

The Greater Providence Area (GPA) Service Committee of NA

January, 24th 2016

The next meeting will be held on February, 28th 2016

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 Report
- Officer 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: How many groups attended? **12** groups attended this meeting

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
Dig Deep	Resurrection
Faith in Recovery	Road to Recovery
Gimme Shelter	Set Em Free
Hardcore Recovery	Sisters in Recovery
HOPE	Smith Hill NA
IP Time	Start your Night Right
K.I.S.S	Starting Over
Late Night	Step Sisters
Lie is Dead	Straight Forward
Living Clean	Straight Today
Living Free	Stepping Out Wednesday
Love Line	Sunday Serenity/Insanity
Meeting Street Meeting	Surrender or Die
NA in the Day	Who is an Addict
Never Alone Again	Why R We Here
New Associations	
New Life	
12 Steps in the Old Chapel	

Announcements:

Groups in Need of Support:

Groups are doing well.

Administrative Reports: (James M)

Activities Report (Tony)

Given by Ros:

Met on 12/2016 there are many activities spoken discussed

Upcoming activity: 01/19/2016 Karaoke Spaghetti Dinner and Dance at the Silver Lake Community Center. They are looking a five (5) different venues to include outside of Providence this is to increase participation.

Meet every 4th Saturday of each month at 4:30m at the McDonalds in Washington Park.

Finance Report: (Melissa G)

Working on the numbers

Phone Line (John F.)

Not in attendance

Literature Report: (John C)

- DEC LIT SALES \$1421.23
- MEETING LISTS \$72.00
- LIT RESTOCK FEE \$1335.49
- MEETING HALL LIT \$46.04

H&I: (Johnny F)

Not in attendance

BOD REPORT (Pete R.)

Not available

Policy (Jeremy W.)

Requesting any available hard copies from previous Policy Chairs'.

Public Information Report (Joel B.)

Not in attendance

RCM Report 1/24/16

Region has not met since our last area meeting. The next regional weekend will be held on the second weekend of February and thus not conflict with the Greater Providence Area's convention. The regional weekend is being hosted by Western Mass area and will be held at 36 Court Street, Westfield, MA.

Subcommittees will meet on Saturday, February 13th from 12-6 (includes CAR workshop). All GPA subcommittee chairs are strongly encouraged to attend. The main regional meeting will be held on Sunday, February 14th from 11:00-5:00.

The fundraiser for the New England Regional Convention XVII will be held on Saturday February 6th from 1:30-12:00 at % Probber Lane, Fall River, MA Fliers have been distributed.

In grateful service,
Jim D and Melissa G – RCM team

12/27/15 RCM Report

The New England Regional Service body met here in the Greater Providence Area on the weekend of December 12-13. Our H&I subcommittee chair was present at the H&I subcommittee meeting on Saturday but there was very little if any participation from our area at the Conference Agenda Report (CAR) workshop that was held on Saturday afternoon. We were given a copy of the report (one per area) and other copies are available for free download at na.org. The first of the fourteen motions is for a yes or no vote to approve the new Traditions Workbook. We encourage all groups to fill out the tally sheet with your group's conscience and return them to one of your RCMs before the conference in April.

In the interest of our area, we requested that the February regional weekend be held at its regularly scheduled time which is the second full weekend in order that people could support the GPA convention. Region had been moved to accommodate a service conference (MARLCNA) which is normally on that weekend. The hosting area (Western Mass) had already booked a facility for the third weekend but, as of this writing, are attempting to get that changed to the second weekend. We will pass along this information as soon as it is received.

A new chair was in place and ran the meeting loosely based on the suggestions of the new service system project, it seemed to work quite well. The format was more about open discussion of issues in helping to form a consensus rather than the previous method of motion forms with for/against votes. As an example, at the beginning of each regional meeting we read the full text of that month's concept as well as the previous months' (we read 11 and 12 here two weeks ago). The chair felt that it took up valuable time which could be better spent applying the concepts. I voiced my concern, admitting that I wouldn't confidently be able to state what a particular concept was by number as readily as can be done with the traditions. Other RCMs had the same concern about eliminating the reading of the full concepts so it was left in place without taking a formal vote.

Suggestions were given to our area about how to increase participation at our ASC when Melissa voiced this as one of our "area concerns". SEMA has an outreach ad hoc and the Central Mass area does a thing called "meeting bombs" where members of the ASC travel together to meetings that are in need of support.

