

The Greater Providence Area (GPA) Service Committee of NA:

April 23rd, 2017

The next meeting will be held on May 28th, 2017

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:

- Meeting called to order / Moment of silence / Service prayer
- Reading of the Twelve Concepts
- Introduction / Roll Call / GSR Reports
- Officers reports including: Chair, Vice Chair, Secretary, Treasurer
- Regional Committee Member Report
- Board of Directors Report
- Subcommittee Reports including: Activities, Convention, Finance, Hospitals and Institutions, Literature, Phone Line, Policy, Public Information
- Old Business
- New Business
- Motions (submitted at beginning of ASC meeting)
- Open Forum

Roll Call and GSR Reports:

Groups in Attendance: **14 groups represented**

12 Steps in the Old Chapel	Open Minds
Basic Step Study	Opt 4 Life
Basic Text	Positive Steps
Better Life	Ray of Hope
Better Way	Recovery and Beyond
Breakfast Club	Recovery in the Chapel
Change or Die	Recovery in the Country
Choose Life	Recovery in the Lake
Clean & Crazy	Recovery is More than Abstinence
Cookies in Recovery	Resurrection
Dedication	Road to Recovery
Dig Deep	Set Em Free
Faith in Recovery	Smith Hill NA
Gimme Shelter	Start your Night Right
Hardcore Recovery	Starting Over
HOPE	Step Sisters
IP Time	Straight Forward
K.I.S.S.	Straight Today
Late Night	Stepping Out Wednesday
Lie is Dead	Sunday Serenity/Insanity
Living Clean	Surrender or Die
Living Free	Who is an Addict
Love Line	Why R We Here
Meeting Street Meeting	
NA in the Day	
Never Alone Again	
New Life	

Announcements:

- New Associations as of July 1st, 2016, is officially closed. ☹
- GPACNA IX - 2018 Early Bird Registration \$10.00 by May 15th, 2017 (To be included in the raffle drawn on May 19th, 2017).
 - Raffle prices:
 - ✓ 1st Prize: Full Registration Package which includes Saturday Banquet, Sunday Buffet, and all Entertainment.
 - ✓ 2nd Prize: Full Convention Entertainment which includes all paid Entertainment.
 - ✓ 3rd Prize: Convention Sweat Shirt.
 - Registration Chair: Lilly B. (401) 516-1763
 - Vice Chair: Pam F. (401) 559-7401
 - Email; gpacnaIX@gmail.com (Please use a separate registration form for each person, and make checks payable to GPACNA IX
 - Mail registrations forms to: P. O. Box 29493 Providence, RI 029009
- Recovery in the Lake is celebrating its 27th anniversary
 - Wednesday May 31st, 2017 @ 7:00 PM
 - Silver Lake Community Center: 539 Plainfield St. Providence
 - Food, Fun, Fellowship. Clean time countdown and raffle.

ADMINISTRATIVE REPORTS:

Chair (James M)

- Area Vice Chair and I went to the Region Meeting and it was very informing.
- We the GPA received a call wanting to speak to someone in charge. We met with them and went over things. We spoke with the group. We need to remember that each group should be autonomous except in matters affecting other groups or NA as a whole. "With that; remember we are the face and voice of Narcotics Anonymous, Always."
- Literature Racks:
 - ✓ Health Centers – going on in about 4-6 months.
 - ✓ Methadone Centers – It's about \$22.00
 - ✓ Police Departments – Month for groups
- Areas with Racks:
 - ✓ Cape Code
 - ✓ Greater Providence
 - ✓ Martha's Vineyards
 - ✓ Metro West
 - ✓ South Shore
- Convention had no Spanish meetings?
 - ✓ The New England Region Convention Corporation has no policy to have a Spanish, Mens' or Womens' meeting.
- How do we get Insurance Binder information? insurance@newenglandna.org

Vice Chair (Cyndi W.)

- Good Afternoon everyone:

The Chair and I were up at 4:30 AM to serve this Area in Martha's Vineyards. It was a pleasure to serve, I've learned a lot. There was a lot of information to bring back. Our RCM does an amazing job to bring back the information from Region.

If we could announce at our meetings that there are open positions at Area, BOD and H & I. Also, announce the need for GSRs' to attend Area to Serve their groups.

In loving service,
Cindy W.

Secretary (Ines G.)

