

The Greater Providence Area (GPA) Service Committee of NA - October 28, 2012

The next meeting will be held on November 25, 2012

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 19

*Total Area Meetings 46 *=GSR representation*

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

Announcements:

1. GPA ASC elections for all subcommittees will be in November. See addendum for qualifications.
2. NEW MEETING: 12 Steps in the Old Chapel, Thursday night 7-8:15pm, Four Corners Community Chapel, 200 Angell Rd., Cumberland, RI. The group was founded to focus exclusively on the study of the Twelve Steps. They will study one step per month using NA approved literature. It is a closed meeting for addicts only.
3. Greater Providence Area Convention arts and graphics subcommittee would like to invite all to help choose a logo for the upcoming 2014 convention. Bring ideas/submissions to the next Area Service Meeting at Anchor Recovery Center on November 25, 2012. Contact Tony H. 401-327-7985.
4. Recovery in the Chapel Group 11th Anniversary, Nov. 16th, 7:30-10:00pm, Four Corners Community Chapel. Corner of routes 114 and 116.
5. Road to Recovery 27th Anniversary, Tuesday, December 11th, 7:30-8:30 pm, Riverside Congregational Church, 347 Bullocks Point Ave., Riverside, RI.
6. Greater Providence Area Convention Fundraiser and Entertainment subcommittee will host New Year's Eve Meeting and Dance. This is a Free Event on Dec. 31, 2012 at Epworth United Methodist Church, 915 Newport Ave., Pawtucket, RI. Time is 6:30-7:45 Meeting, 8:00-1am Dance. Food and beverages will be sold. Contact Daryl F. 401-919-0220/Horace R. 401-359-0867
7. NEW MEETING: Latino NA, Fridays 10:00-11:30am, Step Meeting, 249 Main St., Pawtucket, RI contact Chickie 401-559-8518

Administrative Reports:

Chair: Mike G./401-831-8958/mgianfrocco@msn.com

No report given.

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

Mike G. is ill and in the hospital let us keep him in our prayers.

Secretary: Gail L./401-954-6642/gaillandi@yahoo.com

No report given.

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

Treasurer: Peter S./401-255-7197/peter041486@yahoo.com

See the attached treasurer's report.

Board of Directors:

No report given.

Regional Committee Member (RCM): John D./401-774-1260/john.delicio03@gmail.com

Alternate RCM: Ned L./774-254-7968/nedlandry4@gmail.com

Hi all. Ned and I attended the last Rsc meeting in Beverly Ma.. There were 13 areas in attendance. They opened the day with a balance of 8,465.09. They have 5 open positions, activities, asst. treasurer, rmd, literature and finance member at large. The regional conv. Committee has a new chair, Deb L.. They currently have 43 registrations and 30.00 in newcomer donations. There balance is 5,353.45. Remember the deadline to submit tapes to share is Dec., 1. And you can also registra on line. If you purchase a full registration package on or before Oct. 30, you enter a drawing for a free 2-room suite for the whole convention. The H-I subcommittee is doing ok but ask all areas to please have there chairs show to the next region. Currently all areas are up to date on there phone bills. The P-I subcommittee has 3 presentations coming up. And are requesting literature for those events. They closed the meeting with a 0 balance and a donation to Naws of 4,677.81. The next regional meeting

has not yet been determined. Also I ask all gsr's to let there groups know that at the next area their will be a 15 min. presentation from Erron C. regarding the gsu (group support unit). This might help groups become stronger in carrying the message. I.L.S. Ned and John

Activities: Charlene L/401-516-5581/sassymb411@aol.com

The Halloween event went well. We made a donation of \$200 to area.

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

We met this past month with 13 members in attendance. The balance of the treasury is \$7500. We are bringing flyers to area this month requesting ideas from our groups for a theme and/or logo for our next convention. We plan to pick a logo at our December meeting. Fundraising & Entertainment is also bringing a flyer for an upcoming event on New Year's Eve. Hotel and Hospitality came to our meeting with information from hotels that they have gathered. They are having another meeting with the Crowne Plaza to discuss negotiations. Both the Marriot and the Biltmore said that they were not big enough for our convention. Our Arts and Graphics Larry T. , after discussing whether or not he being paid by the convention committee to open the building where we meet is a conflict of interest, resigned. We were able to elect a new Arts and Graphics Chair Tony H.