There was a chair person elected to the website committee and there was some discussion about perhaps needing to "start from scratch" with a new website. Two thousand dollars (\$2,000.00) was set aside until next region in case such an expense arises.

Reports given.....

NERSC Public Relations Subcommittee Chairperson's Report – December 15, 2015

Good morning NERSC! Yesterday, here in Pawtucket, the NERSC Public Relations Subcommittee met. Thank you GPA for hosting. We had 11 members in attendance and opened with a MOS, serenity prayer, and introductions.

Chair Report: All the surplus literature from the various events was brought yesterday and inventoried by Rylan V. from Boston. Our literature order was halved because of this effort. We need to discuss the reality that some areas do not come to Regional PR, and some areas do not have PR sub-committees. Open positions: Vice Chair, Events Coordinator

RMD Report:

6,000 RMD's sold \$653.31 total deposit. New November Printing Available. To make updates, remove a meeting or add a meeting to the directory: Go to the website (NERNA.org) and register. \$680 being requested for new Printing.

Phone Line Coordinator Report:

Urgent Calls: 7 for Boston; 5 for Central MA; 0 for SEMA; 6 for NEMA; 2 for PVA

Non-Urgent: 22 calls

Ongoing issues with updates and Diamond Voice – to be evaluated – and alternate provider be discussed at next meeting.

Gary B. has researched and is pursuing PSAs for the announcements monitor at RMV offices.

Training Coordinator's Report: Modifications to PR Tradition 11 Statement:

Due to an increase of requests by the press for interviews, we would like to repeat our Eleventh Tradition, which says, "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." The primary purpose of our public relations effort is to tell the story of Narcotics Anonymous and what our program offers so that we may better reach the still-suffering addict. We do not give our last names nor allow our image to appear in the media as a member of Narcotics Anonymous. Please direct all media to pr@newenglandna.org or 1-866-NA-HELP-U (1-866-624-3578).

Planning Basics implementation project will continue, however, we will be meeting separately – on line via webinar / goto-meeting / google hang-out between regional meetings.

Area Reports:

Boston-no report; Cape Cod Area – No Report; Nantucket-no report; Greater Providence Area- no report;

Free Spirit Area and Greater Providence Area's worked in unison to put on a successful Narcotics Anonymous Learning day on Sunday, November 1st 2015 - approximately 30-40 people attended. H&I, and PI Presentations, and an Outreach Presentation held by SEMA. The joint committee that put on this event has named this the first annual learning day with hopes to eventually have it become a bi-annual learning day occurring every 6 months. Ad-hoc committee is looking at Phone line utilization. Northern New England Regional Meeting attended.

Martha's Vineyard - Emmett (MV RMD) and the MV area are in the process of an area resource pool to figure out needs of H&I, PR and convention committee. They are reaching out to local police depts., emergency room physicians, clergy, etc to put on PR presentations.

Metro West Area --This is Tomi U's last month as area PR chair. Nominating Chris B at Metro West area at the end of month. We are starting a small literature rack program in area and asking groups to sponsor these in areas where there is no NA meetings or H&I. We edited the NERNA PR statement on the 11 tradition to remove mention of "State of Massachusetts ", "Opiate epidemic," and "public health emergency." 10/17/15-Flyer Hanging Day, 10 participants including 4 people new to PR events; 12/5/15-Letter/Email writing campaign started this month. Participants have a single area of focus to discover contacts (law enforcement, religious institutions, task force liaisons, community outreach, etc.).

Central Mass Area- did not attend but sent this report: We stay quite busy with monthly meetings. Next Meeting Will is on the First Monday in January an hour before the Area Meeting. Greendale Peoples Church, Worcester, Mass. 5:30 . First Monday of 2016. We will be stuffing envelopes with letters, I.Ps and other NA information out into Central Mass Area . The Subcommittee is good. We could always use more members.

NEMA- did not attend but sent this report: Successful fundraiser November 21st from 4-1130pm at 26 Washington St in Malden, MA. This event was a huge success, raising \$1670 and costing only \$298 total. We had 9 speakers representing three home groups from our area. In addition to our 14 Public Relations/Outreach members. We are in uncharted territory with our committee raising a significant amount of funds for our goal of throwing a community forum. Any experience toward the managing of Public Relation funds would be appreciated. We are beginning to plan our community forum for late in April.

