

The Greater Providence Area (GPA) Service Committee of NA

November 27th, 2016

The next meeting will be held on January 22nd, 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? 13 groups attended.

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

Announcements:

Groups in Need of Support:

- New Associations as of July 1st is officially closed. ☹
- Gimme Shelter meets on their new location: 460 Pine Street Providence, RI every Friday from 6:30 pm starting January 06, 2017.

ADMINISTRATIVE REPORTS:

Chair (James M)

-

Vice Chair (open)

- Open

Secretary (Ines G.)

- Administrative bodies make all reports available to your GPA Secretary within 15 calendar days for timely distribution of minutes. Also, I am only required to send said minutes to absent Executive Bodies not to GSRS this is to encourage group representation at the GPANA.
- **GPACNA IX-GREATER PROVIDENCE AREA CONVENTION NA COMMITTEE/Subcommittees:** Needs you; looking for help, meet monthly every third Sunday of the month 4:00 PM on 249 Main St. Pawtucket RI (Anchor Recovery Center of Pawtucket).

For more information on how to get involved contact:

Chair-: Rosalind M 401-524-3282
Vice Chair: Rico W. 401-996-0567
Secretary: Robin D. 401-347-8141

Treasures Report: (John D)

- Will send in a later email, for those who receive it in the mail it will be provided at the next GPANA meeting.

Literature Report: (John C.)

- Please see treasurers report. However, 25 Guiding Principles of the Spirit of the Traditions books will be added to the new order.

RCM Report: (Jim D)

RCM Report 11/27/16

The New England Region has not met since our last area meeting. The fully approved minutes from the October Region are now available online at NERNA.org. They are over 40 pages in length so I will not be including them in my report as it would make our area minutes far too long to print.

If there are some questions about the new accounting procedures adopted at region, thanks to our area's suggestion, I'd be happy to answer to the best of my ability. I reached out to the regional website chair regarding the large expenditure approved in August. He said most of the work was able to be taken care of internally and will be returning approximately \$3,000 to the region in December.

Last month I attended the Western Service Learning Days and was amazed at the amount of information that was presented. It is my hope that a similar weekend could be planned for the Eastern States and have spoken to our regional delegate about this possibility. All workshops were recorded and can be heard by going to:

www.sandiegona.org/western-service-learning-days-xxx

The Regional Convention will be holding speaker jam fundraiser in the Cape Cod area on Saturday December 17th 68 Main Street/Falmouth, MA from 1-11PM

The next Regional weekend will be hosted by the Metro West Area and will be held on the weekend of December 10-11 – St. Elizabeth's Medical Center- Seton Auditorium-11 Nevins Street-Brighton, MA

Subcommittees meet on Saturday at 12 noon, all GPA subcommittee chairs are strongly encouraged to attend. The main regional meeting will be on Sunday at 11:00 AM.

In grateful service,
Jim D. / Melissa G. - RCM team

BOD REPORT (Ray D.)

- The BOD met on November 7th, 2016. All board members were present Rob S., Peter R., Ray D., and Sully. We continued the conversation to help lock in a hotel for our upcoming convention to no avail. Hotels & Hospitality Chair Susan and Convention Chair Roz worked together to explore other options. The Committee will report out to where they are in their process. The BOD works to bring it's other members up to speed with the policies and the role of the BOD as we work to make sure they have clear understanding around what we cover outside of overseeing the convention. This would include filing taxes, paying for our storage, etc.

ILS,
Wanda B.
BOD President

Activities Report

- Absent

Convention report (Rosalind)



Just a Friendly Reminder

GPACNA IX Bi/Monthly Meeting

Anchor Recovery,

249 Main Street,

Pawtucket, Rhode Island

Sunday November 20, 2016 @ 4:00 pm. Please email your subcommittee reports to Robin D. robin.dourado05@gmail.com or have a written report available at the meeting.

In loving service
Rosalind M.

