

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

August 27th, 2017

The next meeting will be held on September 27th, 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: 14 groups represented

12 Steps in the Old Chapel	New Life
Basic Step Study	Open Minds
Basic Text	Opt 4 Life
Better Life	Positive Steps
Better Way Group	Ray of Hope
Breakfast Club	Recovery and Beyond
Change or Die	Recovery in the Chapel
Choose Life	Recovery in the Country
Clean & Crazy	Recovery in the Lake
Cookies in Recovery	Recovery is More than Abstinence
Dedication	Resurrection
Dig Deep	Road to Recovery
Faith in Recovery	Set Em Free
Gimme Shelter	Smith Hill NA
Hardcore Recovery	Start your Night Right
HOPE	Starting Over
IP Time	Step Sisters
K.I.S.S.	Straight Forward
Late Night	Straight Today
Lie is Dead	Stepping Out Wednesday
Living Clean	Sunday Serenity/Insanity
Living Free	Surrender or Die
Love Line	Tuesday Not Use Day
Meeting Street Meeting	Who is an Addict
Men with a Vision	Why Not Group (men's group)
NA in the Day	Why R We Here
Never Alone Again	

Announcements:

- GPACNA IX - 2018
 - 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

ADMINISTRATIVE REPORTS:

Chair (James M)

- Good afternoon:
I would like to apologize for the minutes out late. I got sick and forgot about having the paper work.
P.S., also the rooftop cookout went well. Thank you all to the members that helped. Gave out one Spanish and three English Packets.

Vice Chair (Cyndi W.)

- I spoke with Phone Line Chair who verbally and through text message resigned his position due to employment responsibilities.

I spoke with Rich about the Recovery Rally in Newport on September 9th, Chair and Vice Chair will attend at 1:00 PM more information to follow.

Will be taking a couple of months off due to surgery.

Cindy W.

Secretary (Ines G.)

- Administrative bodies please make all reports available within **10** calendar days for timely GPANA Minutes distribution, however, the Minutes will be distributed within the 15th calendar day mark as voted two years ago just before I filled this position. I am only required to send said minutes to absent Executive Bodies not to GSRS or other NA members, this is to encourage group representation at the GPANA.
- GPACNA IX-GREATER PROVIDENCE AREA CONVENTION NA COMMITTEE-Subcommittees: Meets monthly every third Sunday of the month at 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. Tel. (401) 524-3282 Vice Chair: Rico W. Tel. (401) 996-0567
- *GSRS please make sure you write on the sign in sheet the group that you are representing.*

Literature Report: (John C.):

- See finance Report for sales info. Appreciates help from Linda and Rick. There is an excess of 20 soft covered Basic Texts.

Treasures Report: John D.

- I (Ines G. secretary) was unable to access said report at this time.

RCM Report 8/27/17

The last regional weekend was hosted by the Central Mass area on August 12th and 13th in Worcester, MA. Thirteen of the fourteen member areas were present. The Boston Area reported that their convention will be held on January 12-14 at the Park Plaza Hotel and the room rate is \$119/night. They have a GSR subcommittee that meets before the ASC and currently need a chair of that committee. Their PI is up and running again and they are partnering with Metro West on these efforts such as a flier hanging day on Sunday August 27th. Their H&I subcommittee has 31 active commitments with South Bay (correctional) still open. There were 15 GSRs present at their ASC last month.

Cape Cod reported that they are prepared with an accessible location to host the next regional weekend in October. It will be held at 320 Main Street-Hyannis, MA on the weekend of October 14th and 15th.

Central Mass reports that they have 70% attendance at their ASC and they have been getting out early! PI in that area is asking for help during recovery month.

Free Spirit reports that 7 GSRs from their 12 meetings were at their ASC. & positions are open in the Free Spirit Area. They currently have a balance of \$237.78. H&I and PR work with Greater Providence.

MVA reports that they now have a phonenumber and they made a donation to the region.

Pioneer Valley reports that PR had a decent turn out and that H&I need support. They have started a Fellowship Development committee.

SEMA reports that 24 of 42 groups were in attendance at their ASC. They celebrated 30 years as an area in July and their convention is November 3-5 at the Holiday Inn in Mansfield, MA. Their H&I subcommittee will be holding a learning day. Their outreach committee has a phonecall on the first Monday of each month and it seems to have increased participation at the ASC.

South Shore reports that an average of 10 GSRs attends their ASC out of 48 groups. They have an activities chair and an H&I chair in place, their PR subcommittee is very busy. They have 40 literature racks in the adopt a rack program across the area.

Western Mass reports an average of 18 GSRs present out of 38 groups. They are using QuickBooks now and it has been very helpful. The convention is in search of a new site as the hotel has been sold. They need an RCM alternate as well as a PR chair and an outreach chair.

