

The Greater Providence Area (GPA) Service Committee of NA
November 28th 2010
The next meeting will be held on December 26th 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 24
Total Area Meetings 40
* = GSR representation

Addicts "R" Us	Ray of Hope
Better Way*	Recovery and Beyond
Breakfast Club*	Recovery in the Chapel open x-mas eve & new years eve
Blackstone NA	years eve
Choose Life	Recovery in the Country*Needs support
Clean & Crazy- open x-mas eve & new years eve	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- open x-mas day & new years day	Start your Nite Right
Late Nite open x-mas eve	Starting Over*
Living Free* In need of support	Step Sisters*-moved to 415 friendship st
Loveline*	Stepping into Recovery
Lie is Dead* open x-mas eve & new years eve	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*
Opt for Life*	

Administrative reports

Chair: Delia: No report

Vice Chair: Courtney B.

I met with the area chair to talk through current state and goals for the coming year one of my first items will be to obtain all paper copies of motions and confirm whether they have been catalogued electronically with the other area policy documents also within next 30 days ill work with convention subcommittee to finish policy documentation

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

Alternate Secretary: OPEN

BOD: Kevin V

The BOD lookin at other insurance company for quotes our next bod meeting is dec. 3 2010 at the john hope settlement house 6pm ILS Kev V

Treasurer: Peter R:

Greater Providence Area Treasurer's Report October 2010

Description	Income	Expenses	Check #
Literature Sales	1,095.35		
Group Donations	483.25		
Free Spirit Reimbursement			
Church Hall Rent		50.00	2128
Verizon Phone Service		130.37	2129
In Touch Answering Service		115.22	2131
Regional Phone Line		98.63	2139
Secretary Expenses			
Treasury Expenses			
Literary Purchase		1,283.66	2132
Meeting List Purchase		77.40	2134
H&I Subcommittee		5.00	2135
PI Subcommittee			
Activities Subcommittee	280.00	200.00	2137
Literature Subcommittee			
Policy Subcommittee			
RCM Expenses		90.36	2133
Professional Fee			
Region or World Donation			

Miscellaneous (Web Hosting)	107.40	2136
	Previous Balance	\$8,385.85
	Monthly Income	1,858.60
	Monthly Expenses	(2,158.04)
	Current Balance	8,086.41
	Area Prudent Reserve	(3,500.00)
	Area Insurance Reserve (7) x \$169.00/month (4/10-5/11)	(1,183.00)
	Available Funds	\$ 3,403.41

Groups Donation – October 24, 2010

Loveline

Recovery & Beyond

Never Alone

Lie is Dead

Surrender or Die

New Association

We do Recover

Gimme Shelter

Smith Hill NA

Recovery in the Chapel

Breakfast Club

Recovery in the Lake

Opt for Life

Dig Deep

Sisters in Recovery

Road to Recovery

ADHOC-NEW AREA MEETING SITE: John D

the committee has gotten its 3rd proposal regarding the new hall the anchor recovery community center 249 main st6. pawt. Ri 02860 brand new building fully handicap accessible plenty of parking and has two rooms available for us donation of our choice a motion will be put on the floor today to have the three proposals go back to groups for them to vote on I would like to thank the area for all there help and patience with this task. ILS, John D.

ADHOC-OUTREACH: Christine E.

The outreach subcommittee is pleased to announce that they had their first meeting today with 3 addicts in attendance we were productive discussing possible ways we can reach out to groups as well as setting a time and date for our next meeting that meeting will take place at 6:30 on dec 6th at an addicts house if you are interested in participating please email the chairperson for the address (theworldisyours2005@hotmail.com) Grateful to be of service, Christine E.

Ad-Hoc Committee on Phonenumber Options

Hello Family,

I met with Bill M. from the FSA and reviewed all of the information once again. We tried to put it in a bulleted point format; however the information did not lend itself well to such a format. A chart was developed which accurately reflects the comparison between the Regional and Area phone lines, but in an easier to understand format.

Bill presented this information to the FSASC last weekend and after much discussion they discovered that all of the points had been addressed. There was some preliminary discussion regarding their response to our potential decision. They are reviewing the feasibility of assuming

total responsibility for the RI phonenumber as opposed to fully integrating with the Region. The issue was referred back to their groups for discussion.

The information is included in a motion from the Finance Subcommittee regarding this issue. It would appear that this ad-hoc's committee goal has been reached. Pending additional requests from the GPA, this subcommittee has fulfilled its obligation and no additional reports will be forthcoming. In Loving Service, Steve S, Srstorti@aol.com, 401-338-1937

