

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

January 22nd, 2017

The next meeting will be held on February 26th, 2017

Area Meeting Times:

- Administration: 12:30 to 2:00pm
- Literature Sales: 1:45 to 2:45pm
- H&I Panel Leaders: 1:30 to 2:00pm
- Subcommittees: 2:00 to 3:00pm
- New GSR Orientation: 3:15 to 3:30pm
- Area Service Meeting: 3:30 to 5:30pm

Area Service Meeting Agenda:

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

Roll Call and GSR Reports:

Groups in Attendance: **15 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
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	Smith Hill NA
HOPE	Start your Night Right
IP Time	Starting Over
K.I.S.S.	Step Sisters
Late Night	Straight Forward
Lie is Dead	Straight Today
Living Clean	Stepping Out Wednesday
Living Free	Sunday Serenity/Insanity
Love Line	Surrender or Die
Meeting Street Meeting	Who is an Addict
NA in the Day	Why R We Here
Never Alone Again	
New Life	

Announcements:

- New Associations as of July 1st is officially closed. ☹
- "MEN WITH A VISION" 12 STEP – 12 TRADITIONS new Mens meeting.
- "MEN WITH A VISION" 12 STEP – 12 TRADITIONS started its first meeting on Thursday February 2nd at 500 Hope St. Providence 7:00 PM – 8:30 PM going forward to be continued the same day and time. Now, Michel C., has asked for support from others in NA especially from other groups for help with any NA material and/or equipment to get this meeting off the ground until they can get on their way.
- GPACNA IX - 2018 Early Bird Registration \$10.00 by May 15th, 2017 (To be included in the raffle drawn on May 19th, 2017).
 - Raffle prices:
 - ✓ 1st Prize: Full Registration Package which includes Saturday Banquet, Sunday Buffet, and all Entertainment.
 - ✓ 2nd Prize: Full Convention Entertainment which includes all paid Entertainment.
 - ✓ 3rd Prize: Convention Sweat Shirt.
 - Registration Chair: Lilly B. (401) 516-1763
 - Vice Chair: Pam F. (401) 559-7401
 - Email; gpacnaIX@gmail.com (Please use a separate registration form for each person, and make checks payable to GPACNA IX
 - Mail registrations forms to: P. O. Box 29493 Providence, RI 029009
- GPACNA IX (Greater Providence Area Convention Committee of Narcotics Anonymous) presents: Our 1st Fundraiser NA VELENTINES DAY Speaker Jam and Dance on February 11th, 2017 at 7 PM on 460 Pine St. Providence RI.
 - Suggested donation \$5.00
 - For more information please contact:
 - ✓ Rosalind M (401) 524-3282
 - ✓ Rico W. (401) 996-0567
- Gimme Shelter Group of NA: We invite you to join us in our 29th year Group Anniversary
 - Starting Friday February 24th, 2017 at 6:30 PM on 460 Pine St. Providence, RI
 - There will be a Meeting, Food, Fellowship and Dance
 - For more information please contact:
 - ✓ John B. (401) 499-7372
 - ✓ Stacy H. (401) 241-0195
 - ✓ Rosalind M. (401) 524-3282

ADMINISTRATIVE REPORTS:

Chair (Open)

-

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

Greater Providence Area Treasurer's Report Nov-17

Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)	\$6,822.92	
Income	Group Donations	\$583.89		
	literature sales	\$1,168.06		
	Convention Committee	\$0.00		
	Activities Subcommittee	\$0.00		
Total Income		.	\$1,751.95	
Non-Discretionary Expenses	Rent Expense		\$25.00	2667
	Phone Services		\$0.00	
	Answering Service		\$0.00	
	Regional Phoneline		\$91.37	2668
	Secretary		\$0.00	
	Administration		\$420.00	2671
	RCM Expenses		\$0.00	
	Literature Expense		\$909.30	2669
	meeting lists		\$74.00	2670
	Web Sight		\$0.00	
	Total Fixed Expenses		\$1,519.67	
Discretionary Expenses	H&I Subcommittee		\$0.00	
	Phoneline Subcommittee		\$0.00	
	PI Subcommittee		\$0.00	
	Activities Subcommittee		\$0.00	
	Literature Subcommittee		\$0.00	
	Policy Subcommittee		\$0.00	
	Professional Fees		\$0.00	
	Regional Donation		\$0.00	
	WSO Donation		\$0.00	
	Convention Committee		\$0.00	
	Total Discretionary Expenses		\$0.00	
Total Expenses			\$1,519.67	