On Jul 29, 2016 3:45 PM, "Rosalind Mitchell" <rosalindwallace1995@gmail.com> wrote:

Greetings everyone,

It is with great pleasure to announce that we will be holding our first Greater Providence Area Convention of Narcotics Anonymous meetings on August 28th 2016 at 2 p.m. we will be meeting before the GPA service meeting at Anchor Recovery Main Street in Pawtucket, the executive committee Chair Rosalind M and Vice Chair Rico W. have been voted in position at/by area. we still need to fill the Ex Treasurer and Asst. Treasurer, Ex. Secretary and Asst. Secretary which also must be voted in at area. All Sub-Committee Chairperson positions are open and voted in at the convention committee meetings. So, come out and get active. Attached is a copy of GPACNA guidelines, meeting structure, Ex. Comm. and Sub Comm. roles and responsibility and clean time requirement. Looking forward to see you all at the meeting. have a blessed weekend.

In loving Service
Rosalind M.

OPEN POSITIONS:

- Treasurer
- Alternate Secretary
- Arts & Graphs
- Entertainment
- Convention Sub-Committee

On a standstill with finding quotes from the hotels, can't find an affordable one. Lost deadline with The Crown Hotel.

This body is requesting an update on The Convention Policy Guidelines

Finance Report: (Melissa G)



H&I: (Johnny F)

H and I Subcommittee meeting 10/16/2016

The subcommittee opened the meeting with service prayer and 12 traditions. There were 2 group reps, 5 panel leaders and 4 main body members.

The panel leaders who attended all gave their reports:

Adam- Adcare Friday nights all commitment filled

Ronnie- Phoenix House Friday night all commitments filled

Charlene – Ottmar commitment filled no issues

Kelly- Zambarano- commitment was filled

Mike- Phoenix House Saturday morning all filled no issues

Marissa- Adcare Wednesday night all filled no issues

Al- Adcare Saturday night all commitments were filled no issues

Old Business:

The subcommittee continued the discussion about altering the opening statement we use in facilities. After a brief discussion, there was a motion to add the statement "The stories you hear are experiences of the individuals and not necessarily a direct reflection of NA as a whole." Directly after the NA message of hope that an addict, any addict... The motion passed unanimously.

John informed the subcommittee that corrections minimum security would like to have anyone who is coming into the facility to call the deputy beforehand.

GPA has 65 basic texts left from GPACNA and want to distribute 25 of them directly to the Department of Corrections library and continue to raffle the rest behind the walls meetings as they have been doing. There was a motion to distribute the 25 Basic texts and it passed unanimously.

New Business:

Roger Williams Saturday morning needed to be filled and there was a motion for policy to change to allow multiple panel leaders at one facility. That motion passed unanimously and John and Vinny were nominated and elected to fill as panel leaders for the RW Saturday commitment.

New binders were passed out by GPA chair John so each facility uses the same binders for commitments and to ensure everyone had the readings. In the new binders, the do's and don'ts section there were 2 don'ts added addressing DRT and the way it is discussed in treatment facilities. The additional don'ts were voted on and passed. Literature didn't have the correct meeting info on this month's order the subcommittee urged to tell addicts in treatment facilities to call the hotline for meeting confirmation. Changes will be made in next month's meeting lists.

The H and I joint subcommittee ended in the serenity prayer

Phone Line (Nick)

- Asking for instructions on to how to perform his duties.

Policy

- Open

Public Information Report

- Open

Website: www.gpana.org/wordpress



New Motions:

- **Motion (PASSED)**
Date: 11272016-1
Maker: Robert S.
Seconded by: John D.
Motion: To pay \$420.00 for GPANA storage space.
Intent: Maintain NA related documents and materials stored.

- **Motion (FAILED)**
Date: 11272016-2
Maker: Jim D.
Seconded by: Malini F.
Motion: Send \$2,000.00 to the New England Region
Intent: To practice fund flow.

- **Motion (FAILED)**
Date: 11272016-3
Maker: Jim D.
Seconded by: Malini F.
Motion: Send \$2,000.00 to the New England Region
Intent: To practice fund flow.

