

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

**February 26<sup>th</sup>, 2017**

**The next meeting will be held on March 26<sup>th</sup>, 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 represented**

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

## **Announcements:**

- New Associations as of July 1<sup>st</sup>, 2016, is officially closed. ☹
- "MEN WITH A VISION" 12 STEP – 12 TRADITIONS new Mens meeting.
- GPACNA IX - 2018 Early Bird Registration \$10.00 by May 15<sup>th</sup>, 2017 (To be included in the raffle drawn on May 19<sup>th</sup>, 2017).
  - Raffle prices:
    - ✓ 1<sup>st</sup> Prize: Full Registration Package which includes Saturday Banquet, Sunday Buffet, and all Entertainment.
    - ✓ 2<sup>nd</sup> Prize: Full Convention Entertainment which includes all paid Entertainment.
    - ✓ 3<sup>rd</sup> Prize: Convention Sweat Shirt.
  - Registration Chair: Lilly B. (401) 516-1763
  - Vice Chair: Pam F. (401) 559-7401
  - Email; [gpacnaIX@gmail.com](mailto: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
- The Lie Is Dead: Is celebrating its 16<sup>th</sup> Anniversary on Friday, March 17<sup>th</sup>, 2017 beginning 7:30PM.
  - Location: Saint Brigid's Church 1231 Plainfield St., Johnston, RI
  - Food, Fun, Fellowship. ALL ARE WELCOME!

## **ADMINISTRATIVE REPORTS:**

### **Chair (James M)**

- Our third concept states: In day-to-day matters the groups have given our service boards and committees the practical authority necessary to do the jobs assigned to them. This is not a blank check issued to the service structure, the groups still bear final authority, we must carefully select trusted servants.
  1. I have received a call about money. I looked in to it and I hope this is what you needed. The August Regional meeting was held on Sunday, August 14<sup>th</sup>, 2016. The Website Subcommittee submitted a motion for \$3,500.00 for website related expenses and it passed. Since the new website subcommittee was able to do it what they needed to for only \$500.00 they returned the remaining \$3,000.00.
  2. We the Greater Providence Area of Narcotic Anonymous do not have only one member to work/handle any monies this is always handled by two NA members.
  3. On August 28<sup>th</sup>, 2016, the Greater Providence Area of Narcotics Anonymous voted Robin D. as the Convention Chair, however, nothing has been brought back to GPANA that said Convention Secretary Position was now open. With that being said, in the January 22<sup>nd</sup>, 2016 GPANA minutes should have gone out that this position was open and no one should have been voted in till then. So, with that the Convention Subcommittee is without a sitting secretary for now. And so it will go out in the February 26<sup>th</sup>, 2017 minutes.
  4. As of policy or policy changes it still states that two (2) years clean time is required for the Convention Secretary/Alt. Secretary positions, as of this time there have been no changes made to said policy.

ILS  
James M.  
GPANA Chair

## Vice Chair (Cyndi W.)

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## 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
- *I must apologize to the body for forgetting to add some occurrences on the January 24<sup>th</sup> GPANA meeting, which caused some confusion and controversy.*
- Please see referring attachment on to the subject to PASSED motion 0222017-3 presented by Nick S. our Phone Line Chair.
  1. This motion presented speaks on having informational racks. PL chair requests to forward to the groups to ask them if they will participate in a informational rack initiative to place said racks inn public places where NA is typically not represented such as: Community Centers, etc. Groups will sponsor a rack. For more information please contact: Nick S. Tel.781-901-0263.
- GSRs' you must bring back to your groups to vote to weather we keep the Convention Policy as it stands where it requires two (2) years clean time requirement for the Convention Secretary/Alt. Secretary or vote that going forward is changed to Change one (1) year required clean time. This is to maintain service position filled, also because these positions do not handle funds.