- Administrative bodies make all reports available to your GPA Secretary within 15 calendar days for timely distribution of minutes. Also, I am only required to send said minutes to absent Executive Bodies not to GSRS this is to encourage group representation at the GPANA.
- **GPACNA IX-GREATER PROVIDENCE AREA CONVENTION NA COMMITTEE-Subcommittees:** Needs you; looking for help, meet monthly every third Sunday of the month 4:00 PM on 249 Main St. Pawtucket RI (Anchor Recovery Center of Pawtucket).
 - **For more information on how to get involved contact:**
 - Chair-: Rosalind M 401-524-3282
 - Vice Chair: Rico W. 401-996-0567
- GSRS please make sure you write on the sign in sheet the group that you are representing.

Literature Report: (John C.):

- Thank you all for your cooperation.
- Everything is going well.
- Will be getting meeting lists from Melonie who is ordering them on 04/22/2017.

Treasures Report: John D.

**Greater Providence Area Treasurer's Report
Mar-17**

Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)	\$2,576.51	
Income	Group Donations	\$356.55		
	Free Spirit Reimbursement	\$0.00		
	literature Sales	\$1,536.45		
	Misc	\$0.00		
Total Income			\$1,893.00	
Non-Discretionary Expenses	Rent Expense		\$25.00	2688
	Admin			
	H & I		\$0.00	
	Regional Phoneline		\$38.83	2690
	Secretary		\$0.00	
	Addministration		\$0.00	
	RCM Expenses		\$0.00	
	Literature Expense		\$1,707.74	2691
meeting list		\$74.00	2689	

	Web Page		\$0.00	
	Total Fixed Expenses		\$1,845.57	
Discretionary Expenses	H&I Subcommittee		\$0.00	
	H & I Corrections		\$0.00	
	PI Subcommittee		\$0.00	
	Activities Subcommittee		\$0.00	
	Literature Subcommittee		\$0.00	
	Policy Subcommittee		\$0.00	
	Profession Expences		\$0.00	
	Regional Donation		\$0.00	
	WSO Donation		\$0.00	
	Convention Committee Lit Order		\$0.00	
	Total Discretionary Expenses		\$0.00	

Total Expenses

\$1,845.57

Operating Balance

\$2,623.94

Set Aside Convention

2,000.00

Plus Prudent Reserves

Area Prudent Reserve

\$1,700.00

Insurance Reserve Balance

\$1,284.00

Total Prudent Reserve

\$4,984.00

Ending Account Balance

\$7,607.94



		Income	Expenses	Balance	Check #
*Literature Stock Value					
Beginning Balance				\$275.12	
Sales	march	\$1,536.45			
Restock	World Service		\$1,707.74		2691
	Meeting Lists		\$74.00		2689
Ending Balance				\$29.83	

Group Donations March-17

**Why R We Here
Smith Hill Na
Surrender or Die
NA in the Day
Loveline
Dedication
ANON
Step Sisters**

**Sunday Serenity/Insanity
Recovery in the Lake
The Lie is Dead
Hope
Never alone again
Recovery at the Chapel
Recovery and Beyond
Faith in Recovery**

RCM Report: (Jim D.)

- Please see attachment.

BOD REPORT (Robert S.)

- The BOD is in process of setting up an account online so we can take care of sale taxes on line. Also, I will be putting in a motion to serve another term on BOD due to fact there are so many open positions on the BOD for five months now. With Convention coming up soon we need BOD in place to help the Convention Committee be successful.

ILS, Robert S.

Activities Report (Open)

-

Convention report (Rosalind)

**GPACNA IX
Monthly Meeting April 23, 2017
Monthly Meeting Rescheduled for April 30, 2017
Greater Providence Area NA Meeting Report
April 23, 2017**

GPACNA IX our monthly meeting has been rescheduled to April 30, 2017 we will report to the GPA Service committee in May with the minutes from those upcoming meetings April 30, 2017 and May 21, 2017. Our May meeting will be held at Crowne Plaza in Warwick RI.

Treasurers Report: as of March 19, 2017

Opening balance 6507.51
Income 240.00
Expenses 39.20
Closing balance 6708.31

Our next scheduled meeting

Date: April 30, 2017
Location: Anchor Recovery
249 Main Street,
Pawtucket, RI 02860
Time: 4:00PM

In humble service to NA
Rosalind M.

Finance Report: (Open)

H&I: (Johnny F):

H & I Subcommittee meeting 4/30/2017

Meeting opened by John F

The subcommittee opened the meeting with the serenity and service prayer. There were 3 group reps, 7 panel leaders and 4 main body members.