Old Business: OPEN POSITIONS

- Vice-Chair
- Alt. Secretary
- Public Information (PI)
- Finance Chair
- Phone Line Chair: Nick re-elected
- Literature: John C. re-elected
- H&I
- Policy Chair
- Activities Chair
- Convention open positions:
 - ✓ Treasurer
 - ✓ Alternate Secretary
 - ✓ All subcommittees members are elected within this body.
- Alt Treasurer
- Website

New Business:

- Next Area Meeting will be held on January 22nd, 2017

Open Forum:

- ALL SUB-COMMITTEE POSITIONS OPEN IN NOVEMBER.
- Groups need to understand the importance of their GSRs attendance to represent them at the GPANA.
- GPANA will be looking for a new location – hopefully on of our own if possible.
 - ✓ Some ideas were expressed on possibly discussing with the Free Spirit Area the option of sharing a mutual location where both Areas can have their obligatory functions to aide in providing NA in RI a more permanent location.
- The matter of the FAILED motions to be continued in next GPANA meeting. The entire motion was not denied but rather the amount was the issue. It was discussed that \$500.00 was a more reasonable amount due to GPANA having their own domestic issues.

Meeting Adjourned

Administrative bodies contact

- Chair: James M./401.516.3863
- Vice Chair:
- Secretary: Ines G. /401-837-3740 writeorreadme@yahoo.com
- Website: Acting John F.
- Treasurer: John D./401.640.145 john.delicio03@gmail.com
- Board of Directors: Wanda B. wbsnaious2@aol.com
- Regional Committee Member (RCM): Jim D. 401.261.5473 jimd12102008@aol.com
- Alternate RCM Melissa G (508)840-0820 m.gagne27@yahoo.com
- Activities:
- Convention Chair: Rosalind A. M. rosalindwallace1995@gmail.com
- Convention Vice Chair: Reco W.
- Area Finance chair: Melissa G. (508)840-0820 m.gagne27@yahoo.com
- Hospitals and Institutions: (Chair) John F.401.714.9765 john.fallon1@verizon.net
- Area Literature Chair: John C.
- Phone Line: Nick

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 an distribute all Area mail from the GPA PO box in a timely manner, prior to the GPASC meeting.

Qualifications of the Area SECRETARY:

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

Responsibilities of Area SECRETARY:

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

Qualifications of the ALTERNATE Area SECRETARY

The stated qualifications of general service apply to this position.

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

Responsibilities of the ALTERNATE SECRETARY:

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

Qualifications of the Area TREASURER:

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

Responsibilities of the Area TREASURER:

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

Qualifications of the ALTERNATE Area T REASURER:

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

Responsibilities of the ALTERNATE TREASURER:

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

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

- A. The stated qualifications of general service apply to this position.
- B. Three (3) years continuous abstinence from all drugs.
- C. Prior experience as a GSR and/or completion of one or more terms in an area-level elected office.
- D. Communication and organizational skills and has displayed significant leadership skills.
- E. Objectivity and tolerance with those who are unable to see beyond the needs of their areas.
- F. Working knowledge of GPA Guidelines and the N.A. 12 Traditions.

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

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

Qualifications of the ALTERNATE REGIONAL COMMITTEE MEMBER (ALT RCM):

- A. The stated qualifications of general service apply to this position.
- B. Two (2) years continuous abstinence from all drugs.
- C. Previous GPASC service experience.
- D. Communication and organizational skills and has displayed significant leadership skills.
- E. Objectivity and tolerance with those who are unable to see beyond the needs of their areas.

Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

- A. The stated qualifications of general service apply to this position.
- B. Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]
Bookkeeping and/or accounting skills.
- C. Ability to organize and keep financial records.
- D. A Board Member may not hold another area-level financial position.

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):

The stated qualifications of general service apply to this position.

- A. One (1) year continuous abstinence from all drugs.
- B. Prior service experience serving as an Alternate GSR.
- C. Active participation in the group they are representing.
- D. Knowledge of the GPANA service structure.

Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):

- A.** Attend each meeting of the GPASC.
- B.** If unable to attend the ASC meeting, asks the Alternate GSR, or in the Alternate's absence, another group member to assume the GSR responsibilities.
- C.** Suggested participation with and Area subcommittee to promote the GSR involvement with GPA.
- D.** In keeping with the Seventh Tradition, and Second Concept of N.A., bring group donation to the ASC Treasurer.
- E.** Carry Group Conscience on all matters affecting their group or N.A. as a whole.
- F.** Inform the GPA of all Group activities, strengths, and problems.
- G.** Inform the Group of all business, activities, and special needs discussed at ASC meetings.
- H.** Attend each meeting of the RSC and the GPASC.
- I.** Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region
- J.** Vice Chair a special session of the GPASC to vote on the WSC Agenda Report.
- K.** In the absence of the RCM, assume the responsibilities of the RCM stated above.

