

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

October 22nd, 2017

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

Area Meeting Times:

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

Area Service Meeting Agenda:

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

Roll Call and GSR Reports:

Groups in Attendance: 11 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 – Premises are smoke free
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)

- I would like to thank this body for the time here as your Area Chair, its always been a learning experience.
ILS,
James M.

Vice Chair (Cyndi 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.*
- I will not be accepting any further positions or nominations at the upcoming elections, also I will be surrendering my position for I've served up to the limits of repetition.

THEYRE ARE POSSITIONS OPEN AT THE GPANA PLEASE BRING BACK TO YOUR GROUPS!!!!

GREATER PROVIDENCE AREA MEETING WILL NOT BE HELD IN DECEMBER, GROUPS MAY PURCHASE THEIR NOVEMBER AND DECEMBER LITERATURE AT THIS UPCOMING AREA OR MAY BE MADE AT A PLACE OF GROUPS CHOOSING. FOR EXAMPLE, AT OTHER AREAS.

Literature Report: (John C.):

- See finance Report for sales info.
- No inventory did not have time to have done however it will be all set by our next Area Meeting

Greater Providence Area Treasurer's Report

Sept.-17

Description	Income	Expenses	Balance	Check #
* Beginning Operating Balance		(Less Prudent Reserves)	\$1,537.39	
Income	Group Donations	\$460.18		
	literature sales	\$871.82		
	BOD for Convention	\$0.00		
	Misc	\$0.00		
Total Income			\$1,332.00	
Non-Discretionary Expenses	Rent Expense		\$25.00	2727
	Admin-- Insurance		\$0.00	
	H & I		\$0.00	
	Regional Phonenumber		\$0.00	
	Secretary		\$0.00	
	Activities Expenses		\$0.00	
	RCM Expenses		\$0.00	
	Literature Expense		\$819.91	2728
	meeting lists		\$74.00	2725
	meeting lists		\$47.50	2726
Total Fixed Expenses			\$966.41	
Discretionary Expenses	H&I Subcommittee		\$0.00	
	Free Spirit Area reimbursement		\$300.00	2724
	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		\$0.00	
	Convention Committee Lit Order		\$0.00	
Total Discretionary Expenses			\$300.00	
Total Expenses			\$1,266.41	
Operating Balance			\$1,602.98	

Plus, Prudent Reserves

Area Prudent Reserve	\$1,700.00
Convention set a side	\$2,000.00
Insurance Reserve Balance	\$1,284.00

Total Prudent Reserve
Ending Account Balance

\$2,984.00

\$6,586.98



		Income	Expenses	Balance	Check #
*Literature	Stock Value			\$	
Beginning Balance				2,616.89	
Sales	Sept	\$871.82			
Restock	World Service		\$819.91		2728
	Meeting Lists		\$74.00		2725
	Reg. Meeting Lists				
Ending Balance				<u><u>\$2,638.98</u></u>	

Group Donations Sept.-2017

Cookies in Recovery
Gimme shelter
Surrender or Die
Straight forward
Why are we here
Meeting Street

Men with a Vision
Step Sisters
The Lie is Dead
Dedication
Kiss
Recovery at the Chapel

Breakfast Club
Recovery in the lake
Never Alone Again
insanity\Serenity

RCM Report: (Jim D.)

RCM Report 10/22/17

The last regional weekend was hosted by the Cape Cod area on October 14th and 15th in Hyannis, MA. Eleven of the fourteen-member areas were present. The chair apologized for not getting the last regional minutes out and said she would do her best to coordinate with the new secretary to have them posted soon. The newly elected secretary was in attendance and the October minutes should be posted on schedule, they can be found at nera.org under Regional Information.

Boston reported that they have resumed fund flow as a CPA has been hired to look into the excess funds issue that had been discovered. They have an average of 13 groups in attendance at their ASC. Their convention will be held at the Boston Park Plaza January 12-14, with a room rate of \$119/night.

Cape Cod reported that they had 15 of 27 groups in attendance at their last ASC and that the regional fellowship development team for the workshop they presented on Saturday.

MVA reports that they are doing well.

