

The Greater Providence Area (GPA) Service Committee of NA

February 28th, 2010

The next meeting is March 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- No present- attendance letter will go out
5. Treasurer Report- Present at Admin meeting
6. Vice-Chair Report- Present
7. RCM Report- Present
8. BOD Report- Present
9. Subcommittee Reports including:
Activities-Present, Finance-Present, H&I- Present, Literature- Open , Phone Line- Present, Policy-Present, PI- Present, Convention-Present, Ad-Hoc- New Meeting Space, History of NA in RI- not present
10. Old Business
11. New Business
12. Motions (submit at beginning of ASC meeting)
13. Open Forum

Roll Call and GSR Reports:

Groups in Attendance ()
Total Area Meetings (42*)

Addicts "R" Us
Blackstone NA-@
Clean & Crazy-@
Faith in Recovery-@
Hardcore Recovery-@
K.I.S.S-@
Living Free
Lie is Dead-@
Men in Recovery
Never alone again-@
New Way of Life
Ray of Hope...
Recovery in the Chapel-@
Recovery in the Lake
Resurrection
Sisters in Recovery
Start your Nite Right
Sisters in Recovery-@
Stepping into Recovery
Stepping Out Wednesday
Surrender or Die...

Breakfast Club-@
Choose Life
Dig Deep
Gimme Shelter-@
Jamestown NA
Late Nite
Loveline-@
Meeting Street Meeting.
Narragansett Recovery System.
New Associations-@
Opt for Life--
Recovery and Beyond
Recovery in the Country-@
Recovery is More than Abstinence-@
Road to Recovery-@
Smith Hill NA
Starting Over-@
Step Sisters-@
Straight Today
Sunday/Insanity-@

We do Recover

Why are we here-@

Administrative reports

Chair- Robert – No report

Vice Chair: Delia F- No report

Secretary: Dawn J

Not Present

Alt Secretary: Shemeeka-

No report

BOD: Kev V – Sully gave report:

It is my pleasure to announce we have 2 open positions on the BOD. We are in the final stages of finalizing our Internal Guidelines. I did order the One Write System for the Convention.

Treasurer Report: Please see attached reports

RCM: Brian C.

Hello family,

The New England Region has recently updated its web-site. It is a new state-of-the art site that is a valuable resource of information for all NA members. I strongly urge you to check it out at www.nerna.org.

On March 6th there will be a Regional Assembly held in Brockton, MA to assist all group members who are interested in participating in this cycle of the Conference Agenda Report. This event will be held between the hours of 11am and 4pm at the 1st Evangelical Lutheran Church located at 900 Main St. All groups who have an interest in helping to guide the direction of NA World Services are invited to send delegates to this event. Answers to any and all questions that groups may have concerning the CAR will be made available. I believe that there will also be food provided to those attending. I am circulating flyers with details of this event to all GSRs in attendance today.

The NE Region is still struggling to recover from an unintentional financial error that was made as a result of inexperience with new book-keeping software (Quick Books?). The new software program indicated that the NE Region had more money in its treasury than it actually did, thereby causing NE Region to donate more money to NAWs than it actually had available. To the untrained eye it may have looked like the LH didn't know what the RH was doing but I assure you that this was not the case. The error was a computer error, NE Region's trusted servants at all times intended to do the right thing in the interest of fund flow.

At the close of business NERSC had a balance of \$0.00. with its prudent reserve down to \$1519.22 (normal prudent reserve is \$2283.50). This is \$750 below its normal prudent reserve. I would still urge this area to consider finding a way to help NERSC alleviate this problem.

The next Regional Weekend will be held April 10th & 11th at Bromley/Heath's Bromley Hall, 110 Lamartine St. in Jamaica Plain, MA. All are welcomed and encouraged to attend. In loving service, Brian C.

ADHOC-NEW AREA MEETING SITE: New Chair appointed John D

Hi Family, This was a harder task then I expected. So I did what I've learned in NA I asked for help and formed a committee. The committee contacted a number of places, churches, schools, recreation centers and VFW clubs. Only one responded with a proposal. The Nickerson House and Federal Hill House was contacted numerous time but did not respond.

Proposal: Silver Lake Community Center \$200.00 for 5 hours 4th Sunday from 12:30 to 5:30 with a security guard.

ADHOC Committee on Area History: Steve S.