Subcommittee Officers: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Subcommittees:

- Activities Finance
- Hospitals and Institutions (H&I) Literature
- Phone Line Policy
- Public Information Convention

Subcommittee Positions: Chairperson

- Vice Chairperson Secretary
- Treasurer (if necessary) Others as needed

Qualifications of General Service:

The following is a suggested list of qualifications for N.A. members who might wish to become involved in the area service structure of the GPA

- A.** Willingness and a desire to serve.
- B.** A level of recovery that reflects their ability to apply the twelve steps to their personal lives and the twelve traditions to their personal interactions with others.
- C.** The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- D.** The suggested clean time requirement as established for the individual office.
- E.** Prior service experience on a group level and working knowledge of the elected office.
- F.** Out- going chair will work with in-coming chair for one month. To ensure a smooth transition.

Qualifications for GPASC Subcommittee Officers:

- A.** The stated Qualifications of General Service apply to these positions.
- B.** Clean time requirements for subcommittee officers: Activities, H&I, Literature, Phone Line, Policy, PI:
Chairperson Two (2) years
Finance: Chairperson Five (5) year's Convention: Chairperson Five (5) years
Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) years

Responsibilities of the ACTIVITIES SUBCOMMITTEE:

- A.** In keeping with the 12 Traditions of N.A., provide celebrations of recovery in order to promote unity throughout the Fellowship.
- B.** Proceeds from all activities are placed in the general ASC treasury.
- C.** Provide a calendar of upcoming activity events for inclusion in the Area minutes.
- D.** Inform surrounding Areas and Regions of upcoming major events planned by the GPA.
- E.** Meet one hour prior to the ASC meeting and as often as the subcommittee deems necessary.
- F.** Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the FINANCE SUBCOMMITTEE:

- A.** Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.
- B.** Assist the Area Treasurer in compiling quarterly balance sheets, profit and loss statements.
- C.** In keeping with the Seventh Tradition of N.A., works with the Area Treasurer to formulate an Area budget, with expenses not to exceed the income generated by the Area.
- D.** Oversee all expenses and research alternatives in order to curtail unnecessary expenses.
- E.** Fulfill all other responsibilities that the GPASC deems necessary.
- F.** Meet one hour prior to the GPASC meeting and as often as the Finance Subcommittee deems necessary.
- G.** Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the HOSPITALS AND INSTITUTIONS (H&I) SUBCOMMITTEE:

- A.** In keeping with the Fifth Tradition of N.A., carry the message to the addict unable to attend regularly scheduled meetings.
- B.** Coordinate and distribute specific H&I commitment to hold meetings at existing facilities and to be keenly aware that all said obligations are fulfilled.
- C.** Research and develop as many new institutional meetings as possible.
- D.** Provide a monthly account to the GPASC of all literature disbursed.
- E.** Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibility.
- F.** Elect an H&I Correctional Facilities Coordinator, accountable to the GPA H&I Subcommittee.
- G.** Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the LITERATURE SUBCOMMITTEE:

- A.** In keeping with the Sixth Tradition of N.A., maintain an accurate inventory of literature on hand to supply all the needs of the GPA.
- B.** Coordinate the sales, and inventory count and reorder, of the literature inventory.
- C.** Meet prior to the GPASC meeting to sell literature to groups and as often as the subcommittee deems necessary.
- D.** Review and supply input on literature submitted by the World Service Committee Literature Committee (WSCLC).
- E.** Submit literature to the WSCLC from Area groups and individual addicts.
- F.** Make the starter kit:
One (1) of each
One (1) Group booklet
One (1) group starter kit checklist
Fifty (50) meeting lists
- G.** To have access to a computer in order to maintain inventory.
- H.** Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the PHONE LINE SUBCOMMITTEE:

- A.** Maintain lines of communication between N.A. and the answering, and/or any other phone service used by the GPA.
- B.** Respond to all requests for information in a timely and effective manner.
- C.** Insure that those requests are handled at the appropriate level of service.
- D.** Maintain helpline and Twelve Step call list.
- E.** Establish and maintain the integrity of guidelines for handling phone line requests.
- F.** Meet one hour prior to the GPASC meeting and as often as the Phone Line Subcommittee deems necessary.
- G.** Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the POLICY SUBCOMMITTEE:

- A.** Research and seek guidance in gaining a better understanding of the 12 Traditions, 12 Concepts of N.A. and WSC guidelines, bulletins, and other information as it is developed.
- B.** Develop ASC policy to be considered for approval by GPA groups.
- C.** Compile and maintain all approved policy.
- D.** Maintain past and present motion lists organized by position and subcommittee.
- E.** Review all past and present motions (and all other business) that require clarification.
- F.** Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibilities.
- G.** Attend the GPASC meeting, provided a verbal subcommittee report to the service body and a written report for inclusion to the Area minutes.

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

- A.** Uphold the integrity of the Eleventh Tradition of N.A.
- B.** Maintain: Distribution and sales of meeting lists to rehabilitation centers as well as the general public. Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.
- C.** Arrange all public information speaker commitments.
- D.** Conduct a minimum of one public information workshop per year.
- E.** Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibilities.
- F.** Elect a Web Coordinator responsible to the PI Subcommittee.
- G.** Attend GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

All Greater Providence Area Convention Executive Committee positions will be nominated and elected at the GPASC meeting. This is to take place in July prior to the beginning of the Convention cycle.

Purpose

The Convention Subcommittee Executive committee executes the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic and special-subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees that may need extra help. The Executive Committee also makes regular reports to the Area Service Committee sponsoring the convention. The members of the Executive Committee discuss the performance of Subcommittees as well as the convention budget and other matters that affect the convention. The results of these discussions are included in reports at the convention committee meetings.

Qualifications of General Service for Convention Subcommittee Officers:

Clean time requirements for Convention Subcommittee Officers:

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

Qualifications of the GPA Convention Subcommittee CHAIR:

- A.** Five (5) years continuous clean time.
- B.** Demonstrated stability in the local N.A. community.
- C.** Administrative abilities.

Responsibilities of the GPA Convention Subcommittee CHAIR:

- A.** Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, & provide help when needed.
- B.** Helps resolve personality conflicts.
- C.** Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.
- D.** Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.
- E.** Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- F.** Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
- G.** Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- H.** Votes only to break a tie.
- I.** Chairs the Convention Committee meeting as well as the convention.
- J.** Gives a monthly detailed report—in person to the body at the GPASC meeting and in writing for inclusion in the Area minutes—to the supporting Area Service Committee. Included in this report: all committee activities and all financial activity.

Qualifications of the GPA Convention Subcommittee VICE CHAIR:

- A.** Four (4) years continuous clean time.
- B.** In order to serve as a liaison between the subcommittees and hosting community, must demonstrate approachability and familiarity with all committee members.

Responsibilities of the GPA Convention Subcommittee VICE CHAIR:

- A.** Acts as Chair if the Convention Chair is unavailable.
- B.** Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
- C.** Works closely with the Chair to help delegate responsibilities to subcommittee Chairs.
- D.** Makes a report to the hosting service committee on the progress of convention planning.

Qualifications of the GPA Convention Subcommittee SECRETARY:

- A.** Two (2) years continuous clean time.
- B.** Accurate typing ability.
- C.** Demonstrated responsibility that indicates ability to ensure that accurate minutes are distributed to the Convention Committee Members.

Responsibilities of the GPA Convention Subcommittee SECRETARY:

Keeps minutes of each Convention Committee meeting and all subcommittee reports. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting may be attached to the minutes if it will help the committee function. Maintains a list of names, addresses, and phone numbers of committee members for committee use. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence. Mails a copy of the minutes to the Greater Providence Area Service Committee.

Qualifications of the GPA Convention Subcommittee TREASURER:

- A.** Five (5) years continuous clean time.
- B.** Demonstrated stability in the local N.A. community.
- C.** Accounting skills. Service experience with conventions or other large scale Fellowship activities.
- D.** Accessibility to other committee members, especially the Registration Subcommittee.

Responsibilities of the GPA Convention Subcommittee TREASURER:

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

B. Works with the Chair and Vice Chair to prepare a budget for the convention that is used for planning fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.

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

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

E. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.

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

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