Operating Balance

\$7,055.20

Plus, Prudent Reserves

Area Prudent Reserve **\$1,700.00**

Insurance Reserve Balance \$1,284.00

Total Prudent Reserve \$2,984.00

Ending Account Balance \$10,039.20



		Income	Expenses	Balance	Check #
*Literature Stock Value				\$	
Beginning Balance				577.04	
Sales	Nov	\$1,168.06			
Restock	World Service		\$909.30		2669
	Meeting Lists		\$74.00		2670
	PI Expense				
	H&I				
	Purchases				
Ending Balance				<u>\$761.80</u>	

Group Donations Nov-16

- | | | |
|-------------------|--------------------------|------------------------|
| Meeting Street | Sunday Serenity/Insanity | Recovery at the Chapel |
| Never Alone Again | Recovery in the Lake | Why R We Here |
| Ray of Hope | Step Sisters | Clean & Crazy |
| Lie is Dead | Starting Over | We Do Recover |
| Loveline | Smith Hill NA | ANON |
| Surrender or Die | Sisters in Recovery | Change or Die |
| Faith in Recovery | Resurrection | NA in the Day |
| Living Free | | |

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

RCM Report 01/22/17

The New England Region has met once since our last area meeting. The meeting was hosted by the Metro West Area and held at St. Elizabeth’s Medical Center in Brighton, MA. The fully approved minutes from the December Regional meeting are now available online at NERNA.org.

Twelve of the fourteen member areas were present at the December meeting only Nantucket and the Free Spirit areas were not in attendance. The meeting opened with a working balance of zero dollars. Most of the areas that gave reports touched on how their PI subcommittees were doing regarding scheduled flier hanging days, learning days and other outreach opportunities to both the local fellowship and the community. It was also reported from most areas that H&I continues to need support. Martha’s Vineyard reported that they have a new website up and running which can be found at mvana.org. In addition, SEMA reported that they have an average of 25 groups in attendance at their ASC. They follow some of the procedures of the System Service Project that were presented at the WSC several cycles back and it really seems to work well for them in terms of getting more groups involved. Boston reports that the policy subcommittee has produced an amended policy which is now in the hands of the groups and that an ad hoc committee to review the area’s finances as there had been some discrepancies between the bank balance and the amount of funds being reported.

The regional chair reported that he would like to do a regional inventory and have a planning process as to how funds will be spent at the region going forward.

The H&I subcommittee reported that they had 3 areas present at their Saturday meeting including Boston, NEMA and FSA. They need a chairperson for the WSR (writing steps in recovery program). It was reported that they are continuing to have problems with a person doing a “commitment” at the Nashua Street jail outside the guidelines of the H&I policy. They have received two requests for commitments, one from a detoxification facility in Greenfield, in the western part of Massachusetts as well as from a shelter in Boston.

The insurance subcommittee reported that they received 4 requests for insurance certificates (no longer referred to as “binders”) since our last meeting. If a meeting needs a certificate, please send your request to insurance@newenglandna.org. The PI/Phoneline committee was well attended and gave a thorough report. Our own phoneline chair Nick S. attended the Saturday meeting and will no doubt fill us in more thoroughly on the status on the phoneline. Here is a summary of the findings of the phoneline ADHOC.

Phone Line Ad Hoc.

Overview: This committee was started in April of this year to research & propose a helpline system that is more caller friendly, easy for NA to maintain on its own, and less expensive. The current system, which is functioning as designed, has remained relatively unchanged since its inception 15 years ago, PR has more recently recognized it as generally difficult and frustrating for the callers, and outdated in its mode. Currently the caller chooses from a menu of areas and days of week leading to a long prerecorded meetings message or, another list of multiple options including various message boxes for recorded info or a return call. The Helpline envisioned by the committee offers a very simple menu connecting the caller directly with a trained NA volunteer who can provide meeting locations along with other requested assistance and information. We feel that this style is completely feasible for us. Steadily decreasing popularity of voice telephone usage is being replaced with online, text and smart-phone technologies, the results of which we have been seeing over the years in our call volume declines.

Stats: 15 years of stats have been tabulated, reviewed and presented in previous reports. 80% call drop since the first few years of operation; originally ~1300 calls per month now at 238 average. 150 calls for meetings.