Nantucket reports that they closed the Sunday meeting and have moved to a more accessible location. They now have 4 meetings per week on the island and are looking for support from PI/PR at the region. They is a significant population on medication assisted treatment whom they would like to reach.

Pioneer Valley reports that H&I still need support.

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 phone call 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. Their PR subcommittee is very busy yet is in need of support. They have 40 literature racks in the adopt a rack program across the area. They have a continuing area concern over the printing of regional meeting lists that don't contain accurate information. A discussion was held in open forum and an Ad Hoc was set up to look into this issue.

Western Mass reports an average of 21 GSRs present out of 38 groups. They are using Quick books now and it has been very helpful. The convention is in search of a new site as the hotel has been sold. They have a flier hanging day scheduled with the pioneer Valley Area on November 4th Regional Delegate reported that he'll be attending the North East Zonal Forum in Iselin, NJ on the weekend of October 27-29 and submitted a motion for \$562.52 for that trip. He also submitted a motion for \$300 to purchase 20 copies for the CAR for the RCMs. These funds were taken from the regional delegate set aside that is replenished each time the region meets.

The RDA discussed his attendance at a virtual meeting of the zone that was held on line. He is requesting additional funds to attend the Western Service Learning Days in California as his reservations were not made when the monies were approved. GPA voted against this as it was felt that this reservation should have been made when initially approved.

H&I reported that 11 members were present at their meeting with 5 areas being represented. Free Spirit reported that there were 6 open positions that were being filled. Central Mass is being assisted by Greater Worcester in filling its commitments.

Insurance reported that 4 requests were made for insurance certificates since the last regional meeting.

A representative from the website committee was present and gave the following report:

The Website Committee, Mike P and Dianne M. are maintaining and updating www.nera.org as it is needed, we do not have a chairperson to date.

The World Convention Registration Flyer is now posted on our Events page.

However, the information about Regional weekend was not sent to us, Jeremy (an addict in Maine) was able to contact someone and get me the information to post. A contact information sheet would be very helpful going forward.

The new Meeting List pdf is now up on the website.
I have not received any minutes from the August meeting to post.

We were surprised to find that there was an Adhoc committee to replace the website, Mike and I would have liked to have been a part of that but were not made aware of its existence until after the fact. Still we have reached out and asked to help and assist in moving forward with BMLT and a more user-friendly site.

I am monitoring the mail box for info@newenglandna.org and have received several emails not meant for the website, seems like convention, Regional Chair and a few others emails a being forwarded to the website info mailbox. There is a mailbox for all committees (as far as I know) why is the mail being forwarded to website only to be forwarded to the committee?

I received a request to post an event, I did post it but had to get input from World. The flyer was from a travel company advertising airfare and hotel room for WCNA-37 (which had not started registration yet) I consulted World and was told it is not illegal, but it is also not an NA event, so I took it down.

ILS
Dianne M

Addendum from Mike P.

Hi all,

I expect to be at the subcommittee and regional committee meetings. Hopefully I will see everyone there.

As Dianne mentioned we do not have a chair and have struggled with that position.

It was brought to our attention that the site was being disbanded and moved to a different platform. The reasons we were given for that change were based largely on misinformation and misunderstandings, perhaps from our previous chair.

The sites went down a few times while we were under a vicious DDOS attack. It isn't a coincidence that around that time my place of employment was also under attack, along with the Republican National Committee, Sony, Amazon, and about 10,000 other major sites by last count.

We did not have the traffic to justify upgrading the sites hosting plan. I relayed that to our former chair, but the hosting provider convinced him otherwise. (I am the director of IT for a global company, so I am familiar with these processes as well as with hosting providers LACK of expertise in it)

So when an attack happened again, the sites went down. Again, I advised against increasing the plan but my concerns went uncommunicated to Region apparently because we upgraded the plan again.

The reason the site hasn't went down recently is partly because of some precautions and free tools I put in place and partially because a lot of those auto DDOS tools that were released were either blocked by ISPs, new users got bored with them, or the tech didn't keep up with the obstacles.

As far as the site goes, it is just myself and Dianne on the committee as far as I know.

The site is ALWAYS up to date and I would put this regions site, as far as being up to date, against any others.

