alternate RCM Two (2) years

BOD Five (5) years

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

QUALIFICATIONS OF THE AREA VICE CHAIRPERSON:

A. THE STATED QUALIFICATIONS OF GENERAL SERVICE APPLY

to this position.

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

RESPONSIBILITIES OF THE AREA VICE CHAIRPERSON:

- A. IS A MEMBER OF THE AREA EXECUTIVE COMMITTEE, which meets prior to the GPASC meeting.
- B. In the absence of the Area Chair; preside over the Area Executive Committee; formulate the ASC agenda prior to the ASC meeting; and preside over said meeting, remaining throughout.
- C. In the absence of the Area Chair, fulfill or delegate the responsibility of any Administrative Officer (i.e. Area Treasurer, Secretary, or Subcommittee Chair).
- D. In the absence of the Area Chair, conduct the GSR orientation including distribution of Greater Providence Area GSR Introduction Booklet, prior to the start of the ASC meeting.
- E. Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines, and fulfill all other reasonable responsibilities that the ASC Chair may deem necessary.
- F. Develop personal knowledge of the inner workings of all ASSC Subcommittees. Act as a resource, and help to maintain the structure, and integrity of all ASC Subcommittees, without being a voting member of those committees.
- G. In the absence of the Subcommittee Chair fulfill or delegate the responsibility of said office from within that committee. [When applicable.]
- H. Maintain a line of direct communication between ASC Subcommittees and the ASC Chairperson.
- I. Assist the Area Chair in conducting the GPASC meeting. Conduct the review and confirmation of Area Subcommittee reports during the ASC meeting and distribute to the Area Secretary at the end of the ASC meeting.
- J. In the absence of the Area Chair fulfill or delegate all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.
- K. May be a signer of the GPASC bank account.
- L. In the absence of the Area Treasurer, pick up an drugs.
- C. Adequate secretarial skills.

RESPONSIBILITIES OF THE ALTERNATE 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

Vice Chairperson Six (6) months

Secretary Ninety (90) days

Treasurer Two (2) years

FINANCE:

CHAIRPERSON FIVE (5) YEARS

CONVENTION:

CHAIRPERSON FIVE (5) YEARS

Vice Chairperson Four (4) years

Treasurer Five (5) years

Secretary Two (2) years

RESPONSIBILITIES OF THE PHONE LINE SUBCOMMITTEE:

A. MAINTAIN LINES OF COMMUNICATION BETWEEN N.A. AND the answering, and/or any other phone service used by the GPA.

B. Respond to all requests for information in a timely and effective manner.

C. Insure that those requests are handled at the appropriate level of service.

D. Maintain helpline and Twelve Step call list.

E. Establish and maintain the integrity of guidelines for handling phone line requests.

F. Meet one hour prior to the GPASC meeting and as often as the Phone Line Subcommittee deems necessary.

G. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

3

12/30/07

RESPONSIBILITIES OF THE POLICY SUBCOMMITTEE:

A. RESEARCH AND SEEK GUIDANCE IN GAINING A BETTER understanding of the 12 Traditions, 12 Concepts of N.A. and WSC guidelines, bulletins, and other information as it is developed.

B. Develop ASC policy to be considered for approval by GPA groups.

C. Compile and maintain all approved policy.

D. Maintain past and present motion lists organized by position and subcommittee.

E. Review all past and present motions (and all other business) that require clarification.

F. Meet one hour prior to the GPASC meeting and as

often as the subcommittee deems necessary to fulfill its responsibilities.

G. Attend the GPASC meeting, provided a verbal subcommittee report to the service body and a written report for inclusion to the Area minutes.

RESPONSIBILITIES OF THE PUBLIC INFORMATION (PI) SUBCOMMITTEE:

A. UPHOLD THE INTEGRITY OF THE ELEVENTH TRADITION OF N.A.

B. Maintain:

a. Distribution and sales of meeting lists to rehabilitation centers as well as the general public.

b. Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.

C. Arrange all public information speaker commitments.

D. Conduct a minimum of one public information workshop per year.

E. Meet one hour prior to the GPASC meeting as often as the subcommittee deems necessary to fulfill its responsibilities.

F. Elect a Web Coordinator responsible to the PI Subcommittee.

G. Attend GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

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 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