Pioneer Valley Area- PR Subcommittee has met a couple of times with the Western Mass Area PI subcommittee to better utilize personnel resources and share expenses with Presentation and Booth displays. An Ad Hoc Committee is currently in place once again looking at a possible Area Reunification. We've reached out to an individual that's part of the Metro Detroit Area in Michigan regarding Video PSA's and had him work up a sample that we can use in our Area and anywhere in the Region. The cost is \$85.00 and we ask the Region to cover this, as our Area cannot afford it at this time, and they can be used throughout the New England Region. The Emergency Contact Line received 1 Call in October and the Professional line 5 calls two of which are from a known problematic individual. A request for a presentation was completed for Jolie Hair and Beauty Academy in Ludlow ,Ma on December 1st 2015.

South Shore Area - PR Learning Day held 12/5/15 - 20+ attended : Included was Writing the Steps of Recovery - Zane - we are looking for Step Writers for <http://www.naminnnesota.org/index.php/help-wanted/event/703-wanted-sponsors-behind-the-walls> Dept. of Corrections – Representative from the DOC facilitated the presentation NAWS PR power point was shown. Display rack project was shared - <http://displaysandholders.com/displays-and-holders/multi-pocket-brochure-holders/4-pocket-4-tiered-brochure-holder-with-business-card-pocket> We stock the rack with NA business cards, Intro to NA meetings Meeting lists and the Parents, Young people pamphlets. Groups sponsor racks. Please see our webpage : <http://www.nerna.org/areas/south-shore> We were asked to provide our "Tracking document" in the minutes. This has been updated since it's submission to the regional minutes in August 2015.

Western Service Learning Days – notes provided by Andrew L. Thanks again for your support to WSLD. Please take a few moments to fill our Membership survey for our fellowship. <http://membership2015.questionpro.com>

- Military workshop- Statistics shows that 50% of the homeless population in any major city are veterans and 90% of them are drug addicts. Veterans don't get the respect they deserve. They also seem to be afraid to use the VA for their issues. There is a program called "Stan down" that we will inquire about in the upcoming month.
- Nar-Anon workshop - Members from the local Nar-Anon shares about their experiences and information helpful for NA members.
- Judges, School, DOC workshop- They had a panel of local judges, principles and court officials. We need to find our local NADCP contacts. Drug courts prove out to be very positive for local communities. Let's contact some central offices of local services to see if we can offer our support and show our presence.
- NAWS PR workshop- This was a generic forum of information we would presenting in a learning day along with informing professionals of who we are and what we do as a fellowship. NA is a vital resource. Change happens when we apply the 12 steps. We provide long term aftercare for addict who want to stay clean.
- NA literature is currently in 45 languages, spoken in 76 languages in 132 countries.
- I also attended: NA in the cloud - Google Gmail focused
- Sponsorship behind the wall: - "Anonymous Pen Pal SPONSORS NEEDED" nationwide:

<http://www.naminnnesota.org/index.php/help-wanted/event/703-wanted-sponsors-behind-the-walls>
<http://ctna.org/wsr.cfm>

- BMLT workshop
- Websites for Dummies
- PBX Phoneline- "Freedom Voice" was presented and our region could benefit from it.

Old Business:

Planning Basics – Discussion moved to online forum.

Inventory: All returned to James P.

Feedback Events: 1. South Shore Anniversary of Area-Dec. 3 - "went well"

2. Nov 1 12:30-4:30 Learning Day West Warwick - "went well"

3. Nov 21 Flyer Hanging Day Taunton - No feedback

4. Canton Health Fair – "went well"

Inventory Update – Gary B has table top cover – James P has all other supplies

New Business: Shorten reports (last Region 4 pgs.)

A. Reaching non-participating areas – RCM's Support is needed

Have the RCM make an announcement at areas to get PR chairs to attend.

In instances where PR chair doesn't attend or exist, have RCM come to PR committee.

Have areas in close proximity team up (Western Mass-Pioneer valley, Metrowest-Boston, etc).

Have Regional PR provide training and learning days to areas so all subcommittee chairs at area know it is customary for the chair or vice-chair to attend the regional subcommittee meetings.