No present/ no report

Subcommittee Reports:

Literature: Open- Vice Chair Ned prepared report

H&I: Bob (not present), Stephen, Vice Chair reports

All commitments are being fulfilled. Joe K resigned from Panel Leader for Roger Williams Psych position is open. Literature total spent for month is \$107.80. Learning Day May 15th 2010 12:00pm to 4:00pm at Pilgrim Lutheran Church, Warwick Ave, Warwick RI. H&I policy has been revised and will be completed at next area meeting. ILS, Stephen

Prison commitments have been going well all commitments have been covered we received good news from the prison this week 25 addicts have been cleared. ILS, Lewis S

Phone Line: John D.

No report

Policy: Robin D

Hi Family,

Policy has reviewed the H&I policy and submitted suggestions to the H&I vice chair. Also policy has reviewed the Convention Committee policy and submitted suggestions. Motions will be coming today to update the Area's Qualifications, Responsibilities, and Duties for the Convention Committee's administrative positions. Yah to both subcommittees. I also attended Region this month. Policy is looking for active members to serve. ILS, Robin

PI: Lewis S.

PI service this month received a call from the Phone line chair regarding a phone call from the Bannister House requesting information on a commitment. I have returned Shelia's call and am waiting for a return call. I also mailed out 25 meeting list to Collette from Brown University DPHB program as requested. PI picked up 1,000 meeting list for the month of February. ILS, Lewis S

Convention Committee: Wayne G 473-1749 (subcommittee chairperson)

The committee has met the past month and has reviewed and addressed the suggestions made by the Policy Sub-committee on the CC Policy & Guidelines, the process has been completed. The final test has been put forth with the Area for Voting to accept. The Convention Committee does wish to make a formal appreciation to the Policy Committee for the work, effort and support thank you Robin D. There is still a need to fill 2 open positions on the Executive Committee and 2 open sub-committee chair positions.

The next meeting will be March 21st 2010 at 4:00pm at the Nickerson House on the corner of Delaney and Appleton St. Providence RI

Finance: Tom C

Last month, the Finance Committee presented a draft budget to the administrative body. The administrative body asked for more detail relative to area income. In response to that request, we provided that detail today for 2009. In order to complete the task of putting together an area budget for 2010, we are seeking direction from the administrative body. Representatives from the administrative body will attend our next Finance Committee Meeting to provide that direction. We will report back on the progress of this important project next month.

The Treasurer received a tax refund for 2007 in the amount 1268.70 at last month's area meeting. This was a retroactive tax refund applied for after GPA received 501(c)(3) status. The treasurer has deposited that refund into the checking account.

The Finance Committee met once this month and has the following highlights to report. The Finance Committee has asked accountant to clarify some sales tax issues and we are still waiting to hear back from them. As we begin to prepare for our 2009 tax return, we are researching prices for accountant services in an attempt to cut our professional expenses. We are also waiting for Literature position to be filled so that we might work with the new literature chair to get a better understanding, accounting and policies relative to literature.

Finally, the Finance Committee appreciates and welcomes suggestions. In the beginning of February, we received

some suggestions and took the time to review them at our Finance Committee meeting this month. We will be inviting the maker of those suggestions to a future meeting to provide clarification and will consider the viability of those suggestions.

We will continue to meet to work on the items contained in this report as well as other issues as they arise. Anyone who is interested in participating is encouraged to call or email the chair for more information. In service, Tom C. Cell: 401-441-8632

Activities: Mara

Karen gave verbal report- Total income back to Area was \$1142.99 .
Next meeting is Saturday March 6th Dunkin Donuts on Smith Street at 3:30.

Old Business: This Motion Passed and will be added to Policy

Motion- 012410M-1 Submitted by BOD

To update the Administration Positions-Qualification & Responsibilities document regarding the BOD Responsibilities item E. to match the updated BOD By-Laws.

The new E shall read:

Attend Directors meetings on a monthly basis as needed, 2 annual meetings, other regular or special meetings to be determined by the BOD as needed.

Intent: *To update the Area's Policy Document*

New Business:

Motions:

022810-01 Maker H&I, PI and Phone Line

Requesting \$125.00 for a Learning day May 15th 2010 at 12:00pm at Pilgrim Lutheran Church

Intent: To carry the message

****This motion passed*******

Motions:

022810-01 to 06 Maker Policy subcommittee and Convention Subcommittee

Please see the attachment with the motions-

*******These Motions need to go back to groups *****

Motion 1 of 6

Date: 2/28/10

Made By: Policy Subcommittee

Policy Change: Yes

Motion:

Replace existing text regarding qualifications and responsibilities for the Convention Chairperson with the new text below.

