

The Greater Providence Area (GPA) Service Committee of NA

February, 28th 2016

The next meeting will be held on March 20th, 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? **14** 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:

- No announcements

Groups in Need of Support:

- Who is an Addict
- New Associations
- Step Sisters
- Lie is Dead

ADMINISTRATIVE REPORTS:**Chair (James M)**

- Early leave

Vice Chair (open)

- Open

Secretary (Ines G.)

- Not in attendance

Treasures Report: (John D)**Greater Providence Area Treasurer's Report****Feb-16**

Description		Income	Expenses	Balance	Check #
Beginning Operating Balance				\$2,025.11	
		(Less Prudent Reserves)			
Income	Group Donations	\$611.30			
	Misc	\$0.00			
	Convention Committee Lit Order	\$537.04			
	Literature sales	\$1,178.70			
Total Income				\$2,327.04	
Non-Discretionary Expenses	Rent Expense		\$25.00		2615
	Area Web Site		\$0.00		
	H & I		\$0.00		
	Regional Phoneline		\$78.53		2617
	Secretary		\$0.00		
	Activites Expences		\$0.00		
	RCM Expenses		\$117.97		2619
	Literature Expense		\$1,639.14		2621
	Meeting lists		\$74.00		2618
	Adminstrative Expense		\$130.00		2612
	Total Fixed Expenses		\$2,064.64		
Discretionary Expenses	H&I Subcommittee		\$206.00		2620
	H & I Corrections		\$0.00		
	PI Subcommittee		\$0.00		

	Activities Subcommittee		\$500.00		2622
	Literature Subcommittee		\$0.00		
	Policy Subcommittee		\$0.00		
	Profession Expences		\$0.00		
	Regional Donation		\$500.00		2624
	WSO Donation		\$500.00		2623
	Convention Committee Lit Order		\$0.00		
	Total Discretionary Expenses		\$1,706.00		
Total Expenses				\$3,770.64	

Operating Balance

\$581.51

Plus Prudent Reserves

Area Prudent Reserve \$1,700.00

Insurance Reserve Balance \$1,284.00

Total Prudent Reserve

\$2,984.00

Ending Account Balance

\$3,565.51



		Income	Expenses	Balance	Check #
*Literature Stock Value					
Beginning Balance				\$ 1,999.79	
Sales	Feb	\$1,178.70			
Restock	World Service		\$1,639.14		2621
	Meeting Lists		\$74.00		2618
	Reg. Meeting Lists				
Ending Balance				\$1,465.35	

Group Donations Feb 2016

**Why R We Here
Na in the Day
Surrender or Die
Better way
Loveline
Sunday Serenity/Insanity
Faith in Recovery**

**ANON
Hope
The Lie is Dead
Straight Today
Smth Hill NA
Recovery at the Chapel
Never Alone Again**

RCM Report: (Jim D)

RCM Report 2/28/16

The February regional weekend was hosted by the western mass area and was held at 36 Court Street in Westfield, MA. A new area joined the region at that meeting with an RCM present from The Greater Worcester Area, which is currently composed of 6 groups. We now have 14 areas in our region all of which were represented with the exception of Nantucket. The new area is an offshoot of the Central Mass area and they have been working in cooperation to insure the stability of The Greater Worcester Area. When it comes to hosting regional weekend, for example, they will alternate much the same way Martha's Vineyard and Nantucket do.

Speaking of the islands, MVA reports that the hotel that normally hosts their convention has been sold and may not be available for the convention this year.....more will be reported at the April regional meeting.

The Northeastern Mass Area (NEMA) will be holding it's convention on the weekend of March 11-13 at the Burlington Marriott in Burlington, MA.

The regional treasurer reported that they had received \$6,936.96 in group and area donations which included a \$5,000 donation from Western Mass.