## Greater Providence Area Treasurer's Report

Jan-17

Description	Income	Expenses	Balance	Check #
<b>Beginning Operating Balance</b>			<b>\$7,055.20</b>	
	(Less Prudent Reserves)			
<b>Income</b>	Group Donations	\$1,094.84		
	literature sales	\$1,951.88		
	BOD for Convention	\$0.00		
	Misc.	\$0.00		
<b>Total Income</b>			<b>\$3,046.72</b>	
<b>Non-Discretionary Expenses</b>	Rent Expense		\$25.00	2672
	Area Web Site		\$0.00	
	H & I		\$0.00	
	Regional Phoneline		\$83.48	2674
	Secretary		\$0.00	
	Activities Expenses		\$0.00	
	RCM Expenses		\$0.00	
	Literature Expense		\$1,549.29	2675
	meeting list		\$74.00	2673
	Administrative Expense		\$0.00	
	Total Fixed Expenses		\$1,731.77	
<b>Discretionary Expenses</b>	Free Spirit H&I Reimbursement		\$300.00	2676
	H & I Corrections		\$0.00	
	PI Subcommittee		\$0.00	
	Activities Subcommittee		\$0.00	
	Literature Subcommittee		\$0.00	
	Policy Subcommittee		\$0.00	
	Profession Expenses		\$0.00	
	Regional Donation		\$0.00	
	WSO Donation			
	Convention Committee Lit Order		\$0.00	
Total Discretionary Expenses		\$300.00		
<b>Total Expenses</b>			<b>\$2,031.77</b>	
<b>Operating Balance</b>			<b>\$8,070.15</b>	

**Plus Prudent Reserves**

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

Insurance Reserve Balance    **\$1,284.00**

<b>Total Prudent Reserve</b>	<u>\$2,984.00</u>
<b>Ending Account Balance</b>	<u><u>\$11,054.15</u></u>



		<b>Income</b>	<b>Expenses</b>	<b>Balance</b>	<b>Check #</b>
<b>*Literature</b>	<b>Stock Value</b>			<b>\$</b>	
Beginning Balance				<b>761.80</b>	
<b>Sales</b>	Jan	\$1,951.88			
<b>Restock</b>	World Service		\$1,549.29		2675
	Meeting Lists		\$74.00		2673
	Reg. Meeting Lists				
Ending Balance			<u>                    </u>	<u><u>\$1,090.39</u></u>	

**Group Donations Jan-17**

- |                                 |                               |
|---------------------------------|-------------------------------|
| <b>Why R We Here</b>            | <b>ANON</b>                   |
| <b>Na in the Day</b>            | <b>Hope</b>                   |
| <b>Surrender or Die</b>         | <b>The Lie is Dead</b>        |
| <b>Recovery in the Lake</b>     | <b>Meeting Street</b>         |
| <b>Loveline</b>                 | <b>Smith Hill NA</b>          |
| <b>Sunday Serenity/Insanity</b> | <b>Recovery at the Chapel</b> |
| <b>Vision of Men</b>            | <b>Never Alone Again</b>      |
| <b>New Life</b>                 | <b>Ray of Hope</b>            |

### **Literature Report: (John C.)**

- Please see treasurers report for \$ numbers. Ran out of some items which will restocked by the next Area. Also, soon a new order form will be made for groups to use.

### **RCM Report: (Jim D)**

## **RCM Report 2/26/17**

The region has met once since our last area meeting. It was hosted by the Free Spirit Area and due to the weather, it was a very short meeting. No area reports were given and only brief committee reports were delivered. A Regional Delegate Alternate was elected and the Board of Directors announced that all three officer positions will be open at the April Corporation meeting. Current open positions at region are Public Information chair and Fellowship Development chair. The New England Regional Convention will be held this coming weekend March 3-5 at the Sturbridge Host Hotel in Sturbridge, MA. Once the minutes are published with the area and committee reports they will be available at nerna.org. The next regional meeting will be hosted by the Martha's Vineyard Area on April 8<sup>th</sup> and 9<sup>th</sup>.

In grateful service,  
Jim D. - RCM

### **BOD REPORT (Ray D.)**

- February 26<sup>th</sup>, 2017 Board of Directors report: BOD was present at the Valentine's Day Fund raiser, also present at the Convention Committee Meeting, we will be meeting at the Bank tomorrow 02/27/2017 with the Convention Committee to add a new signee on their checking account. We will also be meeting to discuss gathered information on setting up an account with PayPal or other electronic payment options. Once we have said information about these types of payments we may choose one that to best fit our convention registration needs.

In loving service Robert S.  
Board of Directors Treasurer

### **Activities Report**

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### **Convention report (Rosalind)**

#### **Greater Providence Area Convention NA IX**

February 19, 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.