The New England Regional Convention Corporation elected a treasurer as well as a clerk and the monies that were being held aside were turned over: \$6,000 to the corporation and \$7,000 to the convention committee.

There are currently four open board member positions. The motion that went back to areas to hold all future Regional meetings in a fixed accessible location was defeated Y-3 N-5 A-3

The new phonenumber system was approved. It will have live addicts answering rather than a machine. A new look website is being considered and I sent the link to our website chair for him to review.

Greater providence was the sole dissenter on two money motions: one was to send a member of the Fellowship Development committee to the Western Service Learning Days in California with the Regional Delegate Alternate. The other motion was to set aside \$1,000 for the activities subcommittee. Please see the detailed treasurer's report in the regional minutes when they are released.

Elections were held at the end of the meeting and the following positions are still open: Finance Chair and 3 at large finance committee members, literature chair and website chair.

The next regional meeting will be hosted by the Cape Cod Area on October 14th and 15th at 320 Main Street, Hyannis, MA. Subcommittees meet on Saturday at 12 noon and the main regional meeting will be at 11 am on Sunday. All GPA subcommittee chairs are strongly encouraged to attend their respective subcommittee's meeting on Saturday.

In grateful service,

Jim D. - RCM

www.nercna.org for Regional information such as minutes, financial reports and other NA related information.

BOD REPORT ()

- None

Activities Report (Shannon)

None

Convention report (Rosalind)

- Please see attachment for read said report.

Finance Report: (Open)

- None

H&I: (Johnny F) given by Paul P – Vice Chair:

H&I Unified Sub-Committee Meeting
8/20/2017

The subcommittee meeting was opened by John F. GPA Chair with the reading of our Service Prayer and the 12 Concepts.

In attendance were the Chair John F. and vice Chair Paul P, of the GPA as well as Chair Marissa J and Vice Chair Mike F. of FSA H&I Unified Sub-committee. There were 8 group reps, 6 panel leaders.

Marissa J. Asked for all current panel leader reports. All panel leaders reported that all 24 commitments were filled and there were no issues to report. This does not include the DOC commitments. No report was given at the time of the meeting but all commitments were filled.

DOC Current Panel Leaders:

- Mike P. Minimum Monday Nights 6:30 – 7:30
- Sean G. Minimum Monday Nights 6:30 – 7:30
- Pete S. Medium Tuesdays Nights 6:00 – 8:00
- Sean G. Maximum Wednesday Night 6:30 – 7:00
- Tommy G. Maximum Wednesday Night 6:30 – 7:00

Current Panel Leaders at time of this meeting.

- John C. and Vinny S. – Roger Williams Saturday Mornings 10:30 – 11:30
- Paul P. Roger Williams Thursday Night 7:00 – 8:00
- Rachel P. Adcare Wednesday Nights 7:00 – 8:00
- Al B. Adcare Saturday Night 7:00 – 8:00
- Jim D. Phoenix House Saturday Mornings 10:00 – 11:00
- Sonny C. Phoenix House Friday Nights 7:00 – 8:00

Old Business:

Learning Day Ad-Hoc report given by Doug F. A location has been found for this year’s H&I Learning day to be held in October. A letter was requested for the Church as to what NA is. We will provide this information so that a location can be confirmed. Once the location is confirmed then the date will be set. Also, we agreed to hold the next meeting following the next H&I meeting held on the 3rd Sunday of the month.

New Business:

Elections for all panel leader positions under the new structure took place. John F gave all interested Panel Leaders a list of the requirements and responsibilities. We listed all 24 positions available on the board. 15 of the

24 panel leader positions were filled. 9 remain open but will be filled by the Panel Coordinators at the 3 facilities John F, for Adcare. Sonny C. for Phoenix House and Paul P. for Roger Williams. We will offer the open positions next month in hopes of filling these as well.

A brief orientation was given to all new panel leaders by John F. Panel Leader were encouraged to arrive early, go over Do's and Don'ts with speakers and remind them that this is a NA commitment. To focus on a message of recovery. Refrain from using foul language and adhere to all facility rules. Panel Leaders were instructed to politely step in if a Speaker was not being considerate of the time or only focusing on the mess and not the NA message.

Current Panel Leaders: Note: If a month has 5 weeks, the 5th week will be filled by the Panel Coordinator.

Adcare Wednesday Nights

Week 1 Merissa J.
Week 2 Open
Week 3 Open
Week 4 Open

Adcare Saturday Night

Week 1 Rachel C.
Week 2 Dave C.
Week 3 Rob R.
Week 4 Open

Phoenix House Friday Nights

Week 1 Larry L.
Week 2 Mike F.
Week 3 Kevin C.
Week 4 Sonny C.

Phoenix Saturday Mornings

Week 1 Alina F.
Week 2 Open
Week 3 Mike F.
Week 4 Jim D.