The computer and Office 2010 was purchased and given to the treasurer. The B.O.D. also gave the checkbook to the treasurer at this meeting. The area last month gave me a check for \$600 and the total spent was \$519.98. I am returning \$80.02.

Our next meeting is scheduled for Sunday Decembe 16, 2012.
ILS Susan W.

Finance: Courtney B./401-440-2182/cb.gpana@me.com

The finance subcommittee did not meet during the month of October. We will be meeting in the first have to November to ensure everything is in order to pass along to the new chair after elections.
Thanks, Courtney B

Hospitals and Institutions: Stephen C./401-286-3554/no email

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

H&I met today from 2:00-3:00, 8 people in attendance, 3 panel leaders in attendance. Also, 3 panel leaders were elected today. Three at Roger Williams detox and psych ward. Out of 33 commitments 14 were taken and filled by groups attending. 19 commitments are left open.

H&I needs group support to further our primary purpose. So please ask your group to step up and help.

ILS Steve C.

Literature: *Open--see information at the end of minutes for qualifications.*

Phone Line: Mike C./401-588-9869/mcantone00@gmail.com

I did not attend the Regional Phone Line meeting this month but I did speak with the Regional Phone Line Chair regarding our ongoing problem of accessing the message box for the Regional Phone Line. He is gathering information to find a solution to this issue.

I did attend the Free Spirit Area phone line adhoc committee meeting last Sunday to gather information that the administrative body requested me to do. In talking to Free Spirit the phone line is now down approx. \$60 from 160/month to 100/month for the answering service and there is also a Verizon bill of \$70.00 per month which they are currently trying to reduce to \$35.00 a month. So the total bill now is \$170.00 a month.

Mike C.

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

Hello family, Policy sub-committee doing well, the update of the responsibilities and qualifications for administrative and sub-committee positions is now complete (rev 9/30/2012) and all policy is on disk drive.

ILS Lewis S. Policy Chair

Public Information: John N./774-208-2285/jnorton@paragonnt.com

All arbor Fuller meetings are now closed.

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

Good morning!

We were able to clear 4 more members and they have attended the mandatory orientation now required. We also have about 4 more scheduled to attend the orientation in November and December. The meeting at the Men's Maximum facility will be starting in November and will be held on Wednesday nights at 6:15 to 8:15 pm Sully B will be the panel leader for that commitment at this time. We will be trying to get another panel leader to share the commitment.

We are now going to focus on starting a meeting at the Man and Women's intake facilities as indicated in last month's report.

Last but not least we will be submitting a motion today requesting that a budget be determined to supply all prison libraries with a NA Basic text and a JFT daily reading book. I will get an exact count of the number of libraries from our contact at the DOC.

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

Old Business:

Open Positions, ASC Literature Chair, ASC Alternate Secretary, Convention Committee Alternate Treasurer

New Business:

Administrative Elections

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

Vice Chair: *Open—see addendum at the end of minutes for qualifications.*

Secretary: Gail L./401-954-6642/gaillandi@yahoo.com

Alternate Secretary: Tara B./401-419-2883/no email

Treasurer: Peter S./401-255-7197/peter041486@yahoo.com

Alternate Treasurer: Jim D./401-261-5473/jimd12102008@aol.com

Motion 10-28-2012-1 Maker: John F. – **Passed 27 For, 0 Opposed, 1 Abstention**

\$97.65 to purchase literature for corrections

Intent: Carry the message to members behind the walls.

Motion 10-28-2012-2 Maker: H&I – **Passed 20 For, 0 Opposed, 3 Abstentions**

\$39.26 in the form of literature.

Intent: To further carry our message to detox and treatment centers.

