

The Greater Providence Area (GPA) Service Committee of NA – October 27, 2013

The next meeting will be held on November 24, 2013

Area Meeting Times:

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

Area Service Meeting Agenda:

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

Roll Call and GSR Reports:

Groups in Attendance 15

*Total Area Meetings 48 *=GSR representation*

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

Announcements:

1. **IMPORTANT: Elections for all Subcommittee Positions for GPASC will be held in November. Please announce at your business meeting. Anyone wishing to get active at an Area level by taking a position is welcome to come to the Area Service meeting in November. Required clean times and responsibilities are listed at the end of the minutes in Addendum 1.**
2. There are still open administrative positions, Vice-Chair, Alt. Secretary, Treasurer, Alt. Treasurer, Alt. RCM and one BOD position. Please announce at your groups.
3. **NEW MEETING:** "No More Excuses", open speaker discussion, addicts only, Thursdays, 6-7pm, 5 Cathedral Square, Downtown Providence. Greene St. entrance, elevator to 2nd floor, handicap access.

Administrative Reports:

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

Vice Chair: John N./774-208-2285/jnorton@paragonnt.com
No report.

Secretary: Gail L./401-954-6642/gaillandi@yahoo.com
Alternate Secretary: Tara B./401-419-2883/no email
No report.

Treasurer: Peter S./401-255-7197/peter041486@yahoo.com
Alternate Treasurer: Jim D./401-261-5473/jimd12102008@aol.com
See the attached treasurer's report.

Board of Directors: Wanda B./401-226-2698/wsbnaiou2@aol.com
No report.

Regional Committee Member (RCM): John D./401-744-1260/john.delicio03@gmail.com
Alternate RCM: Ned L./774-254-7968/nedlandry4@gmail.com
Hi Family,

John & I were able to attend the last Regional Committee meeting on Oct. 13th, which was hosted by the Free Spirit Area in Coventry, RI. There were 11 out of 13 Areas represented. There are still several open positions available: Policy, Finance, Activities, & RMD. The South Shore Area will be hosting the next Regional weekend on Dec. 14th & 15th 2013 at 900 Main St. Brockton, MA.

The Treasurer started the day with an opening balance of \$240 and paid the Regions taxes. The Finance committee reconciled our Aug. 2013 bank statement and also recommends us finding a new C.P.A located within our Region. Our current C.P.A. is located in Maine. They

also recommend another outside entity reconcile our books every other year to help maintain transparency.

The Fellowship Development Committee is working on putting a map together to illustrate the NA black hole within the Region. They are, through project donut hole, willing to help get an NA meeting started in any community where there are no NA meetings.

The Literature Sub-Committee now has a power point presentation with the latest information regarding the Traditions Working Guide project. They also encourage areas to request and host a Traditions Working Guide Workshop, facilitated by the Literature Sub-Committee.

The Convention Committee is working on RFP's which are requests for proposals, which are sent out to all hotels within the particular zone that the convention will be held. They are looking into creating a new zone for western MA. The date of our next regional convention is proposed to be in March or April of the next cycle to avoid any potential weather issues.

H+I is doing well and has received 84 Basic Texts from the East Coast Convention, to be distributed to institutions throughout the region. They are requesting area H+I chairs to participate on the next sub-committee Saturday to receive our area's portion of the Basic Texts.

Public Relations recently attended the Cape Cod Symposium and submitted a motion for \$75 to restock P.R. literature. Also the Phoneline Committee has been rolled into the P.R. subcommittee. The regions new Website chair Andrew L. has a new website in the works but does not have an expected launch date yet.

The RDA will be holding CARR Report workshops over the next three regional weekends. They will be held on Saturdays directly following the sub-committee meetings. The B.O.D. has two open positions for a present member and a past member. The next regional convention is slated to be held in zone 1, which is Metro West, Central MA, and North East MA.

In open forum we discussed how area Activity sub-committees should get an insurance rider before holding an area event to protect against liability. The process to do so is very simple through the insurance tab of the NERNA.org website.

Quorum was set & four money motions were put forth. \$75 for PR literature restock, \$225 to the RDA for 15 CARR reports, \$614 for an event for the RD / RDA team, & \$500 to reimburse an NA member who paid for us to get into a P.R. event. All money motions passed except the \$500 reimbursement, which was tabled. We ended the day by sending approximately \$1600 to World Services. ILS, Ned L. / John D.

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

Activities committee is putting on a Gratitude Thanksgiving Day meeting here at Anchor. On that day from 11-8. With a hopes we can get a strong active support from area groups.