The Ex. Committee met with the two newest members of the committee Treasurer Steven W. and Alt. Sec. Geraldine C. reviewed the flow of the monthly meeting/agenda and rolls and responsibilities and emailed a copy of the GPACNA convention policy to them both. In attendance Chair Roz M., Vice Chair Reco W, BOD Chair Wanda B, Treasurer, Steven W, Alt. Treasurer Charlene L and Alt. Sec Geraldine C.

I'd like to thank all Convention committee members & NA community for all your support at the valentine's day speaker Jam and dance.

Emailed & paper copies to the online payment sources to the BOD: 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: Steven W.** Verbal Report/Opening Balance

**Asst. Treasurer: Charlene L.** Verbal

**Sec. Report: - Open**

**Asst. Sec:** Geraldine C. No Report

**Opening Balance: \$6460.32**

**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 Changed: From January 19, 20 and 21 2018 to February 9, 10 and 11, 2018

Updated changes to the contract signed by both BOD Chair and Crowne Plaza

Programming- Rob S. - Report Attached

**Registration - Chair Lily B.**

I. Valentine's Day event 18 registration sold \$180.00.

Request for stamps to mail out registration confirmation and to print an additional 500 registration flyers to take to the NERC Regional Convention.

Committee Chair informed us that the price of the registration will increase on 5/16/2017

**Merchandise- Daryl F.** - Verbal Report

**Fundraising and Entertainment- Carla J.** Voted in at this meeting

**Arts & Graphics- Tommy G.** Voted in at this meeting

**Convention Information- Robin L.** Report Attached

Roll Call and Set Quorum 8 Voting Members

**Old Business:**

The Convention Committee held a Valentine's Day Speaker Jam Event on 2/11/2017 @ 460 Pine Street in Providence, event was well attended Income \$591.00 and expenses \$494.08 returned Funds to treasurer \$5.92.

Supplies and drinks in stock for the next event.

Logo and Theme - Theme voted on \_ NA, The Key to Freedom\_ Committee is asking NA member who would like to submit logo/artwork to go with our theme to please have your logo design ready to present at our next GPACNA convention meeting at Anchor Recovery, 249 Main Street Pawtucket, RI on March 19, 2017 @ 4pm

**New Business:**

Last two sub-committee positions filled: F&E Chair Carla B and Arts & Graphics Chair Tommy G. thank you both for serving. Committee is looking forward to working with you both.

1. Arts & Graphics: Committee asked incoming Chairperson Tommy G. to research designs using our theme as well and to bring them to our next meeting 3/19/17.

**Motions: See Attachments**

1. 2/19/2017 - Purchase stamps to send out pre-registration conformations \$49.00
2. 2/19/2017 - Make 500 additional pre-registration flyers to bring to NERC \$50.00
3. 2/19/2017 - Pay Rent to Providence \$25.00

**Open Chair Positions - All positions filled**

Closing Balance- \$6501.59

Meeting Closed: With the Serenity Prayer

**Next Meeting:**

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

**Date: March 19, 2017 @ 4:00 PM**



## Finance Report: (Open)

### H&I: (Johnny F)

The subcommittee opened the meeting with service prayer and 12 concepts. There were 4 group reps, 5 panel leaders and 3 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 except one.

Mike- Phoenix House Saturday morning all filled except one due to weather

Rachel- 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 but one due to weather.

Vinny/John- Roger Williams Detox Saturday morning all filled

Kelley- Woman's Road to Recovery Saturday once a month all filled

All group reps reported no issues

Sean G- corrections max and minimum being filled 2<sup>nd</sup> and 4<sup>th</sup> Monday 6-7:30

Old Business:

- H and I learning day was brought up and Doug F is the Adhoc chair for upcoming learning day please see him for more info.

New Business:

- Marissa brought up an upcoming learning day April 1<sup>st</sup> Boston learning day from 1-8 pm 255 Arbor Way Jamaica Plain, MA. It was Suggested to make sure their policies coincide with the subcommittees
- Adam S and Mike F stepped down as panel leaders.
- Open Positions – Adcare Friday Night, Phoenix House Saturday Morning, and Wednesday Ottmar house.
- Discussion of Facilities touching policies were brought up during the subcommittee regarding circling up at the end. None of the current have voiced any disapproval of us circling up at the end, more discussion is needed.
- Region was held in Coventry, RI 2/11 and a new chair Billy V and vice chair Zach were elected.
- SEMA H and I vice chair suggested coming up with an alternate secretary position to ease transition.
- Region in need of a WSR- writing steps with someone anonymously who is behind the walls.
- Mike F started an Adhoc to revise the subcommittees policy please see him for additional info.