Greater Providence Area Treasurer's Report

Sep-12

	Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)		\$3,943.27	
Income	Group Donations	\$201.43			
	Free Spirit Reimbursement	\$0.00			
	FSA (Last phone bill)	\$0.00			
	FSA H&I Learning Day	\$0.00			
Total Income				\$201.43	
Non-Discretionary Expenses	Rent Expense		\$25.00		2338
	Phone Services		\$0.00		
	Answering Service		\$0.00		
	Regional Phoneline		\$50.10		2339
	Secretary		\$0.00		
	Administration		\$0.00		
	RCM Expenses		\$8.57		2340
	Literature Expense		\$0.00		
	Tres. Expense		\$0.00		
				\$0.00	
Total Fixed Expenses			\$83.67		
Discretionary Expenses	H&I Subcommittee		\$0.00		
	Phoneline Subcommittee		\$0.00		
	PI Subcommittee		\$0.00		
	Activities Subcommittee		\$500.00		2342
	Literature Subcommittee		\$0.00		
	Policy Subcommittee		\$32.04		2341
	Professional Fees		\$0.00		
	Regional Donation		\$0.00		
	WSO Donation		\$0.00		
	Convention Committee		\$0.00		
Total Discretionary Expenses			\$532.04		
Total Expenses				\$615.71	
Operating Balance				\$3,528.99	
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				\$6,512.99	

	Income	Expenses	Balance	Check #
*Literature Stock Value				
Beginning Balance			\$ 1,543.44	
Sales	Aug	\$1,072.00		
Restock	World Service		\$1,130.20	2344
	Meeting Lists		\$77.40	2345
	PI Expense			
	H&I Purchases			
Ending Balance			<u>\$1,407.84</u>	

Group Donations - Sept 2012

Meeting Street
 Resurrection
 Basic Text
 Faith in Recovery
 Loveline
 Surrender or Die
 Smth Hill NA
 Road to Recovery
 Recovery & Beyond

Breakfast Club
 Recovery in the Lake
 New Associations
 Adict R Us
 Change or Die
 Ray of Hope
 The Lie is Dead
 We Do Recover

Start the Night Right
 Why R We Here
 Give Me Shelter
 Never Alone Again
 Recovery at the Chapel
 Hardcore
 Basic Step Study
 ANON

Addendum 1:

Greater Providence Area Service Committee

Administrative Positions: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Administrative Positions:

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 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.

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.

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.

F. Out-going chair will work with in-coming chair for one month. To ensure a smooth transition.

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 (1) 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 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.**

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.**
- 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.**

Responsibilities of the GPA Convention Subcommittee CHAIR:

- A. Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, and provide help when needed.**
- B. Helps resolve personality conflicts.**
- C. Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.**
- D. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.**
- E. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.**
- F. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee**

meeting. Subcommittees should be given trust and encouragement to use their own judgment.

G. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.

H. Votes only to break a tie.

I. Chairs the Convention Committee meeting as well as the convention.

J. Gives a monthly detailed report—in person to the body at the GPASC meeting and in writing for inclusion in the Area minutes—to the supporting Area Service Committee. Included in this report: all committee activities and all financial activity.

Qualifications of the GPA Convention Subcommittee VICE CHAIR:

A. Four (4) years continuous clean time.

B. In order to serve as a liaison between the subcommittees and hosting community, must demonstrate approachability and familiarity with all committee members.

Responsibilities of the GPA Convention Subcommittee VICE CHAIR:

A. Acts as Chair if the Convention Chair is unavailable.

B. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.

C. Works closely with the Chair to help delegate responsibilities to subcommittee Chairs.

D. Makes a report to the hosting service committee on the progress of convention planning.

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 TREASURER:

A. Five (5) years continuous clean time.

B. Demonstrated stability in the local 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 TREASURER:

A. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of the four signatories (Convention Subcommittee Chair, Vice Chair, Secretary, and Treasurer. The cards and account information are filled out at the committee meeting.)

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 income should be outlined: one source of income comes from fund-raisers, and the second from registrations.

C. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.

D. Responsible for all monies—including revenues from registration and banquet tickets: pays all fills; and advises the Chair on cash supply, income flow, and rate of expenditures.

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. Each check should require two signatures. Additionally, a complete Treasurer's report within three months after the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.

G. A periodic review of all financial records should be made by the sponsoring service area. The records should be reviewed at the time of the actual fund distribution in accordance with the Treasurer's financial statement requirements.