Next committee meeting will be tomorrow at D&D Broad St. Providence. Really need active support. ILS/Junior

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

The committee last met on 10/13/13 with 13 members in attendance. We have 2 open positions, arts and graphics and alt. secretary. If anyone is interested in these positions please come to our next meeting or call me if you have any questions regarding the positions. Both positions require 2 years clean time.

We had a fundraising and entertainment event on 10/19 that didn't go as well as we had hoped but was ok. Everyone that attended enjoyed themselves.

Everything in the convention committee is going well and on task at this time. Merchandise sales are going well. Some hoodies and long sleeve shirts are now being sold. We have a total of 93 registrations at this time.

Our closing balance was \$4558.04.

Our next meeting will be 11/17/13 at the hotel at 4pm. ILS/Susan W

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

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

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

H&I had 12 members in attendance this month. We had 7 H&I Reps present and 3 panel leaders present.

Panel leader reports. We are still having problems filling our commitments at Roger Williams Hospital. Groups are not taking the commitments in this area. Panel leader for Roger Williams detox Thursday night has had to resign his panel leader position due to work. This position is open.

The commitment at the Providence Center on Monday from 7-8 has disbanded its commitment at this time due to the fact there are no more clients at the facilities that night.

The outreach adhoc committee has been disbanded.

Also our first joint H&I subcommittee meeting will be next month, Sunday Nov. 17th at Praise Tabernacle Temple, 330 Park Ave., Cranston at 1:30 pm. More will be revealed. ILS/Brenda B.

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

Literature Sales for the month of September 2013	
Rent:	\$18.99
Group Sales total:	\$907.50
Total Sales:	\$927.99

Literature Expenses

Literature Restock	\$866.25
GPANA meeting lists restock:	\$62.10
Total costs for literature restock:	\$928.35

ILS/Freddy T.

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

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

No report.

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

No report.

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

Good morning!

1. We were able renew 4 applications and am waiting on 3 renewals I sent in. I did get 2 denials that were members that have been serving for years now so I need to see why this happened. I will keep you all updated.
2. Junior J has offered to be the panel leader for the Men's maximum facility. He covered the commitment this past week and will continue to do so unless this committee has any objections.
3. The Commitment at the Men's Minimum Facility has been going very well and attended by 6 -8 member from the inside each week. I am still looking for someone to take over that commitment.
4. I have been approached by an NA member that would like to start a Latino/Spanish meeting at the Woman's facility. I will be submitting her clearance application and setting her up to do the orientation. It may be time to try and get some meetings going there again because of the push for more recovery options by the DOC.
5. My position as H&I Corrections coordinator will come to an end next month with all other Area positions. I have served 2 consecutive years and can no longer serve at this position.

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

Old Business:

No nominations for Finance Chair still open.

No nominations for Phone Line Chair still open.

Motion 9-22-2013-1 Maker: Steve S. Seconded: Junior J. **Tabled**

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

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

New Business:

Administrative elections:

Chair: John N.
Vice-Chair: Open
Secretary: Gail L.
Alt. Secretary: Open
Treasurer: Open
Alt. Treasurer: Open
RCM: Ned L.
Alt. RCM: Open
BOD: Robert, Sully D. One BOD position open

Motion 10-27-2013-1 Maker: Junior J. Seconded: John F. **Passed 11-1-7**

Motion: \$500 for Activities committee's event (Thanksgiving Day Meetings) for rent, food and drinks.

Intent: To put together an event on thanksgiving day so we have somewhere to go that day.

Ammendment: From \$500 to \$200 because activities already has \$300 from last month.

Motion 10-27-2013-2 Maker: John F. Seconded: Gail L. **Passed 19-0-0**

Motion: To purchase \$190.65 worth of literature for all commitments at the DOC.

Intent: To carry the message and provide literature to those on the inside.