B. Website Coordinator: Andrew L suggested there should be a website contact position and their email should be clearly indicated on the NERNA.org website ALSO We need to switch providers. Website needs clarification and guidance for this task. MOTION: BLUEHOST & RWCNAWS@NEWENGLANDNA.ORG

C. Phone Line Issues

Call Back Accessibilty - Notifications

Usage – Promoting the Phoneline

Change to Answering service?

Money Motions: \$151.23 for Literature order

Elections: Vice Chair – No Nominations; Events Coordinator– No Nominations;

We closed at 3:10 with the 3rd step prayer.

In Loving Service, James P.

BOD Report 12/13/15

The board met yesterday with all board members in attendance. RFPs (requests for proposals) went out and we have thus far received 3 bids for hosting our next convention. If RCMs have any hotels in mind that might be able to accommodate our convention, please let us know and we'll contact them with an RFP. Our hope is to present to this body our hotel recommendations in February for you to consider and give us your top two choices as per our internal guidelines.

Speaking of guidelines, we will be forming a committee to totally revamp our bylaws and internal/external guidelines in cooperation with the convention committee. Our goal is to make the policies complimentary, as per suggestions from the ad hoc. We have also formed a committee to inventory and maintain our archives.

The payments have continued to be received from the misappropriated funds and if they continue we will be repaid by January, 2016. After hearing concerns from the members of the corporation last region about what is being done with the returned funds and upon consultation with our attorney, the board has decided to give a check for \$3,530.00 to the Regional body today....this amount represents monies above and beyond what was set aside for the committee and corporation at the April annual meeting.

Our next board meeting will be held at 10:00 on the Saturday of the February regional weekend.

In grateful service – Jim D. – BOD

Good Morning RSC

NERC met yesterday at noon

We had 14 people in attendance with 4 voting members.

Reports were given followed by elections. The following positions were filled yesterday.

Vice chairperson-Damon W

Assistant treasurer- DAVE A

H&H Chairperson - Denise H

We still need an Assistant secretary, Arts & Graphics chairperson, Merchandise chairperson and Registration chairperson.

Please spread the word that we need trusted servants for these positions.

At the next regional weekend (Saturday) we want to choose a Logo and Theme for the next convention please

submit them to me or Damon at or before our next committee meeting. At lunch on Saturday we will be asking all in attendance to help us choose our logo and theme for NERC XVII.

The programming committee is asking for the areas and individual members to submit any ideas for workshop topics to be used at the next convention. These ideas can be emailed to erinphillips@cox.net. The programming committee asks that you use diversity and creativity when coming up with these topics. For Example "9th step....the keys to resolution, restoration and restitution "

The F&E committee has planned its first fund raiser a speaker jam and Dance which will be held at River to Recovery in Fall River from 1:30 pm - 11:30 pm on Saturday 1/23/2016. Flyers will be posted online soon and distribution wherever possible.

Our closing balance is \$5750.00
With \$300.00 set aside for fundraiser resulting in a working balance of \$5450.00.

In loving service
Debbie L

RD (Regional Delegate Report)
December 13, 2015

Greetings and thank you to the Greater Providence area for hosting. Since we last met, the delegate team has attended MRLE (Multi-Regional Learning Event) where we attended a CAR presentation from two World Board members. We have also ordered and received hard copies of the CAR report for the member areas.

Yesterday, Brenda and I facilitated a CAR workshop. We will also facilitate workshops at the next to RSC's. We will be requesting funds from the RD/RDA set-aside for travel to MARLCNA (Mid-Atlantic Regional Learning Conference of Narcotics Anonymous) in February 2016, where there will be a World Board facilitated workshop on the CAT (Conference Approval Tract). We are also requesting funding from the set-aside to order hard copies of the CAT.

I am in the process of completing our Regional report for World and I will be asking for assistance and/or information from certain members or sub-committees. Brenda will be including various links and addressing the tally sheets for the WSC in her report. Following are my notes from MRLE.

In Loving Service,
Noel D. - RD

RDA report
December 13, 2015

Greetings! The RD & RDA attended the NEZF and MERL since the last RSC. As Noel reported, the Conference Agenda Report (CAR) is now available and we will be providing workshops for the Regional Committee Members (RCMs) and other interested NA members. These will be held on Saturday and the February and April RSCs from 3-6 p.m. We will be collecting CAR tally sheets whenever they are available. Please send them to me jaeleigh13@gmail.com. Please note in your email if the tally sheet represents input from a group, individual or other group of NA members.