The minutes were voted and accepted from last month

The panel leaders who attended all gave their reports: - Adcare Friday nights all but one commitment filled - Sunny- Phoenix House Friday night all commitments filled. -Steph - Phoenix House Saturday morning all filled except one (group no show)-Rachel- Adcare Wednesday night all filled but one (car accident) -Al- Adcare Saturday night all commitments were except one -Paul- Roger Williams Thursday all filled but one (group no show) -Vinny/John- Roger Williams Detox Saturday morning all filled but one (group no show) All group reps reported no issues

ADHOC Adhoc for learning day chaired by Doug is in the process of meeting and can meet Wednesdays at 5:30 call 401-256-2844 if interested. Currently looking for a new location due to insurance reasons possibly Dexter Park for the dodgeball/ learning day event. The adhoc is hoping to set a date in July flyers to come soon. There was discussion about getting free spirit activities involved in the event.

Adhoc for policy is in the process of writing policy and should have a policy to purpose at the subcommittees next meeting.

Old Business-

Open Positions: Friday Adcare, Ottmar Wednesday, Alternate Secretary, GPA vice chair.

Paul was nominated and elected as GPA vice chair.

Jim was nominated as co panel leader with Steph D for Phoenix House Saturday morning commitment.

There was no return call from Kristen at Phoenix House regarding the facilities constant tardiness for the commitment

-No contact with Ottmar House regarding the commitment

H & I Subcommittee meeting 4/30/2017

New Business:

Kevin C brought up his lack of ability to cover Adcare Friday night commitment after 4 months of covering. The subcommittee voted to put the commitment on hold until further notice.

The need for the subcommittee to move was brought up and it was discussed and voted that the subcommittee would meet at GPA area on the 4th Sunday if free spirit had not resolved the issue of finding a new location. Free Spirit did find a new location The Heath Equity Zone in West Warwick 1229 Main Street. The Subcommittee will be meeting at its usual time in the new location starting the month of May.

The H and I joint subcommittee ended in the serenity prayer

In Loving Service, Mike F

Phone Line (Nick S.)

This is an invitation to ALL members of GPANA to please join us at our Lit Rack brainstorming and final stage planning session this Thursday April 27th at 8:30 p.m. at the 24-hour Dunkin Doughnuts
630 Reservoir Ave in Cranston

It's on the corner of Park Ave and Reservoir.

We will be putting the final plans together along with Steve from free spirit. A script of some sorts. A preferred list of literatures plus a question and answer sheet. As well as some guidelines for obtaining locations in accordance with PI policy and our traditions.

This is a session to double check that we've crossed our T's and dotted our I's. It's our hope that with all the questions at today's area that a lot of GSRS and service body members would like to be involved. We hope to see everyone there! Again, if you would like to contact me directly. My telephone number is 781-901-0263 or call the helpline ;) and everyone has contact info for Betsy L also it's at the bottom of the flyer we handed out. Please join us.

Respectfully submitted

In Grateful Service

Nick S

Policy - New Elected Policy Chair - Nichole H.

- Excused herself from this meeting today. TY

Public Information Report (open)

●

Website Chair (John F.): www.gpana.org/wordpress

●

Motions:

▪ **Motion (PASSED)**

Date: 04232017

Maker: BOD

Seconded by: Ray D (BOD)

Motion: To get a check to pay \$744.00 to pay for BOD Insurance

Intent: To make sure directors and officers are covered.

▪ **Motion (PASSED)**

Date: 04232017

Maker: John D.

Seconded by: John C.

Motion: To get reimbursed \$57.90 for treasurers supplies.

Intent: Carry out the position of treasurer

▪ **Motion (PASSED)**

Date: 04232017

Maker: Robert S.

Seconded by: John D.

Motion: To serve on BOD for one more term additional term can be waived by vote of GPANA

Intent: To make sure that the Area has enough BOD members at all times to serve Area.

▪ **Motion (PASSED)**

Date: 04232017

Maker: John F.

Seconded by: Jim D.

Motion: Reimbursement of \$101.94 for six months of website fees.

Old Business:

GPANA open position

- Alternate Secretary
- Alternate Treasurer
- Finance Chair
- Public Information Chair
- Finance Chair
- Alternate RCM
- Activities Chair

Convention open positions:

- Secretary
- Alt Treasurer

New Business:

- Next Area Meeting will be held on May 28th, 2017

Open Forum: Bringing back to the groups to cast a vote to decide to reduce the required clean time from 2 years to 1 year for the Convention Secretary and the Convention Alternate secretary's since we did not have previous GSRs' present to deliver their groups vote on this matter.