The World Service Conference of Narcotics Anonymous will be held the last week of April in California. Your RCM team will be conducting a CAR (Conference Agenda Report) workshop in the month of March. Our hope is to do it on a Saturday afternoon between 1-4, here at 249 Main Street in Pawtucket. Once the time has been confirmed, a flier will be printed and we will notify as many GSRs and other members of our fellowship as possible. The CAR can be downloaded from the regional website at nerna.org. Included in the report is a tally sheet to be filled out by each group and submitted to our delegate team at: rda@newenglandna.org. Also included in the report is a literature survey, the purpose of this survey is to determine which topics you would be most interested in seeing the WSO work on next. If you do not feel that any such work is currently necessary, simply write in 'None' under 'Other'. Those surveys can be sent to rd@newenglandna.org. The delegate team requests that as your group fills out the tally sheet, to add comments if applicable. For example, Motion 2 has three parts to it and very well could be separated out while the conference is going on. By letting our team know how we, as groups, feel about each part of that motion would be beneficial.

The BOD presented 3 hotels to the full corporation, (RCMs at the New England Region are voting members of The New England Regional Convention, Inc). The full corporation selected The Hyannis Resort and Conference Center and The Host Hotel in Sturbridge, MA. The BOD will now negotiate with those two hotels and report at the April meeting where NERC XVII will be held.

The convention committee is still in need of a chair for registration, merchandise as well as arts and graphics. If you are interested, please attend the next convention committee meeting at the April regional weekend.

The new chair of the website committee has been soliciting bids for a hosting provider. He has made great progress and his very detailed and lengthy report will be included in the regional minutes which I will submit with my report in March.

The next regional weekend will be hosted by the South Shore Area on the weekend of April 9-10 at 639 High Street- Hanson, MA. Subcommittees will meet Saturday at 12 noon and the main regional meeting will be on Sunday at 11:00 AM. All GPA subcommittee chairs are strongly encourages to attend on Saturday.

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

BOD REPORT (Pete R.)

- Reported by Wanda delivered by Ray D. - March 06, 2016 wrap up meeting regarding Convention.

Activities Report (Tony)

- See Attachments...please notice there is a Survey attached to this file that needs your attention.
- 10 active members, will be making a list.

Convention report (Ros)

- \$25,000.00 + was made And \$7,500.00 put away for the next convention -- (Missing Hard Copy Report).

Finance Report: (Melissa G)

**Greater Providence Area Treasurer's Report
December**

Description		Income	Expenses	Balance	Check #
Beginning Operating Balance		<small>(Less Prudent Reserves)</small>		\$459.49	
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
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Total Prudent Reserve	\$2,984.00
Ending Account Bal	\$5,413.57
	<hr/> <hr/>



		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			<hr/>	\$1,999.79	
				<hr/> <hr/>	

GROUP DONATIONS DEC

NA in the Day
Never Alone
Step Sisters
Anon
Loveline
Meeting Street
Clean and Serene
Dig Deep
New Freedom

Sunday Serenity/Insanity
Sisters in Recovery
The Lie is Dead
Faith in Recovery
Smth Hill NA
Recovery at the Chapel
Road to Recovery
I.P. Time

Breakfast Club
Opt for Life
Change or Die
Recovery at the Lake
Surrender or Die
Stepping Out
Clean and Crazy
Recovery in the Country

H&I: (Johnny F)

Currently we have 7 facilities where NA commitments are being held. Total commitments are 64. Total commitments taken by groups 11 or 17%

Adcare	Weekly	3	Wednesday- Friday – Saturday	M/F
Ottma House	1 – 2 Monthly	2	Wednesday	F
Phoenix House	Weekly	2	Friday – Saturday	M/F
Roger Williams Hospital	Weekly	4	Thursday – Saturday	M/F
Zambarano	1 – Monthly	1	Sunday	F
DOC Men	Weekly	3	Monday-Tuesday-Wednesday	M
DOC Women	Weekly	1	Monday- Wednesday	F

Open positions.