From NAWS News:

World Convention: A preliminary report for WCNA 36 is included with this issue of NAWS News. Greater than budgeted expenses and a lower than predicted attendance led to an overall financial loss for the event. On the positive side, we are already seeing Fellowship growth and PR opportunities in Brazil as a result of the

event. We want to again thank the members of the support workgroup and the other local volunteers for their unprecedented efforts to make WCNA 36 a reality.

Preliminary financial report for WCNA 36

COMBINED		BUDGET		VARI
FISCAL YEARS				ANCE
WCNA 36 INCOME				
ON	REGISTRATI	\$3	\$3	(\$46,26
		03,731	50,000	9)
	NEWCOMER	2,4	28,	(25,544
DONATIONS		56	000)
	MERCHANDI	13	44	(309,21
SE		0,783	0,000	7)
	OTHER	1,2	0	1,250
SALES		50		
	REBATES	0	21,	(21,052
			052)
	Total WCNA	\$4	\$8	(\$400,8
36 Income		38,220	39,052	32)
WCNA-36 EXPENSE				
ON	REGISTRATI	\$5	\$9	(\$42,57
		3,425	6,000	5)
	PROGRAM	15	18	(25,994
		7,225	3,219)
	MERCHANDI	10	17	(73,535
SE		4,465	8,000)
	FACILITIES	34	18	161,39
		9,394	8,000	4
	SUPPORT	50,	44,	6,168
COMMITTEE		168	000	
	ADMINISTR	10	14	(41,168
ATION		8,253	9,421)
	Total WCNA	\$8	\$8	(\$15,71
36 Expense		22,930	38,640	0)
	TOTAL NET	(\$3	\$4	(\$385,1
		84,710)	12	22)

The 2016 Conference Agenda Report (CAR) is available at www.na.org/conference , or from the WSO at \$15.00, including tax and shipping. Videos that summarize the contents will again be offered for this CAR. You can order additional copies of the CAR or any other NA literature online at <https://www.na.org/?ID=OrderLiteratureOnline-NAW>

Traditions Project: The approval form of the Traditions workbook, “Guiding Principles—The Spirit of Our Traditions,” is available as part of the CAR on the Conference webpage.

Surveys in the CAR will be used to gather information from the Fellowship on what recovery literature and service material they want and their ideas for Issue Discussion Topics for the next cycle. Additionally, we will be offering the survey online on the Conference webpage. Provide your input for future literature, service material, and Issue Discussion Topics (IDTs) at <https://www.surveymonkey.com/r/CAR2016>

Planning Our Future packet: This will include the results from the Role of Zones workshops, a snapshot of data for zones today in NA, and a narrated PowerPoint on the future of the WSC. These materials will be available online at www.na.org/future or by a link on the Conference webpage.

2016 Conference Approval Track (CAT): The CAT material will contain the NAWS Strategic Plan, budget, project plans, and WSC seating recommendations and applications. It will be available online on the Conference webpage or from the WSO at \$11.00, including tax and shipping.

Decision-making at the WSC: Also included in the 2016 CAT material will be proposed tools and resources to assist the WSC cofacilitators, along with proposals for better discussing ideas at the WSC and for

forwarding input to the NAWS Strategic Plan. Delegates will also have the opportunity to include ideas and issues for Fellowship discussion in the CAT in addition to the opportunity they already have in the Conference Report. The deadline for inclusion in the CAT is 15 December 2015. We will also be experimenting with electronic voting at this WSC.

PR Pamphlet: We anticipate that a draft of this resource focused on providing information for professionals regarding the medicalization of addiction treatment and the NA Third Tradition will be available in the next couple of months for a 90-day review by Conference participants. An e-blast will be sent when the pamphlet is ready.

Web Meetings: If you would like to join us and discuss issues and solutions in service efforts, please send your name, trusted servant position, and region and/or area to events@na.org for conventions, HandI@na.org for H&I and Inmate Step Writing committees, PR@na.org for PR/PI trusted servants, and servicesystem@na.org for Service System.

Financials: Fellowship contributions exceeded \$1 million in the fiscal year ending 30 June 2015 for the first time in our history. We continue to encourage members to participate in the work of NA World Services to make recovery available to addicts globally and our Vision a reality by contributing financially through our portal at www.na.org/contribute.