Meeting Adjourned

Administrative bodies contact

- Chair: James M. (401)516.3863
- Vice Chair:
- Secretary: Ines G. (401)837-3740 writeorreadme@yahoo.com
- Website: Acting John F.
- Treasurer: John D. (401) 640.145 john.delicio03@gmail.com
- Board of Directors:
- Regional Committee Member (RCM): Jim D (401) 261.5473 jjmd12102008@aol.com
- Alternate RCM Melissa G (508)840-0820 m.gagne27@yahoo.com
- Activities:
- Policy: Nichole H. (774)216.1561 nhennigan1990.@gmail.com
- Convention Chair: Rosalind A. M. rosalindwallace1995@gmail.com
- Convention Vice Chair: Reco W.
- Area Finance chair: Melissa G. (508)840-0820 m.gagne27@yahoo.com
- Hospitals and Institutions: (Chair) John F. (401) 714.9765 john.fallon1@verizon.net
- Area Literature Chair: John C (401) 286.4662.
- Phone Line: Nick C. (401) 225.7692

Addendum 1:

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 GPA

- A.** Willingness and a desire to serve.
- B.** A level of recovery that reflects their ability to apply the 12 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 CHAIRPERSON:

- A.** The stated qualifications of general service apply to this position.
- B.** Four (4) years continuous abstinence from all drugs.
- C.** Prior service experience as Area Service Committee (ASC) officer, subcommittee CHAIR, or GSR
- D.** The ability to conduct an ASC meeting with a firm yet understanding hand.
- E.** Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- F.** Tolerance and objectivity with those who are unable to see beyond the needs of their groups.
- G.** Working knowledge of the Greater Providence Area (GPS) Guidelines and the N.A. 12 Traditions.

Responsibilities of the Area CHAIRPERSON:

- A.** Preside over the GPASC meetings and remain throughout.
- B.** Set the ASC agenda prior to the ASC meeting. **C.** Preside over the Area Administrative Committee Meeting.
- D.** Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines.
- E.** Maintain the GPASC archives.
- F.** Conduct orientation including distribution of the Greater Providence Area GSR Introduction Booklet prior to the start of the ASC meeting.
- G.** Is available to the GSRs as a resource of information pertaining the ASC meeting.
- H.** In the absence of an Administrative Officer (Treasurer, Vice Chair, Secretary, etc.) fulfill or delegate the responsibilities of said office.
- I.** Fulfill all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.
- J.** Compile reports and files from the GPA Vice Chair, Treasurer, and Secretary.
- K.** Must be a signer of the GPASC bank account. **L.** Does not vote at the GPASC meeting.

Qualifications of the Area VICE CHAIRPERSON:

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

Responsibilities of the Area VICE CHAIRPERSON:

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

Qualifications of the Area SECRETARY:

- A.** The stated qualifications of general service apply to this position.
- B.** One (1) year continuous abstinence from all drugs. **C.** Adequate secretarial skills.

Responsibilities of Area SECRETARY:

- A.** Is a member of the Executive Committee, which meets prior to the GPASC meeting.
- B.** Record attendance at the beginning of the GPASC meeting.
- C.** Compile and maintain a current list of all recipients of the GPASC minutes.
- D.** Provide a brief overview of the prior ASC meeting in a written secretary's report. To be read at the present ASC meeting.
- E.** Tabulate an accurate vote count for motions, to be recorded on the submitted motion form, and to be included in the minutes. Each motion is to include: month, day, year, number (01-22-06-1 is January 22,2006 motion #1).
- F.** Organize and create concise minutes of each GPASC meeting.
- G.** Distribute minutes no later than ten (10) days after the GPASC meeting. Make additional copies available at the next GPASC meeting.
- H.** Distribute a copy of GPASC minutes to the New England Regional Service Committee and the Free Spirit Area.
- I.** Keep an accurate record of GPASC motions and policy created during their term and make copies available at the ASC meeting upon request. Turn this record over the Policy Chair at the end of each term.
- J.** Compile (to be included in the minutes); Groups in Attendance at ASC meeting, and Groups that Donated to the ASC. Provide a Legend of Symbols to facilitate understanding of above lists. (As provided in past minutes.)
- K.** Compile a current Group contact list containing; Group name; GSR name, phone number, mailing address, and email (if available).
- L.** Provide a current list of Administrative Officers names and phone numbers to be published in the GPASC minutes.
- M.** Provide a Group Announcement page to be published in the Area minutes.
- N.** May vote on administrative motions only.
- O.** Care for and maintain the laptop provided for the Area Secretary position.
- P.** Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these available at the ASC meeting.

Qualifications of the ALTERNATE Area SECRETARY

The stated qualifications of general service apply to this position.