Qualifications of the GPA Convention Subcommittee CHAIR:

[no changes]

Responsibilities of the GPA Convention Subcommittee CHAIR:

- | | |
|--------------|--|
| A. No change | A. Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, and provide help when needed. |
| B. Change | B. Mediates conflicts. |
| C. No change | C. Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention. |
| D. Change | D. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function. |
| E. New | E. Works with the Vice Chairperson and Treasurer to prepare a budget for the convention. |
| F. No change | F. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Convention Committee Meeting. Subcommittees should be given trust and encouragement to use their own judgement. |
| G. No change | G. Prevents important questions from being decided prematurely, in order to foster understanding and consensus by the entire committee prior to action. |
| H. No change | H. Prepares the agenda for Convention Committee meetings and Executive Committee meetings. |
| J. Change | I. Votes only to break a tie. |
| K. Change | J. Chairs the Convention Committee meeting, oversees the convention, and chairs the main meeting on the Saturday of the convention. |
| L. New | K. Gives a monthly detailed report to the GPASC main and administrative meetings in person and in writing for inclusion in the Area minutes. Included in this report: all committee activities and all financial activity. |
| M. New | L. Co-signer on the bank account. |
| N. New | M. In conjunction with the convention Treasurer facilitates the proper transition of all financial responsibilities including BOD, but not limited to the transfer of all signatories on accounts before relinquishing his or her position. |
| | N. Delivers a closing report to the GPASC main and administrative meetings in person and in writing regarding the outcome of the convention. |
-

Intent:

To update the Subcommittee Officers: Qualifications and Responsibilities to reflect changes in the Convention Policy as reviewed by the Policy Subcommittee and Convention Subcommittee.

Motion 2 of 6
Date: 2/28/10

Made By: Policy Subcommittee
Policy Change: Yes

Motion:
Replace existing text regarding qualifications and responsibilities for the Convention Vice Chairperson with the new text below.

Qualifications of the GPA Convention Subcommittee VICE CHAIR:

- | | |
|-----------|---|
| A. Change | A. Five (5) years continuous clean time. |
| B. Change | B. Personable and familiar with all committee functions in order to serve as a liaison between the subcommittees and hosting community. |
-

Responsibilities of the GPA Convention Subcommittee VICE CHAIR:

- | | |
|--------------|--|
| A. Change | A. Performs Chairpersons duties in his/her absence. |
| B. No change | B. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job. |
| C. Change | C. Works closely with the Chair to help delegate responsibilities to subcommittee Chairpersons. |
| D. New | D. Co-signer on bank account. |
| E. New | E. Works with the Chairperson and Treasurer to prepare a budget for the convention. |
-

Intent:
To update the Subcommittee Officers: Qualifications and Responsibilities to reflect changes in the Convention Policy as reviewed by the Policy Subcommittee and Convention Subcommittee.

Motion 3 of 6
Date: 2/28/10

Made By: Policy Subcommittee
Policy Change: Yes

Motion:
Replace existing text regarding qualifications and responsibilities for the Convention Secretary with the new text below.

Qualifications of the GPA Convention Subcommittee SECRETARY:

- | | |
|--------------|---|
| A. No change | A. Two (2) years continuous clean time. |
| B. New | B. Prior service experience. |
| C. Change | C. Good typing skills to ensure that accurate minutes are distributed to the committee members. |
-

Responsibilities of the GPA Convention Subcommittee SECRETARY:

- | | |
|--------------|--|
| A. No change | A. Keeps minutes of all Convention Committee meeting and all subcommittee reports. |
| B. No change | B. Emails/mailed minutes to committee members after approval by the Executive Committee Chairperson.
Minutes are emailed/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. No change | C. Maintains a list of names, addresses, and phone numbers of committee members for committee use. |
| D. No change | D. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set. |
| E. Change | E. Mails a copy of the minutes to the Greater Providence Area Service Committee PO Box. |
-

Intent:
To update the Subcommittee Officers: Qualifications and Responsibilities to reflect changes in the Convention Policy as reviewed by the Policy Subcommittee and Convention Subcommittee.

Motion 4 of 6
Date: 2/28/10

Made By: Policy Subcommittee
Policy Change: Yes

Motion:

Add section regarding qualifications and responsibilities for the Convention Alternate Secretary with the text below.