Noel and I will be attending the Mid-Atlantic Regional Learning Conference (MARLCNA) February 5-7, 2016 in Lancaster, PA. I have submitted a money motion for mileage and conference registration. There are several other members of the NERSC who expressed interest in going, so we plan to carpool.

Peace,
Brenda

There were four money motions that carried which included \$1,068.40 from set asides (RD team for MARLCNA in February, as well as purchase of one Conference Approval Track for each member area) as well as \$236.23 related to public relations.

We will schedule a time for a local CAR presentation in the coming months for all who may be interested.

In grateful service,
Jim D and Melissa G – RCM team

Treasures Report: (John D)

Greater Providence Area Treasurer's Report

Dec

Description	Income	Expenses	Balance	Check #
Beginning Operating Balance			\$459.49	
	(Less Prudent Reserves)			
Income	Group Donations	\$506.97		
	Free Spirit Reimbursement	\$0.00		
	Convention Committee	\$0.00		
	Literature sales	\$1,429.03		
Total Income			\$1,936.00	
Non-Discretionary Expenses	Rent Expense		\$25.00	2593
	Administration/ Sec. of State		\$0.00	
	H & I		\$150.00	2602
	Regional Phoneline		\$39.35	2594

	Secretary		\$0.00		
	Addministration		\$360.00		2595
	RCM Expenses		\$50.00		2604
	Literature Expense		\$93.00		2596
	Tres. Expense		\$60.00		2600
	Web Page		\$0.00		
	Total Fixed Expenses		\$727.35		
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

\$727.35

Operating Balance

\$2,429.97

Plus Prudent Reserves

Area Prudent Reserve \$1,700.00

Insurance Reserve Balance \$1,284.00

Total Prudent Reserve

\$2,984.00

Ending Account Balance

\$5,413.57



		Income	Expenses	Balance	Check #
*Literature Stock Value					
Beginning Balance				\$ 1,657.14	
Sales	Dec	\$1,421.23			
Restock	World Service		\$1,018.08		2606
	Meeting Lists		\$60.50		2605

Ending Balance

\$1,999.79

GROUP DONATIONS DEC

NA in the Day	Sunday Serenity/Insanity	Breakfast Club
Never Alone	Sisters in Recovery	Opt for Life
Step Sisters	The Lie is Dead	Change or Die
Anon	Faith in Recovery	Recovery at the Lake
Loveline	Smth Hill NA	Surrender or Die
Meeting Street	Recovery at the Chapel	Stepping Out
Clean and Serene	Road to Recovery	Clean and Crazy
Dig Deep	I.P. Time	Recovery in the Country

Convention report (Ros)

We will be meeting today at Anchor Recovery for the weekly Greater Providence Area Convention NA meeting at 4 p.m. there is a parking ban in Pawtucket, we can use the parking garage there are two levels. Be safe hope to see you all we have three weeks left till convention time.
God bless

Fashion show meets from 7:30pm-9pm on Tuesdays at Anchor Pawtucket and Saturdays from 3pm-5pm at the Amos House.

Treatment Centers have been contacted on time to provide this committee their attending clients head count. \$5.00 per client.

01-31-16

GPACNA VIII Committee Meeting

Meeting Agenda

Read 12 Concepts, 12 Traditions

Introductions

Executive Committee Reports: Chair, V. Chair, Secretary, Treasurer:

Executive Committee positions needed to be filled:

Asst. Secretary

Opening Treasurer's Balance: \$3,863.65 set aside for Registration \$1,751.00= \$2112.65

Chairperson Report: Present

Arts & Graphics:

Mark R. –Present Verbal

Presents banner and turned over insert for badges for registration

ILS,
Marc

Programming:

Cyndi –Present Verbal

Fundraising & Entertainment: Present Verbal

Merchandising:

Doug M –Present Verbal

Convention Information:

Robin L-Present Verbal

Hotels & Hospitality: Present

January 31, 2016

Hotels & Hospitality Committee

Chair Susan W

V Chair Daryl F

Our room count as of 1/28/16 is 243 which should give us 6 comp rooms. I spoke to Steve at hotel about room count and he said Saturday night is full and only a few left on Friday night. He sent an email stating that they would honor the comp room at the holiday inn and that they were going to try to keep everyone at the crowne plaza but would keep me updated.