GPA H&I vice Chair

Roger Williams Long term Thursday Nights 7 - 8 Pm

DOC Men's Minimum held on Monday night 6:30-7:30 pm

DOC Men's Medium held on Tuesday night 6:00-8:00 pm

Old Business

1. Corrections will continue to give certificates to participants who complete their stays in facilities.

H&I will do the same for

Residential programs on a case by case basis.

Certificates are available through Chair persons

and are in computer format and just need to be printed.

2. Question of changing Phoenix House Sat. to another day because of the facilities continued inability to comply with scheduled time.

FSA H&I Chair

has requested a meeting with the facilities contact person. **Tabled**

3. Bridgemark commitment- concerns of whether this commitment adheres to policy regarding client's inability to attend

regularly scheduled meetings. Discussion of Bridgemark policy of allowing level 1 clients out to meetings except

when there is a 12 step commitment coming

in, which NA H&I has been doing on Tuesdays.

Motion was made to pull commitment from Bridgemark because this does not adhere to policy

Motion passes 10:1:0. Commitment will be cancelled and facility notified by chair.

New Business

1. Sully D. reports that Phoenix residential is requesting an additional commitment on another night.

Tabled.

2. New Opening statement that is read at beginning of all commitments with the exception the DOC were handed out to all panel Leaders.

3. **Discussion regarding IP Racks being infiltrated by other organizations. Recommendations to keep your racks maintained.**

It was

suggested that it's unlikely that people are maliciously putting non NA literature in our Racks. All Panel Leaders will continue to monitor

the literature

racks and adjust them when needed.

Motion to increase H&I budget to \$200. Total will be from \$100 from FSA and \$100 from GPA

Motion passed 9:1:1

4. Corrections/Behind the Walls issues, updates and open positions. Discussion regarding there is no men's or women's correction's coordinator. Correction's panel leaders not attending area. Questions regarding accountability and how to approach this situation. John f. GPA chair will speak with panel leaders regarding these issues and he will let them know there will be discussion regarding this at our next joint subcommittee meeting. **Tabled**

5. Most of the commitments at the DOC were filled at the Men's facilities Max Filled – Sean G and Jack D Medium, Peter R. Mark V. working on being cleared Minimum, Johnny D.
Women's Sat-open. Penny B was nominated. Corrections requirements, orientation and quiz reviewed by John F.

6. John F. reports that H&I page on GPANA website is outdated and suggests that Group reps and Panel leaders review it and we address updating it at our next meeting. **Tabled**

In loving service GPA H&I Chair John F.

Literature Report: (John C)

- Reported all is well - sales listed on Treasurers Report

Phone Line (Nichole)

- Not in Attended

Policy (Jeremy W.)

- Resigned. Position now open.

Public Information Report (Open)

- Open

Website (Mike H.)

- Not in attendance

New Motions:

- **Motion: (PASSED)**
02/28/2016
Maker: John F.
Seconded by: Rick D.
Motion: Pay for literature to FSA January and February \$106.00 (\$50.00 + \$56.00) and March \$100.00.
Intent: Total \$206.00 to carry the message.
- **Motion: (PASSED)**
02/28/2016
Maker: Jim D.
Seconded By: Rosalind M.
Motion: To send \$500.00 to Region and \$500.00 to World Service
Intent: To follow fund Flow
- **Motion: (PASSED)**
02/28/2016
Maker: Activities Committee
Seconded by:
Motion: To have Free Unity Day Event sponsored by GPA (Greater Providence Area) Activities Committee. Budget needed \$500.00 (\$200.00 site + \$150.00 food + \$150.00 DJ. This will be a Spaghetti dinner, Karaoke and Dance event.
Intent: To thank our GPA members for their support to our Area and the Convention.

Old Business

Open Positions

- Vice-Chair
- Alt-Secretary
- Public Information
- Policy
- H&I Vice Chair

New Business:

- Next Area Meeting will be held on March 20th, 2016. Which is the third Sunday due to Anchor will be using this facility on the 4th Sunday.

Open Forum:

- Activities - In the process to get ahead of schedule
- Convention – Overflow sound/booths

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 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.