The H&I joint subcommittee ended in the serenity prayer

In Loving Service, Mike F H&I Rhode Island Unified H&I Sub-committee.

## Phone Line (Nick S.)

### ● **Phoneline report for February 2017**

Not too much to report...1 call looking for meetings in providence on Tuesdays-to which I advised from the current meeting list and the only other call was from a Boston addict who was upset that his Spondee Westport based guy, had attended a meeting of N.A. in the day. After the meeting was a business meeting that the newcomer asked if he could sit in on.... he was asked if he was a member of this-well that home group, and when he replied "no" he was from Westport... was told "well then no... It was only for homegroup members meeting, and the person who said that turned his back to him and proceeded as if he (the newcomer) weren't there.

I was surprised and passed on my surprise to this Boston sponsor, saying I personally attend N.A. in the Day and know there's some good recovery there, but was sorry that his spondee had a bad experience there...and personally feel like we addicts' with more experience should really be making an effort to make the newcomers feel welcome and a part of. I made small talk with him, invited him to a local meeting that I had planned on attending, made plans to meet with him at the upcoming Regional Convention, I asked to have him pass on my number to his spondee so I could personally reach out to tell him that there is strong recovery in the Greater Providence Area. Later, I did speak to the newcomer, (nice guy) met him also at the Convention... and promised both I would look into it.

I then contacted a friend who is a recovery coach & a member of that group, explained the situation and asked her to look into it. she said she would, and finally followed up with me that she handled it by bringing it to the groups attention.

In other news.... I attended a monthly regional meeting as Phoneline is a Regional position and reports also to that body. Region was hosted by our Free spirit neighbors. At the regional mtg. I learned of the progress being made with the modernizing of our current phone systems...bringing costs down, and modernizing the current mailboxes, and forwarding system. Our regional delegate has more detailed info on this.

As the phoneline position runs concurrent to the Public Information position at the regional level, and without a P.I. chair in the GPA I felt it my duty to report some of the things back that other areas in the region are doing such as a literature rack program, where they (the different areas P.I. body's) have asked area for a donation to buy racks and I.P.'s to fill them-and involved the groups by having them sponsor a rack...so every group who is willing can take a full rack, and gain placement to a location, where the N.A. message might not already be such as a police station, school, library, or a Doctor's office... and to secure a location, and a contact person there, and appoint a person to be responsible for maintaining said rack. Betsy L. and I (Nick S) have asked the GPANArea for funds and approval to take this on as a service project, it's been voted and approved, funded, and is in the works!

In Grateful Service  
Nick S.  
Phoneline chair

**Policy** - New elected Policy Chair Nichole H.

**Public Information Report (open)**

**Website Chair (John F.):** [www.gpana.org/wordpress](http://www.gpana.org/wordpress)

## **New Motions:**

### ▪ **Motion (PASSED)**

Date: 02262017-1

Maker: Robert S.

Seconded by: John D.

Motion: To allow Area Chair, Area Treasurer and H&I chair to service another term. They have the willingness to service Area again.

Intent: To make sure GPANA continues to serve its groups.

### ▪ **Motion (PASSED)**

Date: 02262017-2

Maker: Recovery in the Chapel

Seconded by:

Motion: To send \$1,500.00 to Region and \$1,500.00 to World respectively for a total of \$3,000.00.

Intent: To further our primary purpose by practicing fund flow.

### ▪ **Motion (PASSED)**

Date: 02262017-3

Maker: Nick S.

Seconded by: Betsy L.

Motion: To purchase 20 brochure racks at a \$11.00 cost each. As well as a starting stock of IP's and various NA recovery printings costs of \$300.00 associated with the administration of this program.

Intent: To get groups involved as well as to carry the message to locations not being served by NA.

### ▪ **Motion (PASSED)**

Date: 02262017-4

Maker: Policy Committee Chair

Seconded by: Kris R.

Motion: To order 30 Twelve Concept booklets to give to new GSRs' along with the new GSRs' orientation packet not to exceed the amount of \$67.80

Intent: To provide information to those new to our Area Service Committee

### ▪ **Motion (PASSED)**

Date: 02262017-5

Maker: Convention Chair

Seconded by: Peter R.