It is largely driven by the community, and Dianne just approves, or Deny's, the changes as they come.

If there is a similar process with the Wordpress sites, then great, but if it is more manual, then you can expect 2 things to happen. 1. You will need more people to keep the site as up to date as it stays today. 2. You will need a recruiting strategy to get more on board.

I have no issue with switching to WordPress as long as we will not lose functionality, or accuracy, or volunteers, by doing so. WordPress is end user friendly, but our process allows the areas to make their own changes and the committee just approves them. If the WordPress methodology is the same then I would like some kind of demonstration with access to the admin if possible.

I think that all areas/regions should be the same site eventually, and I have some ideas around that, but we should definitely be using bmlt. It would just make a lot more sense to add it to Drupal. Unless there is a new committee now that knows WordPress and bmlt, I guess.

We also encourage our base to visit the site. It wouldn't surprise me if we got a lot more visitors than other sites. Hopefully I can make region and answer any questions that come up.

At the very least the decision was made without all of the information that was available.

Thanks,
Mike

a. PR/Phoneline reported the following: Phone Line Coordinator – David

Received 180 calls in the month of August and 192 calls in September. The following volunteer positions are covered: 9 urgent, 1 non-urgent, 1 Professional call-back, 1 lit., 1 RI PR contact and 1 RI Friend & Family contact. All is running properly. All volunteers except Nantucket were contacted since the last RSC. The next meeting updates for phone-line is scheduled for this month. Changes were made per request of Free Spirit Area

The switch to the new phone-line is in the works. Anyone interested in volunteering down the road can contact David D at (860) 637 - 3512. We are looking to start with 30 volunteers for when the switch to the new system happens but this won't be for months down the road. Clean time requirement is 2 years.

The treasurer was not present, but the assistant treasurer reported that \$4,314.17 was received in donations from areas and groups which after set asides were made and expenses were paid the opening balance was \$2,436.63. The only money motion passed, not using set aside funds, was for \$50 to buy meeting directories for the PR subcommittee was left a balance of \$2,386.63 which, per policy, was donated to NAWs.

Three money motions totaling \$750 for an activity in the Cape Cod area in December were voted against by Greater Providence as it was felt that if the region was funding this event we should not be charging members of the region \$10 to get in. Lively discussion ensued but all three motions passed. More will be revealed at the December Regional meeting.

The New England Regional Convention Corporation elected Jeannie G as an at large board member. There are currently two open board member positions.

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 as well as literature chair. Jeremy was elected website chair.

The next regional meeting will be hosted by the Greater Providence Area on December 9th and 10th at 249 Main Street, Pawtucket, RI. 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. There will be a CAR presentation on Saturday at 3 PM and all groups are encouraged to send a representative to become aware of the information we will be asked to vote on for the upcoming April World Service Conference.

In grateful service,
Jim D. - RCM

BOD REPORT ()

- The BOD supported the Halloween event held on 10/21/2017. The turn out was great we took in a margined profit. Half the BOD was present and assisted with all responsibilities. The event was attended a great night held by all.
The BOD received and approved bids to support the efforts of convention committee. We will be meeting in November to be determined. There was a discrepancy with funds being deposited into Areas account but all is being worked out as it is a banks error. We must move contractual bids to go over todays' registration and F&E for DJ.
IL, Wanda B.

Activities Report (Shannon)

- None

Convention report (Rosalind)

Chair Report. Reminded the subcommittee to get their contract quotes into the BOD with the BOD's emails attached. Reason to set aside funds for deposit if needed.

Treasurer's report: Opening Balance: \$5458.00

Income: \$105.00 Expenses: \$445.00 Closing Balance:\$5118.00

There was a correction made to our account. BOD Rob S. treasurer has the correction documentation that was made. Steve will be running late for the meeting but will be present for any follow up questions.

H&H - we have a 2500.00 deposit due next month. They're also working on the center pieces for the banquet.

Registration: presented three quotes for the convention packet and submitted them to the BOD.

Merchandise: purchased the 1st bulk of shirt. Submitted to the printer with the registered trademark, but the printer printed the shirts without the registered mark. The BOD ok the committee moving forward with selling the shirts. The printer has agreed to work out a credit toward the next order.