Qualifications of the GPA Convention Subcommittee ALTERNATE SECRETARY:

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

Responsibilities of the GPA Convention Subcommittee ALTERNATE SECRETARY:

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

Intent:

To update the Subcommittee Officers: Qualifications and Responsibilities to reflect changes in the Convention Policy as reviewed by the Policy Subcommittee and Convention Subcommittee.

Motion 5 of 6
Date: 2/28/10

Made By: Policy Subcommittee
Policy Change: Yes

Motion:

Replace existing text regarding qualifications and responsibilities for the Convention Treasurer with the new text below.

Qualifications of the GPA Convention Subcommittee TREASURER:

-
- | | |
|--------------|--|
| A. No change | A. Five (5) years continuous clean time. |
| B. Change | B. Demonstrated stability in the local and N.A. community. |
| C. No change | C. Accounting skills. |
| D. No change | D. Service experience with conventions or other large scale Fellowship activities. |
| E. No change | E. Accessibility to other committee members, especially the Registration Subcommittee. |
-

Responsibilities of the GPA Convention Subcommittee TREASURER:

-
- | | |
|--------------|--|
| A. Change | A. Requests Convention One-Write accounting system (checkbook) from the BOD. Signatures required for the account are any two of the five (5) signatories: Convention Subcommittee Chair, Vice Chair, Treasurer, and 2 BOD members. The cards and account information are filled out at the committee meeting. |
| B. No change | B. Works with the Chair and Vice Chair to prepare a budget for the convention that is used for planning fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the projected income should be outlined: one source of income comes from fund-raisers, and the second from registrations. |
| C. No change | C. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out. |
| D. No change | D. Responsible for all monies—including revenues from registration and banquet tickets: pays all bills; and advises the Chair on cash supply, income flow, and rate of expenditures. |
| E. No change | E. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report. |
| F. New | F. Makes a financial report at all Convention Committee meetings. |
| G. New | G. In conjunction with the Convention Chairperson, facilitates the proper transition of all financial responsibilities including, but not limited to, the transfer of all signatories on accounts before relinquishing his/her position. |
| H. New | H. Co-signer on the bank account. |
-

Intent:

To update the Subcommittee Officers: Qualifications and Responsibilities to reflect changes in the Convention Policy as reviewed by the Policy Subcommittee and Convention Subcommittee.

Motion 6 of 6
Date: 2/28/10

Made By: Policy Subcommittee
Policy Change: Yes

Motion:

Add section regarding qualifications and responsibilities for the Convention Alternate Treasurer with the text below.

Qualifications of the GPA Convention Subcommittee ALTERNATE TREASURER:

- All new
- A. Five (5) years clean time.
 - B. Demonstrated stability in the local and N.A. community.
 - C. Accounting skills.
 - D. Service experience with conventions or other large scale Fellowship activities.
 - E. Accessibility to other committee members, especially the Registration Subcommittee.
-

Responsibilities of the GPA Convention Subcommittee ALTERNATE TREASURER:

- All new
- A. Assists Treasurer in all duties.
 - B. Performs Treasurer's duties in his/her absence.
-

Intent:

To update the Subcommittee Officers: Qualifications and Responsibilities to reflect changes in the Convention Policy as reviewed by the Policy Subcommittee and Convention Subcommittee.

Elections:

BOD member- 2 positions still open

Alt RCM- Still Open

H&I Chair- Stephen C

Literature- Ned L

Convention Committee Treasurer- Rosalind

Convention Committee Secretary- Still Open

Open Positions that are elected at the ASC meeting Are as Follows:

(Please see attachment with all Qualification and Responsibilities)

Announcements:

1. Convention Committee is looking for the following:

- Arts & Graphics- 2years clean time requirement
- Convention Information- 2 years clean time requirement
- Merchandising- 5 years clean time requirement

2. Gimme Shelter Group 22nd Anniversary

Friday March 19, 2010 6:30-9:30

John Hope Settlement House

7 Thomas Whitten Way (formerly Burgess St.)

Providence, RI

3. New Meeting!!!!!!

Men's Steps and Traditions Meeting

Sundays starting **March 14, 2010 from 6:00-7:30pm**

Calvary Baptist Church

747 Broad St. Providence, RI 02907

******Please bring your HOW and WHY book**

Directions: **South 95 to exit 18**, Thurbers Ave., turn Right onto Broad St. follow about ¾ mile, church is on your left