Features: The proposed system is called “Virtual Office Cloud Phone”, is versatile and has the following features:

- Fully maintainable via website; Administrative security features
- record our own greetings; Msg. notification with audio file attached
- Select # of rings; simultaneous or ordered call-forwarding feature
- Automatic shift rollover; Up to 28 weekly shifts
- Automatic ‘rollover’ to back-up call groups
- unlimited # of volunteers; Non-live transfer (Helpline call prompt for volunteer)
- detailed call reports; Msg. notification via text or email; ability to block a number

Cost: The proposed system cost would drop our current cost by about \$135 due to a lower monthly fee from our system provider, and no longer needing to use an intermediate toll-free provider. Currently the Areas pay \$460- \$500 per month all-inclusive.

Volunteers: Based on call reports, the overall call count is at 8 call per day total average. Therefore, although a large volunteer force is desirable, a squad of 10-20 could easily manage. Currently we have 9 volunteers. The new system would allow an unlimited number of volunteers from anywhere in the Region. They would need to meet requirements including initial and periodic training sessions. A draft training booklet is already on file. Training settings include in person, over the phone, group, and/ or individual.

Shifts: The weekly schedule can be established that works for us. A volunteer would cover 1 shift per week, or more if desired. Suggestions for shift length are anywhere between 6 hours up to a full day.

Call-routing: ‘Call-groups’ would be created with multiple volunteers each. A group would be assigned to 1 shift per week. All phones in the group would ring simultaneously, and the first one to answer would get the call. If no one answers in that call-group, the caller would automatically be routed to a ‘rollover’ call-group. The caller would also initially be given an option to leave a message for a return call later.

David D.

The website committee gave the following report which I will read as there was much concern here locally regarding the expenditures that committee requested and was granted.

Thank you, Metro West area, for hosting. The website committee would like to remind the areas and addicts that the transfer of information between site hosts and updating to the nerna.org web address has been completed. The transfer incurred no cost to the region as the website was able to come facilitate the changeover among its then 4 member's committee. \$4,000 has been returned to the NERSC and \$404.80 is being held to cover the upcoming expenses of malware and spy ware software for the server host which is incurred yearly in April ([Appendix D, page 21-22](#)). I would like to bring to the attention of areas to please check and see that all information for your area is correct on the website. The meeting lists for the region is pulled directly from the data gathered on the website, if the websites data is not correct the printed meeting lists will also not be accurate. This information includes all meeting in the area, the mailing address for the area, any websites that the area may have, and any 9 pdfs' that contain any area information that might be on the areas information page contained within www.nerma.org Additional please feel free to post any group anniversaries, area or group functions, or any NA activity to the website by creating an account through the login on the website or by emailing any information to info@newenglandna.org For thanksgiving, there were only 3 functions through the entire region posted, I truly hope the groups in this region had more functions available to those seeking them on the holidays. If this information is not provided to the website committee or groups and addicts do not post it to the website people will not be aware of events throughout the region. Now that the website transfer is complete there is a web address, nercna.org, is available to the use of the convention committee as described last December when I became the website chair. As stated last December that the nercna.org website would not be ready in time for this current convention. Also, now the website committee does not have a time frame when we would be able to or if we would be able to set up a website specifically for the convention. Although if the website committee has the capability of setting up a website template for their use the fore mentioned address can be made available to them.

ISL,
Ray L. reported.

Our regional delegate attended the North East Zonal Forum in April and his full report can be found in Appendix B of the regional meeting minutes. Our region will be hosting the next NEZF which will be held at the Host Hotel in Sturbridge MA on the weekend of April 28-30. Our delegate will be attending the Florida Regional Service Symposium March 23-26. There is not currently an RDA. An election to fill that position will be held at the February regional meeting. An addict was nominated and qualified at the December meeting but Greater Providence objected as it was unclear if this position was vacant at the close of the October regional meeting and it was not listed in the October minutes as an open position. Although GPA did not object to the person nominated it felt the position needed to be put out to the entire fellowship. Fellowship development reported that they are focusing on "reorganizing" their committee to better serve the fellowship. They generally do presentations at the Saturday of regional weekend and have reached out to both of the next two hosting areas (Free Spirit and Martha's Vineyard) for input on discussion topics. They showed an interest in being funded to attend the Florida Service Symposium with the delegate team and presented a money motion in the amount of \$600 to be set aside to attend. Since the RD had reported that there were sufficient funds in the delegate set aside account to cover these costs, the Greater Providence Area was opposed to this motion which passed 9-2-0.