Greater Providence Area Treasurer's Report

Sep-13

Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)	\$2,902.93	
Income	Group Donations	\$395.39		
	Free Spirit Reimbursement	\$0.00		
	Convention Committee	\$0.00		
	Misc	\$0.00		
Total Income		.	\$395.39	
Non-Discretionary Expenses	Rent Expense		\$25.00	2428
	Administration/Sec. of State		\$0.00	
	H&I		\$0.00	
	Regional Phoneline		\$102.24	2433
	Secretary		\$63.77	2729
	Administration		\$0.00	
	RCM Expenses		\$0.00	
	Literature Expense		\$0.00	
	Tres. Expense		\$0.00	
	Storage America		\$410.00	2423/25
	Total Fixed Expenses		\$601.01	
Discretionary Expenses	H&I Subcommittee		\$0.00	
	Phoneline Subcommittee		\$0.00	
	PI Subcommittee		\$62.40	Int
	Activities Subcommittee		\$300.00	2432
	Literature Subcommittee		\$0.00	
	Policy Subcommittee		\$0.00	
	Professional Expenses		\$0.00	
	Regional Donation		\$750.00	2430
	WSO Donation		\$750.00	2431
	Convention Committee		\$0.00	
	Total Discretionary Expenses		\$1,862.40	
Total Expenses			\$2,463.41	
Operating Balance			\$834.81	
Plus Prudent Reserves				
	Area Prudent Reserve	\$1,700.00		
	Insurance Reserve Balance	\$1,284.00		
			<hr/>	
Total Prudent Reserve			\$2,984.00	
Ending Account Balance			\$3,818.81	

	Income	Expenses	Balance	Check #
*Literature Stock Value				
Beginning Balance			\$ 892.75	
Sales	Sep	\$907.50		
Restock	World Service	\$815.69		2427
	Meeting Lists	\$77.40		2426
Ending Balance			<u>\$892.75</u>	

Group Donations - Sep 2013

Meeting Street	Sunday Serenity/Insanity	Recovery at the Chapel
Never Alone Again	Why R We Here	Opt for Life
Gimme Shelter	The Lie is Dead	Straight Today
Change or Die	Faith in Recovery	Recovery at the Lake
Loveline	Smith Hill NA	Surrender or Die
The Better Life Group	Ray of Hope	Anon
Breakfast Club	NA in the Day	Resurrection Group

Addendum 1:

Greater Providence Area Service Committee

Administrative Positions: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Administrative Positions:

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

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

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

- A. The stated qualifications of general service apply to this position.
- B. Two (2) years continuous abstinence from all drugs.
- C. Previous GPASC service experience.
- D. Communication and organizational skills and has displayed significant leadership skills.
- E. Objectivity and tolerance with those who are unable to see beyond the needs of their areas.

Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:

- A. Attend each meeting of the RSC and the GPASC.
- B. Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region.
- C. Vice Chair a special session of the GPASC to vote

on the WSC Agenda Report.

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

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Greater Providence Area Service Committee

Subcommittee Officers: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Subcommittees:

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

Subcommittee Positions:

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

Qualifications of General Service:

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

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

Qualifications for GPASC Subcommittee Officers:

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

Responsibilities of the ACTIVITIES SUBCOMMITTEE:

- A. In keeping with the 12 Traditions of N.A., provide celebrations of recovery in order to promote unity throughout the Fellowship.

- B. Proceeds from all activities are placed in the general ASC treasury.
- C. Provide a calendar of upcoming activity events for inclusion in the Area minutes.
- D. Inform surrounding Areas and Regions of upcoming major events planned by the GPA.
- E. Meet one hour prior to the ASC meeting and as often as the subcommittee deems necessary.
- F. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the FINANCE SUBCOMMITTEE:

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

Responsibilities of the HOSPITALS AND INSTITUTIONS (H&I) SUBCOMMITTEE:

- A. In keeping with the Fifth Tradition of N.A., carry the message to the addict unable to attend regularly scheduled meetings.
- B. Coordinate and distribute specific H&I commitment to hold meetings at existing facilities and to be keenly aware that all said obligations are fulfilled.
- C. Research and develop as many new institutional meetings as possible.
- D. Provide a monthly account to the GPASC of all literature disbursed.
- E. Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibility.
- F. Elect an H&I Correctional Facilities Coordinator, accountable to the GPA H&I Subcommittee.
- G. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the LITERATURE SUBCOMMITTEE:

- A. In keeping with the Sixth Tradition of N.A., maintain an accurate inventory of literature on hand to supply all the needs of the GPA.
- B. Coordinate the sales, and inventory count and reorder, of the literature inventory.
- C. Meet prior to the GPASC meeting to sell literature to groups and as often as the subcommittee deems necessary.

- D. Review and supply input on literature submitted by the World Service Committee Literature Committee (WSCLC).
- E. Submit literature to the WSCLC from Area groups and individual addicts.
- F. Make the starter kit:
 - One (1) of each
 - One (1) Group booklet
 - One (1) group starter kit checklist
 - Fifty (50) meeting lists
- G. to have access to a computer in order to maintain inventory.
- H. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

- 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.

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.

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