Our precon meeting has been scheduled for Thursday 2/4/16 at 3pm. We have got some prices for supplies but we are waiting for one place to respond. I do have prices for greeter badges. Will read.

We need a check for payment to Blooming Blossoms for \$325.00 for banquet centerpieces.

ILS

Susan W

Registration:

John D – Present

We are at 148 registrations

18 banquet: 12 fish 7 chicken 1 veg,

13 Saturday night dance

16 Saturday night entertainment

14 Sunday brunch

\$165.00 in newcomer donations. We are turning in \$570.00

We are putting in a motion for \$142.50 this is for invoice #32801 for allegra to print 1000 registration forms and 840 tickets for events.

Spoke with S. Roberts all items will be in this week committee will be meeting next weekend to assemble packets.

ILS,

Registration

Roll Call: 14 members in attendance 12 voting members

OPEN FORUM: time for meeting next week 3pm, fashion show, need anything from storage, Robert bringing 3 sets of walkie talkies, I register for Doug. Cindy point of reference (Susan and Daryl) meeting places H&H. Next week talk about accountability for convention committee members.

New Business:

Motion 1: 01-31-16-01

Maker: Registration

Seconded:

Motion: get check for \$142.50 to allegra to pay for registration sheets and tickets for events invoice provided

Intent: to carry the message

Yes:12

No:0

Abstain:0

Motion 2: 01-31-16-02

Maker: Merchandise

Seconded:

Motion: we need \$330.00 to purchase mugs (72) apex advantage

Intent: to have at convention for tables and to sell

Yes: 12

No:0

Abstain:0

Motion 3: 01-31-16-03

Maker: Executive

Seconded:

Motion: to pay larry \$25.00

Intent: follow traditions

Yes:12

No:0

Abstain:0

Motion 4: 01-31-16-04

Maker: H&H

Seconded:

Motion: To Recieve \$325.00 for banquet centerpieces to BLOOMING BLOSSOMS

Intent: To pay bill

Yes:12

No:0

Abstain:0

Motion 5: 01-31-16-05

Maker: A&G
Seconded:
Motion: To receive \$175.00 for allegra for inserts for badges
Intent: Carry the message
Yes:12
No:0
Abstain:0

Final Treasurer's Report :

Account Balance opening: \$3,863.65

Held aside: \$1751.00

Operating Balance: \$ 2,112.65

Income: \$ 570.00

Total Expences: \$ 997.50

Closing operating balance: \$1,685.15

Closing account Balance: \$3,436.15

**Convention Committee next meeting Feburary 7th, 2016 at 3PM at
Anchor in pawtucket**

Website (Mike H.)

Not in attendance

New Motions:

Motion (None this month)

MMDDYYYY--

Maker:

Seconded by:

Motion:

Intent:

Old Business

Any nominations for

Vice-Chair

Alt-Secretary

Convention Alternate Secretary

Convention Treasurer

Public Information

New Business:

Nichole elected as the new Phone Lines Chair

Next Area Meeting is on February 28th, 2016

Open Forum:

Meeting Adjourned

Administrative bodies contact

Chair: James M./401.516.3863

Vice Chair:

Secretary: Ines G. /401-837-3740 writeorreadme@yahoo.com

Website: Mike H. /401-439-5528 holtz.mike@gmail.com

Treasurer: John D./401.640.145 john.delicio03@gmail.com

Board of Directors: Peter R. peteris@cox.net

Regional Committee Member (RCM): Jim D./401.261.5473 jimd12102008@aol.com

Alternate RCM Melissa G. /(508)840-0820 m.gagne27@yahoo.com

Activities: Nicole R.

Convention Chair: Rosalind M. (Chair) /401.524.3283 rosalindwallace1995@gmail.com

Convention Vice Chair: Dave A./401.865.6536 portmoto@aol.com

Area Finance chair: Lilly

Hospitals and Institutions: (Chair) John F./401.714.9765 john.fallon1@verizon.net

Area Literature Chair: Jeremy W.

Phone Line: (Acting) John F./401.714.9765 john.fallon1@verizon.net

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.

C.

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]
- C.** Bookkeeping and/or accounting skills.
- D.** Ability to organize and keep financial records.
- E.** A Board Member may not hold another area-level financial position.

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

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

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) 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 an 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, 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:

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.