The convention committees reported that they elected an Arts & Graphics chairperson and are still in need of an alternate secretary. They will now be meeting monthly each Saturday until the convention at River to Recovery located at 140 Ace Street-Fall River, MA. The meetings begin at 1:30. The only exception will be on February 11th when they will meet at 12:00 at the regional location (FSA). The hotel rooms are going fast as the convention will be held on March 3-5 at the Sturbridge Host Hotel.

In open forum, Greater Providence expressed its concerns with how monies were being spent at the regional level, specifically in terms of set asides for the regional delegate team. Lively discussion ensued as several other areas have had similar concerns in the past. It is the regions hope to have better planning going forward on how best to allocate NA funds at the regional level.

The treasurer reported that the closing prudent reserve was \$3,152.35, and a donation of \$4,671.05 was sent to NAWS. Open positions at Region are: assistant secretary, activities chair, fellowship development chair, literature chair and regional delegate alternate.

The next Regional weekend will be hosted by the Free Spirit Area and will be held on the weekend of February 11-12 – Guy L. Lefebvre Community Center- 1277 Main Street – Coventry, RI
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.)

- Board of Directors report for January was present at the last convention meeting three members of the board attended. The Board is going to put in a motion at the GPANA meeting a motion to put aside \$2,000.00 to help with the cost of the increase of having our next convention. The money will be held in the GPANA account and only used if needed to fill the obligations to pay the hotel.

In loving service Robert S.
Board of Directors Treasurer

Activities Report

●

Convention report (Rosalind)

Greater Providence Area Convention NA IX
January 15, 2017 @ 4 PM

Meeting Opened at 4:05pm w/12 Concepts and 12 Traditions and the Service Prayer
Ex. Comm. Reports:

Chair Report: Rosalind M. expressed her thanks to all those who supported her family during the passing of her mom in December, in whatever way you supported us by calls, texts, food donations attending the funeral services it was greatly appreciated may God continue to bless you.

Passed paper copy of information on to the BOD for online payment sources email to follow:

Pay Pal online and Pay Pal Here on site swipe devise like Square reader. Bank of America Clover Go both online and swipe device. And lastly Square reader.

V. Chair Report: Rico W. Verbal Report
Treasurer: *Open Chair*
Asst. Treasurer: Charlene L. (present) (No Report)
Sec. Report: - *Open Chair*

Robin D. has missed the last two GPACNA meetings the Chairperson has called, emailed and texted and no response. The secretary position will go back to GPA as an Open Ex. Sec. Chair on 1/22/2017

Asst. Sec: *Open Chair*

Opening Balance: \$7,430.32

Sub-committee Reports: Meeting turned over to V. Chair Rico W.

Hotel & Hospitality Chair Susan W. Report attached

GPACNA IX- Convention will be held at the Crowne Plaza. Warwick RI

Dates: January 19, 20 and 21 2018 Deposit of 1000.00 was made on 1/15/2017

Programming- Rob S.- Report Attached

Registration - Chair Lily B.

1. Report Attached received \$10.00 pre- registration flyers at the meeting
2. Registration Income 120.00

Merchandise- Daryl F. - Verbal Report

Fundraising and Entertainment- *Open Chair*

Arts & Graphics- *Open Chair*

Convention Information- Robin L. Report Attached

Roll Call and Set Quorum 8 Voting Members

Old Business:

The Convention Committee will be meeting every third 3rd Sunday of the month our next meeting is scheduled for 2/19/2017 @ 4pm

Logo and Theme - Wanda presented a logo design we are announcing at the next GPA meeting to have addicts submit Logo and theme to possibly win a registration package art work to be chosen at our next GPACNA meeting 2/19/2017

New Business:

Due to not having an F&E Committee the Ex. & Subcommittee voted to have two fundraisers in February (Tentative)

1. Date: 2/5/2017- Super Bowl Party Speaker Jam - Rico is to ask Anchor Recovery for the cost to rent the big hall. Refreshment Football foods to be served talked about having tickets made a 5.00 suggested donation. Need info no later than 1/17/2017 to get flyer to GPA by 1/22/17.
2. Date: 2/11/2017 - Valentine's Day Speaker Jam, Dinner and Dance Amos House 460 Pine Street to have our event. Pam F. will get back to us by 1/17/2017 requesting catering services as well.
3. Flyers and money motions will be done through email due to our GPACNA meeting will take place after the event. Site, Food and DJ costs.