Motion: Make a motion to reduce clean time requirement for Convention Secretary and Convention Alternate Secretary Positions from two (2) years to One (1) year.

Intent: Because Convention Secretary/Alt. Secretary do not handle funds the Convention Committee feels a year clean time is sufficient. Also, to get better participation for members wanting to get active in the Convention.

## **Old Business:**

### **GPANA open position**

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

### **Convention open positions:**

- Secretary
- Alt Treasurer

All subcommittees members are elected within this body.

## **New Business:**

- Next Area Meeting will be held on March 26<sup>th</sup>, 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](mailto:writeorreadme@yahoo.com)
- Website: Acting John F.
- Treasurer: John D. (401) 640.145 [john.delicio03@gmail.com](mailto:john.delicio03@gmail.com)
- Board of Directors:
- Regional Committee Member (RCM): Jim D (401) 261.5473 [jimd12102008@aol.com](mailto:jimd12102008@aol.com)
- Alternate RCM Melissa G (508)840-0820 [m.gagne27@yahoo.com](mailto:m.gagne27@yahoo.com)
- Activities:
- Policy: Nichole H. (774)216.1561 [nhennigan1990.@gmail.com](mailto:nhennigan1990.@gmail.com)
- Convention Chair: Rosalind A. M. [rosalindwallace1995@gmail.com](mailto:rosalindwallace1995@gmail.com)
- Convention Vice Chair: Reco W.
- Area Finance chair: Melissa G. (508)840-0820 [m.gagne27@yahoo.com](mailto:m.gagne27@yahoo.com)
- Hospitals and Institutions: (Chair) John F. (401) 714.9765 [john.fallon1@verizon.net](mailto:john.fallon1@verizon.net)
- Area Literature Chair: John C (401) 286.4662.
- Phone Line: Nick C. (401) 225.7692

## **Addendum 1:**

### **Greater Providence Area Service Committee (GPASC) Administrative Positions:**

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

### **Qualifications of General Service:**

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

- A. Willingness and a desire to serve.
- B. A level of recovery that reflects their ability to apply the 12 steps to their personal lives and the twelve traditions to their personal interactions with other.
- C. The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- D. The suggested clean time requirement as established for the individual office.
  - Chairperson Four (4) years
  - Vice Chairperson Three (3) years Secretary One (1) year
  - Alternate Secretary Six (6) months Treasurer Three (3) years Alternate Treasurer Two (2) years RCM Three (3) years
  - Alternate RCM Two (2) years BOD Five (5) years
- E. Prior service experience on a group level and working knowledge of the elected office.

### **Qualifications of the Area CHAIRPERSON:**

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

### **Responsibilities of the Area CHAIRPERSON:**

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

### **Qualifications of the Area VICE CHAIRPERSON:**

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

### **Responsibilities of the Area VICE CHAIRPERSON:**

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

### **Qualifications of the Area SECRETARY:**

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

### **Responsibilities of Area SECRETARY:**

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

### **Qualifications of the ALTERNATE Area SECRETARY**

The stated qualifications of general service apply to this position.

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

### **Responsibilities of the ALTERNATE SECRETARY:**

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

### **Qualifications of the Area TREASURER:**

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

### **Responsibilities of the Area TREASURER:**

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

### **Qualifications of the ALTERNATE Area T REASURER:**

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

### **Responsibilities of the ALTERNATE TREASURER:**

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

### **Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):**

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

### **Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):**

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

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

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

**Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:**

**Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:**

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

**Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:**

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

**Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):**

The stated qualifications of general service apply to this position.

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

**Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):**

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



# Subcommittee Officers: Qualifications & Responsibilities

## Greater Providence Area Service Committee (GPASC) Subcommittees:

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

## Subcommittee Positions: Chairperson

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

## Qualifications of General Service:

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

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

## Qualifications for GPASC Subcommittee Officers:

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

## Responsibilities of the ACTIVITIES SUBCOMMITTEE:

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

## Responsibilities of the FINANCE SUBCOMMITTEE:

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

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

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

### **Responsibilities of the LITERATURE SUBCOMMITTEE:**

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

### **Responsibilities of the PHONE LINE SUBCOMMITTEE:**

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

### **Responsibilities of the POLICY SUBCOMMITTEE:**

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

### **Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:**

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