- A.** Six (6) months continuous abstinence from all drugs.
- B.** Adequate secretarial skills.

Responsibilities of the ALTERNATE SECRETARY:

- A.** Assist the GPA Area Secretary in performance of all previously stated responsibilities.
- B.** In the absence of the Area Secretary, and at the direction of the Area Chair, perform the ASC Secretary responsibilities.
- C.** Is not required to relinquish concurrent GSR position (if applicable).
- D.** Attend all GPASC meetings.

Qualifications of the Area TREASURER:

- A.** The stated qualifications of general service apply to this position.
- B.** Three (3) years of continuous abstinence from all drugs.
- C.** Bookkeeping and/or accounting skills.
- D.** Ability to organize and keep financial records.

Responsibilities of the Area TREASURER:

- A.** Accept Group donations during Literature Sales prior to the GPASC meeting.
- B.** Accept the money from sales during Literature Sales prior to the GPASC meeting.
- C.** Report at the GPASC on donations, other revenue, and expenditures from the previous month's ASC meeting. Provide a written copy of said report for inclusion in the ASC minutes. (E.g. June ASC minutes will contain May ASC Treasury report.)
- D.** Maintain and keep an accurate balance on the ASC checking account.
- E.** Pay all bills as needed.
- F.** Keep accurate and careful record of all Area financial transactions, including receipts of all monies paid and collected.
- G.** Care for and maintain the laptop provided for the Area Treasurer position.
- H.** Coordinate with the Finance Subcommittee Chair as needed. (Tax filing and payment, yearly budget, etc.)
- I.** Prepare an Annual Budget for the GPASC.
- J.** Collect mail from the GPASC PO box prior to the monthly ASC.

Qualifications of the ALTERNATE Area T REASURER:

- A. The stated qualifications of general service apply to this position.
- B. Two (2) years of continuous clean time from all drugs.
- C. Bookkeeping and/or accounting skills.
- D. Ability to organize and keep financial records.

Responsibilities of the ALTERNATE TREASURER:

- A. Assist the GPA Treasurer in performance of all previously stated responsibilities.
- B. In the absence of the Area Treasurer, and at the direction of the Area Chair, perform the ASC Treasurer responsibilities.
- C. Attend all GPASC meetings.

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

- A. The stated qualifications of general service apply to this position.
- B. Three (3) years continuous abstinence from all drugs.
- C. Prior experience as a GSR and/or completion of one or more terms in an area-level elected office.
- 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.
- F. Working knowledge of GPA Guidelines and the N.A. 12 Traditions.

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

- A. Attend each meeting of the Regional Service Committee (RSC) and GPASC.
- B. If unable to attend an RSC or GPASC meeting it is essential to ask the Alternate RCM to assume said responsibilities.
- C. Suggested involvement with a Regional Subcommittee to promote the RCM participations with the region.
- D. In keeping with the Seventh Tradition of N.A., deliver the Area donation to the Region.
- E. Carry Greater Providence Area Conscience on all matters affecting the GPA or N.A. as a whole.
- F. Keep the Region informed in a written report of all GPA activities, strengths, and problems.
- G. Inform the G.P.A. in a written report of all business, activities, all finances and special needs discussed at the R.S.C. meeting.
- H. Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.
- I. Distribute informational flyers at the ASC meeting (Distribution thereafter is left to the discretion of the RCM.)

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:

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]
- Bookkeeping and/or accounting skills.
- C. Ability to organize and keep financial records.
- D. 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.

Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):

The stated qualifications of general service apply to this position.

- A.** One (1) year continuous abstinence from all drugs.
- B.** Prior service experience serving as an Alternate GSR.
- C.** Active participation in the group they are representing.
- D.** 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.
- H.** Attend each meeting of the RSC and the GPASC.
- I.** Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region
- J.** Vice Chair a special session of the GPASC to vote on the WSC Agenda Report.
- K.** In the absence of the RCM, assume the responsibilities of the RCM stated above.

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 GPA

- 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 (2) years
Finance: Chairperson Five (5) year's 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:

Clean time requirements for Convention Subcommittee Officers:

- A.** Chairperson Five (5) years
- B.** Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) year
- C.** Subcommittee Chairs Two (2) years
 - Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
 - Willingness to give the time and resources necessary.
 - Ability to exercise patience and tolerance.
 - 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, & 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:

Keeps minutes of each Convention Committee meeting and all subcommittee reports. 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. Maintains a list of names, addresses, and phone numbers of committee members for committee use. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence. 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. Service experience with conventions or other large scale Fellowship activities.
- D.** 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 bills; 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.