Motions: See Attachments

1. 1/15/2017 - 01 - Pay Providence Ctr. 50.00 for rent dates 11/20/2016 and 1/15/2017
2. 1/15/2017 - 02 - Crowne Plaza 1st Hotel Deposit \$1000.00

Open Chair Positions -

Ex. Committee. Treasurer- Secretary- Asst. Secretary

Sub- Committee. Fundraising & Entertainment- Arts & Graphics

Income- \$120.00

Expenses- \$1,050.00

Closing Balance- \$6,500.32

Meeting Closed: With the Serenity Prayer

Next Meeting:

Anchor Recovery, 249 Main Street, Pawtucket, RI 02860.

Date: February 19, 2017 @ 4:00 PM

Finance Report: (Melissa G)

H&I: (Johnny F)

H and I Subcommittee meeting 01/15/2017

The subcommittee opened the meeting with service prayer. There were 8 group reps, 7 panel leaders and 4 main body members.

The panel leaders who attended all gave their reports:

Adam- Adcare Friday nights all commitment filled
Sunny- Phoenix House Friday night all commitments filled
Mike- Phoenix House Saturday morning all filled except one due to weather
Marissa- Adcare Wednesday night all filled no issues
Al- Adcare Saturday night all commitments were except one due to weather
Paul- Roger Williams Thursday all commitments were filled
Vinny/John- Roger Williams Detox Saturday morning all filled

Some commitments were not filled the day due to weather (Snow) but those facilities were notified. No other reported issues.

Old Business:

The H and I subcommittee did not meet in the month of December due to area falling so close in sequence. In November, Sunny was nominated and accepted the panel leader position at Phoenix House Friday night men's residential.

New Business:

Elections for all panel leader positions took place. John F read all the requirements for positions prior to the start of elections. The elections went as followed.

Adcare Wednesday – Rachel Nominated and Elected
Adcare Friday- OPEN (Adam said he would continue as panel leader till position was filled)
Adcare Saturday – Al B
Ottmar House Wednesday- OPEN
Phoenix House Friday- Sunny
Phoenix House Saturday Morning- OPEN (Mike said he could continue until position was filled)
Roger Williams Detox Thursday – Paul
Roger Williams Detox Saturday – Vinny and John
Zambarano Sunday – Kelly

All panel leaders elected were given the new copy of the opening statement that was modified.

After elections addicts Michael C. and Doug F. brought up discussion of a need for a learning day due to it being over a year since there was one. It was brought up by the subcommittee that Free Spirit PR/PI was in the process of trying to get a learning day scheduled and formed an Adhoc. The learning day Adhoc received very little participation and was struggling due to few Addict's interest in participating in the committee. The subcommittee expressed they could really use help in getting a learning day scheduled and would welcome any volunteers who would be interested on helping. One Addict did express interest but would not commit to helping now.

Doug F. mentioned his interest in the corrections portion of H&I. John F said he would talk with Doug afterwards to give him more information about being the corrections coordinator if that was something he was interested in doing in the future.

The H and I joint subcommittee ended in the serenity prayer

In Loving Service,
Mike F

Phone Line (Nick S.)

January 2017 GPANA Phone Line Report:

This is a report by Nick S. Phone line Chair. As this is my first Chair position and my first report please feel free to advise me if anyone know of a preferred format. After attending the last regional meeting back at the end of 2016, and meeting with the rest of the regions phone line committee, and hearing of their plant to streamline and update the current system My questions to the Ad-HOCK committee on researching that was; What are the benefits vs costs? They explained the new featur3e such as: It's an easier forwarding system, it would be easier to add new users and it will be at a lower cost than what we are currently paying. I told them I would report this back to my Area.

As far as receiving calls through the help line; I received 3 calls from out of towners just before the Holidays in December asking about meetings in RI. I advised them of the Marathons meetings on December 24th and 25th as well as the 31st and January 1st. During January 2017 I received one call looking for literature from the Frank L Detox to later figure out that it was a detox out near the Worcester Area named Franklin Detox, so I forwarded that information to the correct area.

Other than that, received a call for the Young Peoples Meeting and Teen Meetings for which I advised accordingly. My other call was from a mother asking for information about getting treatment for her son who was uninsured. I advised her that I represented NA that as a group we can have an opinion on where he should get help, but that there were lots of great places in RI that may be able to help. Also, told her that there is a great meeting that night at the RI Hospital Kay Auditorium. I also suggested she might go there with her son and that there would be people who they could both talk to. She was thankful.

This is a complete accounting of all the calls on our phone line.

Submitted respectfully as a trusted servant of NA

Nick S.