Regional/Area Phonenumber Comparison

	<u>Area</u>	<u>Region</u>
Addict to Addict	Calls currently shunted to Phonenumber Chairperson or volunteer on the call back list.	Calls shunted to Urgent Callback Coordinator, (Phonenumber Chairperson), then passed on to appropriate phonenumber volunteer.
Meeting Information	Handled by operators from the answering service.	Handled via computer by direction of the caller.
Meeting List Request	Phonenumber Chairperson must call in daily to retrieve messages and either send out meeting lists or pass it on to the volunteer responsible for doing so.	All requests handled daily, (7am-11pm), by the Regional Phonenumber Committee volunteer responsible for meeting list requests.
General Information	Phonenumber Chairperson must call in daily to retrieve messages and either respond to the call or pass it on to the appropriate volunteer.	All requests handled daily, (7am-11pm), by the Regional Phonenumber Committee volunteer responsible for fielding general information requests.
PI/PR	Phonenumber Chairperson must call in daily to retrieve messages and either respond to the call or pass it on to the PI/PR Chairperson.	All requests handled daily, (7am-11pm), by the Regional Phonenumber Committee volunteer responsible or the Regional PI/PR Subcommittee for response and referral to the local PI/PR Chair if appropriate.
H&I	Phonenumber Chairperson must call in daily to retrieve messages and either respond to the call or pass it on to the H&I Chairperson.	All requests handled daily, (7am-11pm), by the Regional Phonenumber Committee volunteer responsible or the Regional H&I Subcommittee for response and referral to the local H&I Chair if appropriate.
Professional Contact	Phonenumber Chairperson must call in daily to retrieve messages and either respond to the call or pass it on to the PI/PR Chairperson.	All requests handled daily, (7am-11pm), by the Regional Phonenumber Committee volunteer responsible for Professional Contact for response and referral to the local Area or subcommittee if appropriate.
Misc Contact	Phonenumber Chairperson must call in daily to retrieve messages and either respond to the call or pass it on to the PI/PR Chairperson.	All requests handled daily, (7am-11pm), by the Regional Phonenumber Committee volunteer responsible for response and referral to the appropriate subcommittee or Area.

Cost	\$160 - 195 per month. (Figures provided by GPA Treasurer as result of an avg of the last 12 months.)	GPA - \$60.00 per month. FSA - unknown. However, this is a fee which we already pay!
Area Code	401	866
Type	Answering Service	Computerized
<u>Financial Impact</u>	<i>Savings of \$160 - 195 per month. (\$1920 - 2340 yearly)</i>	<i>No impact as we already pay for this service.</i>

ADHOC Committee on AREA HISTORY: Steve S:

Hello Family,

This committee has nothing new to report as its members have been occupied on GPA projects which hold a higher priority. I anticipate the ability to fully give this effort its due attention will not occur for at least another two months.

I will be attempting to speak with the oldest surviving member of NA in New England at the Watertown Men's Group this month. In Loving Service, Steve S, Srstorti@aol.com, 401-338-1937



GREATER PROVIDENCE AREA LITERATURE REPORT

November, 2010

Literature Sales for the month of October, 2010	
HI:	\$ 193.05
PI:	\$ 8.50
Outreach:	\$ 2.35
Phone line:	\$ 3.05
Group Sales total	\$ 1,095.85

Total RI meeting lists sold: 543

Total New England region meeting lists sold: 30

Costs for literature restock: \$ 1,173.62 (Which now includes the cost of meeting lists.)

In other news, I would like to make the groups aware of several items available not listed on the GPA Literature order form. These items include:

18 month & Infinity Medallions at a regular price of \$3.00

Bundles of 500 wallet cards: "Overdose or Jail", "Recovery is Possible", "3rd Step Prayer", "Serenity Prayer". All, available for \$6.10.

As a friendly reminder, any other items you do not see on the order form can be purchased as a special order. You can see me for a catalogue of all NA literature available. ILS, Ned

Hospitals & Institutions: Steven C

Attendance at the H&I subcommittee has improved present group reps 9 H&I panel leaders was 9 there was 11 voting members commitments were given out 20 of the 60 commitments were taken by groups the adhoc comm. Will be mtg. on dec 12th at 6pm at Johns D. House a motion was made to have boys & girls training school to fall under corrections motion passed 5-0-6
H&I Literature 62.67 In Loving Service Stephen C
Corrections 99.34

RCM: Brian C

Good afternoon family, the New England region hosted a service system workshop at the 1st evangelical Lutheran church in Brockton ma. On Saturday November 20, 2010 Delia f. and I were both in attendance representing our area along with many other NA members representing other areas throughout our region the intent of the workshop was to gather input from our region on how our current service system can best be improved many of the challenges that we are presently faced with in NA service have already been identified by NAWs our ideas on how we can most effectively overcome these challenges were brainstormed and then narrow down to a more workable number of solutions the input that was collected and recorded at this event will be passed on to NAWs to assist them in the on going service system project this is just the first stage of the process additional input on this first draft of proposals will be accepted through dec.31, 2010 you are all invited to participate in this process for more information see the CAR 2010 essay on the service system project webpage at www.na.org/servicesystem you have three choices of how to submit your input na.org,rd@newenglandna.org you may contact me personally if you need any assistance the GPA AND FSA will be jointly hosting a service system workshop next Sunday dec.5th at the Jonah Center 830 Oakland Beach Ave. Warwick from 12 to 4 the next meeting of NE region will be held on dec 11th and the 12th at the first evangelical Lutheran church 900 Main St Brockton ma ILS Brian C

Phone Line: Cyndi W.