F&E - held a Speaker Jam on last evening 10/21/17 At the Amos house in Providence was very successful. Will report out at the next meeting the funds that were raised.

Arts & Graphics- continuing to product great flyer. Last flyer was fir the Halloween Speaker Jam and working on the flyer for the upcoming New Year's event. In addition, he is looking at quote for the convention banner.

Convention Info: No report

Have requested a meeting with the BOD spoke w/ Rob and Wanda waiting for them to schedule the meeting.

In Loving Service Rosalind Mitchell

Finance Report: (Open)

- None

H & I Subcommittee meeting

10/15/2017

Opened by John F. GPA H&I Chair

1. The subcommittee opened the meeting with the serenity prayer, service prayer and the 12 concepts.
2. Attendance: There were 4 main body members and 2 panel coordinators.
3. Minutes: Voted and accepted from last month.
4. Coordinator Reports
 - a. Sunny- Phoenix House reported all commitments were filled. No issues.
 - b. Paul- Roger Williams reported all commitments were filled. No issues.
 - c. Johnny- Adcare reported all commitments were filled. No issues.
5. Panel Leader Reports: No issues.
6. ADHOC: No Report
7. Old Business
 - a. Open Positions:
 - i. Secretary: Naomi nominated for secretary and elected.
 - ii. Alternate secretary: Not filled.
 - iii. Adcare:
 1. 4TH Wednesday
 2. Liz C. nominated and elected for 4th Saturday.
 - iv. Roger Williams:
 1. Sat 10:30 am – 2nd and 4th weeks
 - b. Opening Statement: Looking into changes in the opening statement to protect anonymity.
 - c. John F. mentioned the subcommittee might want to use Google Docs.
8. New Business
 - a. Doug F. reported no progress on Learning Day.
 - i. Discussed subcommittee taking over Learning Day.
 - ii. Mike F. and Paul to work on Learning Day possibly at Woodridge Congregational Church.
 - b. If FSA no longer continues,
 - i. H&I will meet at GPA on the day of GPA area at Anchor Recovery between 2 and 3 PM on the 4th Sunday of the month.
 - ii. GPA will cover H&I literature for all facilities.

The H & I joint subcommittee closed with the serenity prayer

In Loving Service, Naomi R.



Phone Line (open)



Policy (open)

- None

Public Information Report (open)

- We did stop by the Bristol Rally for Recovery. And they did give us a table. We had around 80 people stop by the booth. Literature is done just a few backpacks are left.
- PS: The Newport A box of add-backs packs is being donated at the Recovery Rallies.

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

- A radio button has been added to the NA website which can be used to change the language from English to Spanish.

Motions:

➤ **Motion 10222017-01**

Date: 10/22/2017

Maker: JOHN D.

Seconded by:

Motion: To reimburse Nichole H. the previous Policy Chair \$13.60 for mailing fees.

Intent: To carry the message

➤ **Motion 09242017-1**

Date: 10/22/2017

Maker: PI

Seconded by: Cindy W.

Motion: \$367.00 to purchase the 50 NA Packets World suggested

Intent: To carry the NA message

Old Business:

- Nominations:
 - ❖ Finance subcommittee chair
 - ❖ Phone Line Subcommittee Chair
 - ❖ Policy Subcommittee Chair
 - ❖ Public Information Chair
 - ❖ Alternate RCM
 - ❖ Convention Secretary and Alternate Secretary

GPANA open position

Nominations:

- ✓ Chair – Peter S. (elected)
- ✓ Vice-Chair – Cindy W. (elected)
- ✓ Secretary – Staying till January 2018
- ✓ Alternate Secretary
- ✓ Treasurer
- ✓ Alternate Treasurer
- ✓ RCM – will stay with the hopes an Alt. RCM steps up.
- ✓ Alternate RCM
- ✓ Finance Chair
- ✓ PI Chair
- ✓ One Board Of Directors Position open

Convention open positions:

- ✓ **Secretary**
- ✓ **Alternate Secretary**

New Business:

- Next GPANA meeting November 26, 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

- 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 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.