Roger Williams Thursday Nights

Week 1 Dave C.
Week 2 Al B.
Week 3 Kyla P.
Week 4 Paul P.

Roger Williams Saturday Mornings

Week 1 John C.
Week 2 Vinny S.
Week 3 John C.
Week 4 Vinny S.

Open Discussion: It was reported by Kyla P. that an NA member's anonymity was broken by a person at a facility after that person left. As a result, we will be adding a sentence to our open reading to remind all attending a NA commitment that it is an Anonymous fellowship and that is important to everyone's anonymity.

John F. Reported that a request was made by a person representing Roger Williams hospital for literature to be placed on the 4th floor Dual Diagnosis ward. We currently do not have a commitment there but they would like to have literature available for patients if needed. We will provide literature either through the H&I sub-committee or a Literature Rack could be sponsored through the FSA Rack program. John F. requested a list of proposed literature that would best serve the needs of the addicts at this facility.

In Loving Service,
H&I Sub Committee.

Phone Line (Nick S.)

Well folks Usually I don't have too much to report on, but this month I do !! First let me extend sincere apologies for not being here in person to give my report, but other obligations prevent me from being here, and I am grateful that we have a vice-chair willing to step in and report for me.

So, my first call this month was from a Richard C. who was affiliated with the rally 4 recovery and Inquiring if we (GPANA) could have a presence at the sat sept 9th rally down in Middletown RI- Aquidnec Island. He stated he was the committee chair, and he was doing the table assignments, that they were of no cost, he was just grateful to reach addicts he gave me the time--1 to 4 p.m. on sat 9 Sept. I told him I would pass this along through the

appropriate channels, thanked him for including us, and passed word along to our Vice Chair, along with the names (first, and last initial only!) of some Friends who I know from the rooms down there, that I personally know like to get involved in service work, I gave them heads up too, that she might be contacting them.

Second is My decision to step down from this service position. This will be my last report as Phonline Chair for the greater Providence area of Narcotics Anonymous. Rest assured this is not a rash decision lot of prayer and meditation has gone into this decision as well as a lot of soul searching. Friends, to be honest, being in this position is not enabling change or growth. It's not allowing me to be the best possible version of me I can be...so I am resigning. I have gave notice to region, as well as to the chair, and Vice Chair, to my home group, now to this body. As of right now (Sept 26,2017) All Rhode Island calls are being routed to Steven C. of the Free Spirit Area. This was not a decision made by me, but David D , our regional phone coordinator.

Lastly David D, our regional phonline coordinator, and Ad-Hoc committee chair for the revised, new & improved phone system plan sent me, as well as I believe all Phonline & PR chairs in the New England region a notice about the first training and future trainings, where they will be held, a call for volunteers, and the like. I forwarded this to our Vice Chair, and forwarded David D her email address and telephone number as well as our chair's tel. number. I then called up Dave and explained that I was resigning from my position (I am friends with him, we are both from Quincy MA, I have been over his home before-we had spoken about this already, followed it up with an email, so he has it in writing. I then picked up the phone and called our Chair, and checked if she received these e-mails, and why I was forwarding them to her. she understood, we talked a while about it, and a lot more. I explained about the difficulties I was having here at area, how I've tried to grow and learn as a man from them, but I'm just not at that kind of place in my recovery, in life. She conveyed that she understood...

That's all I got.

ILS

Nick S

-----edited version of Phone Line Report provided above ----- by Ines G.

Policy

- None

Public Information Report (open)

- None

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

-

Motions:

➤ **Motion dd/mm/yyyy-01**

Date:

Maker:

Seconded by:

Motion:

Intent:

➤ **Motion dd/mm/yyyy-2**

Date:

Maker:

Seconded by:

Motion:

Intent:

Old Business:

GPANA open position

- ✓ Alternate Secretary
- ✓ Alternate Treasurer
- ✓ Alternate RCM
- ✓ Finance Chair
- ✓ PI Chair

Convention open positions:

- ✓ Secretary
- ✓ Alternate Secretary

New Business:

Next GPANA meeting September 24th, 2017

Open Forum:

Meeting Adjourned

Administrative bodies contact

- *Chair:* James M. (401)516.3863
- *Vice Chair:* Cindy W. (401) 699-6099 cyndi12376@gmail.com
- *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*
- *Activities:* Shannon A. Addisonnn3@gmail.com
- *Policy:*
- *Convention Chair:* Rosalind A. M. rosalindwallace1995@gmail.com
- *Convention Vice Chair:* Rico W. (401) 996-0567 21blackbears@gmail.com
- *Area Finance chair:*
- *Hospitals and Institutions: (Chair) John F. (401) 714.9765 john.fallon1@verizon.net*
- *Area Literature Chair:* John C (401) 286.4662.
- *Phone Line:*

Addendum

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 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.