This month was GPA's turn to answer phonenumber several calls came in and were all hang ups I did find and addict to step up as vice chair who is Larry M. thank you Larry for your service I will be meeting with the area chair and vice chair to find out in more detail what exactly I need to do as far as serving on the phonenumber next month I will have a more detailed report I look forward to continue to serve this area. In Loving Service, Cyndi W.

Policy: Position Open NO REPORT

PI: John N

This month we had 1 meeting removed due to the meeting going to another format this was the Thursday meeting @ arbor-fuller in Attleboro ma. It has been removed from the meeting list as well as the regional website and world also. An inventory was taken of everything the PI subcommittee was given last month this information will be translated onto a spreadsheet to help maintain an accurate inventory. We also contacted almost all libraries in the greater providence area we were inquiring to see if they had our literature primarily the basic text and if so which edition 12 libraries were contacted in

total out of the 12 only 2 had the basic text 5th edition. In Loving Service John N.

PI/Website: In terms of the website we request that home groups check that their meetings are accurate on the site if your site has moved or changed and updates need to be made please email me through the site or at web@gpana.org also we request that subcommittees send their flyers electronically for inclusion on the site ILS Chris E

Convention Committee: Wayne G 473-1749

The committee did meet with 16 members and addressed several matters of importance

1. discussed the F&E roll and processing
2. the purchased t-shirts circumstances
3. voted a new member for Arts & Graphics (Steve L.)
4. the finalizing re-printing of the policies and guidelines
5. discussion of further involvement of each subcommittee

The committee also voted to hold our next meeting on 12/19/10 at 4pm at the Nickerson house on delaine st anyone may come and attend there is still a need for a executive secretary for this committee our next fundraiser is scheduled for December 31st at Nickerson house starting at 9pm with a meeting followed by a new years recovery celebration 10pm til 1am with music and dancing In Loving Service, Wayne G

Finance: Tom C

The Finance Committee did not meet this month. We are awaiting the result of the motions that went back to groups and the work of the ad hoc committee gathering information on the phone line before we get together again.

Based on the results of this work, we will get together in December and continue our work of putting together an Area Budget. It is our sincere desire to be able to present our next draft budget to the Administrative Body next month and that the ASC will have a working budget shortly thereafter.

We are still awaiting notice from the IRS on various items and we will keep you up to date as we get more information. In service, Tom C., Finance Chair

Activities: Mara G

Activities had narcathon on 11/25/10 it was a success we spent 198.31 in supplies and food we made 112.00 from the 7th tradition due to convention fundraising throwing a new years eve bash on 12/31/10 we the committee will be taking a step back for fundraising and entertainment to be able to raise funds for are up coming convention we will resume throwing activities as of February 14 2011. In Loving Service, Mara G.

Old Business:

Motion 092610-04 **FAILED**

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.

Motion 102410-**FAILED**

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 cost 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 allows 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 per galls 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 102410-06**PASSED**

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 as soon as particular no sooner than Jan 2011

New Business:

Motion 112810-01 **BACK TO GROUPS**

Maker: Adhoc new meeting facility Seconded robin d

Motion: To move the ASC to one of the following locations:

Nickerson House in providence \$ cash donation of our choice

Woonsocket senior center in Woonsocket \$25.00 month

Anchor recovery community center \$ Cash donation of our choice

Intent: to find a place that is handicap accessible as we were directed by the groups

Motion 112810-02 **PASSED**

Maker: Steve S. Seconded Robin D.

Motion: To partially fund a member of the GPA Service Body to attend the service structure workshop in Baltimore, MD. The cost is \$228.00

Intent: To gather more information on the massive changes that will be occurring in our service system. Our original system was designed for 5,000 groups, today we have over 50,000. Its time for change. The World Service Office has extended a special welcome to ALL addicts in being a part of this monumental shift. The WSC will be sponsoring workshops over the next two months. They have suggested that areas and regions to fund as many trusted servants as possible.

GAS- 372mi there and back is 744@ \$0.14/mi (standard rate for charitable and nonprofit organizations (per IRS www.irs.gov) = \$104.16. Parking is \$21.00 per night. SEMA paid for all transportation expenses except tolls. I paid tolls in the amount of \$29.00.

HOTEL- I was unable to share a room with the representatives from SEMA as all cots were spoken for. The cost for the room with taxes was \$228.00

FOOD- I paid for my own meals

The total cost to attend this workshop was \$228.00

Motion 112810-04 **PASSED**

Maker: Courtney B. Seconded Delia F.

Motion: To temporarily move the ASC meeting to Anchor Recovery Center Dec 2010-

Jan 2011 pending group votes on a permanent location Donation will be \$25 and 50 meeting list each month.

Intent: The mt. Carmel Chapel facility is no longer available due to fire code issues.

Motion 112810-05 **TABLED FOR DATE THIS WOULD START**

Maker: Finance Committee Seconded Courtney B

Motion: To eliminate the use of the RI phonenumber and utilize the NE Regional phonenumber

Intent: End duplication of services and save funds. See attached comparison charts which shows the differences between the areas and regional phonelines

Elections:

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 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.

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.