Policy

- New elected Policy Chair Nichole H.

Public Information Report

- Open

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

- Elected at this GPANA meeting.

New Motions:

- **Motion (PASSED)**
Date: 01222017-1
Maker: John F.
Seconded by: Peter
Motion: Check for \$300.00 to reimburse FSA for literature for H & I
Intent: To carry the message
- **Motion (PASSED)**
Date: 01222017-2
Maker: Robert S.
Seconded by: Ray D.
Motion: To put aside \$2,000.00 for the Convention Committee to help offset the increases on the next convention to ensure that we able to fulfill our financial obligations to the hotel.
Intent: To practice fund flow. The \$2,000.00 is to remain in the GPANA bank account.
- **Motion (TAKEN OFF) as said motion is none applicable on this specific platform.**
Date: 01222017-3
Maker: Mike C.
Seconded by: John D.

Motion: Asking for clearance, funds, books, literature, key tags, and literature tree.
Intent: To begin a Mens 12 Steps and 12 Traditions meeting in need of help from the GPANA.

Old Business:

GPANA open positions:

- Chair
- Vice-Chair
- Alt. Secretary
- Treasurer
- Alt. Treasurer
- Public Information (PI)
- Finance Chair
- H&I
- Activities Chair

Convention open positions:

- Treasurer
- Secretary – Gerardine C. is as of this day the new Convention Secretary.
- Alternate Secretary
- Alt Treasurer

All subcommittees members are elected within this body.

New Business:

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

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: Acting John F.
- Treasurer: John D. (401) 640.145 john.delicio03@gmail.com
- Board of Directors:
- Regional Committee Member (RCM): Jim D (401) 261.5473 jimd12102008@aol.com
- Alternate RCM Melissa G (508)840-0820 m.gagne27@yahoo.com
- Activities:
- Policy: Nichole H. (774)216.1561 nhennigan1990@gmail.com
- Convention Chair: Rosalind A. M. rosalindwallace1995@gmail.com
- Convention Vice Chair: Reco W.
- Area Finance chair: Melissa G. (508)840-0820 m.gagne27@yahoo.com
- Hospitals and Institutions: (Chair) John F. (401) 714.9765 john.fallon1@verizon.net
- Area Literature Chair: John C (401) 286.4662.

- Phone Line: Nick C. (401) 225.7692

Addendum 1:

Greater Providence Area Service Committee (GPASC) Administrative Positions:

- Chairperson Vice Chairperson Secretary
- Alternate Secretary Treasurer
- Alternate Treasurer
- Regional Committee Member (RCM) Alternate RCM
- Board of Directors

Qualifications of General Service:

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

- Willingness and a desire to serve.
- 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.
- The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- 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
- Prior service experience on a group level and working knowledge of the elected office.

Qualifications of the Area CHAIRPERSON:

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

Responsibilities of the Area CHAIRPERSON:

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

Qualifications of the Area VICE CHAIRPERSON:

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

Responsibilities of the Area VICE CHAIRPERSON:

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

Qualifications of the Area SECRETARY:

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

Responsibilities of Area SECRETARY:

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

Qualifications of the ALTERNATE Area SECRETARY

The stated qualifications of general service apply to this position.

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

Responsibilities of the ALTERNATE SECRETARY:

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

Qualifications of the Area TREASURER:

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

Responsibilities of the Area TREASURER:

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

Qualifications of the ALTERNATE Area T REASURER:

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

Responsibilities of the ALTERNATE TREASURER:

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

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

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

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

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

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

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

Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):

The stated qualifications of general service apply to this position.

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

Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):

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

Subcommittee Officers: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Subcommittees:

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

Subcommittee Positions: Chairperson

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

Qualifications of General Service:

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

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

Qualifications for GPASC Subcommittee Officers:

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

Responsibilities of the ACTIVITIES SUBCOMMITTEE:

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

Responsibilities of the FINANCE SUBCOMMITTEE:

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

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

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

Responsibilities of the LITERATURE SUBCOMMITTEE:

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

Responsibilities of the PHONE LINE SUBCOMMITTEE:

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

Responsibilities of the POLICY SUBCOMMITTEE:

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

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

- A.** Uphold the integrity of the Eleventh Tradition of N.A.
- B.** Maintain: Distribution and sales of meeting lists to rehabilitation centers as well as the general public. Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.
- C.** Arrange all public information speaker commitments.
- D.** Conduct a minimum of one public information workshop per year.
- E.** Meet one hour prior to the GPASC meeting 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.