North 95 to exit 18, Thurbers Ave. turn left onto Broad St. follow about ¾ mile, church is on your left

195 to 95 South to exit 18, Thurbers Ave., turn left onto Broad St. follow about ¾ mile, church is on your left

Contact Louis S. (401) 952-8109

4. Request for HOW and WHY book Donations

Men's Meeting at Calvary Baptist Church (see above)

Contact Louis S.952-8109/Wayne G. 473-1749

5. Greater Providence Area's The Tuesday Night Blackstone Meeting is changing their format.

It will be known as the "**4F's and J Meeting**". The 4 F's stand for fellowship, fun, food and fuel. The J means Just for Today. Hot dogs will be served after the meeting

Meeting 8:00-9:30PM

Located at Corner of Main St. and Blackstone St.

Come and support us

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6. THE CENTRAL MASS. AREA OF NA PROUDLY PRESENTS "HIPI DAY"

There will be speakers sharing on Public Information, Hospitals and Institutions, and the 12 Concepts. Pot Luck

Dinner will be provided. Bring your favorite dish.

The Activities Committee will be hosting a dance following the workshop.

THIS IS A FREE EVENT!!

When: Saturday March 20, 2010

Where: The Unitarian Church-- 15 West St. Leominster, MA 01453

Workshops from 1PM to 9PM-Dance 9PM to Midnight

For directions and more info Contact: Andy R. (978) 235-5274, Joe V. (978) 400-1818

Jean L. (978) 210-9799, Kerrie S. (508) 596-4609

7. Boys to Men Group of NA presents 9th Annual Gathering of Men "CARRYING THE MESSAGE"

Saturday April 10, 2010

Blessed Trinity Parish 1340 Plymouth Ave. Fall River, MA

Workshops 12-4 PM and 6-9PM Dinner 4-6PM

\$5.00 donation at the door!! No addict will be turned away!!!!

Contacts: Eddie A. (508) 415-8069 Russ G. (401) 855-4762

Mike M. (774) 263-1363 David C. (774) 451-1551

8. Free Spirit Area 10th Annual GOLF TOURNAMENT

Where: Fenner Hill Country Club Hope Valley, RI

When: Saturday August 7, 2010 1:30 PM Shotgun

Cost: \$110 per player

Form: Scramble

Includes: Golf, cart, Prime Rib dinner w/side of Shrimp Scampi, roasted potatoes, green bean almandine, asst., pastries, coffee and prizes.

*****A \$55 Non-Refundable deposit due on or before May 14, 2010. ***The balance of \$55 is due on or before June 18, 2010**

All players paid in full **with a single payment** on or before May 14th will be entered into a raffle for a round of Golf w/cart at Fenner Hill (2 winners).

For More Info Contact:

Don B. (401)741-2224; Tom B. (401)826-2501; Brian S. (401)440-0965; Joe R. (401) 487-6196
Geoff (401)919-0964

9. S.E.M.A.N.A. presents Sisters In Spirit “Looking Back-Moving Forward”

Craigville Conference Center September 24th, 25th & 26th, 2010

Fee \$170 and \$180(3 different options)

For more registration info Contact D’Lanor H. (508) 415-4471 or lee7181@comcast.net

**Greater Providence Area Treasurer’s Report
January 2010**

Description	Income	Expenses	Check #
Literature Sales	1,057.10		
Group Donations	510.31		
Free Spirit Area			
Church Hall Rent		50.00	2045
Verizon (Local/Toll Free)		24.20 /66.80	2048/2049
Answering Service		101.10	2050
Regional Phone line		47.09	2047
Secretary Expenses		27.44	2053
Treasury Expenses			
Literary Purchase		631.63	2051
Meeting List Purchase		77.40	2052
H&I Subcommittee			
PI Subcommittee			
Activities Subcommittee		500.00	2054
Literature Subcommittee			
Policy Subcommittee			
RCM Expenses			
Other Fees or Dues(StateTax)		10.00	2046
Region or World Donation			
Miscellaneous (2007 Tax Refund)	1,268.70		
	Previous Balance		\$ 5,762.15
		Monthly Income	2,836.11
		Monthly Expenses	(1,535.66)
		Current Balance	7,062.60
		Area Prudent Reserve	(3,500.00)
		Area Insurance Reserve	(1,559.70)
		(9) months - \$173.30/mnth	
		Available Funds	\$ 2,002.90

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.

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 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

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.