

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

Febuary 25th, 20018 The next meeting will be held on March 25th, 2018

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

GROUP ANNOUNCEMENTS:

- **WHO IS AN ADDICT:** Is Changing their format from a open speaker discussion to an I.P./ Literature/speaker open meeting. They meet at 68 Falmouth St. Attleboro, MA (Cameron Recovery Center) Sundays 7:00pm to 8:15pm
- **OPT FOR LIFE:** Will be having a speaker the second Saturday of every month. Groups 25th anniversary is September 8th from 6-7 is food,7-8:30 they are having a meeting followed by fellowship from 8:30-10:00pm. They meet at ST. Peter's by the sea 72 Central St. Narragansett,RI (corner of Central&Caswell Streets)

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED

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 at the Beach
Change or Die	Recovery in the Chapel – Premises are smoke free
Choose Life	Recovery in the Country
Clean & Crazy	Recovery in the Lake
Cookies & 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 with NA	Straight Today
Lie is Dead	Stepping Out Wednesday
Living Clean	Serenity/Insanity
Living Free	Surrender or Die
Love Line	Tuesday Not Use Day
Woman Of Integrity	Who is an Addict
Recovery in Johnston	Serenity Maniacs
Recovery at the Edge	Serenity Seekers
Recovery & Beyond	The Text Message
Regardless of Sexual Identity	New Freedom
Serenity Plus	The Message of Hope
Learn to Live	Free at Last (Saturday)
The Lie is Dead	Grow or Go
107 club	I Cant, We Can
Alone No More	The Journey Continues
Clean & Serene	Why Not Group (Men's Group)
Free at Last (Thursday)	Why are we Here
Men with a Vision	Never Alone Again
NA in the Day	Steps To Freedom

ADMINISTRATIVE REPORTS:

Chair (Peter S)

- No report given

Vice Chair (Cyndi W.)

- Good afternoon

I recieved a call from an addict, that DR. Rich who is on the Governors opiod task force wanted to speak to Narcotics Anonymous. There were many questions, I turned his name and number over to the PI chair.

I spoke with activities chair and he spoke with regional activities chair.

I would like to welcome all those who stepped up for those positions last area.

In loving service

Cyndi W

Secretary (John O)

- **If you want a copy of the area minutes please print neatly on the attendance sheet!**
- **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. 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:** The final committee meeting will be held Sunday March 11th 2018 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: (Rick D.)

Literature Report 2-25-18

Not keeping the literature at Anchor any longer, I had the subcommittee over my house to do a physical inventory where I received the Excel program used by the F.S.A. to help keep track of their inventory. Over the course of the next few weeks, I've reformatted the program to the G.P.A.s needs. I placed the literature order from World before I had the final figures and left us with a 0 balance on some items. My bad.

With the new program I'm hoping to streamline the end of the procedure and give the financial details to our Finance Chair sooner...maybe even that day. Well, after area on Sunday, THAT didn't happen.

I have noticed that some of the figures weren't adding up, only to find human error was the cause. I hope also that this will change with the use of the Excel program.

I have changed the GPANA Literature Order Form, have given everyone copies and have sent it to the website. Added were spaces for the Living Clean & Guiding Principles books to better keep track of them and to be consistent with the inventory list itself (Basic Text – Hard Cover, Soft Cover...etc.). I have also added spaces to be able to choose between English & Spanish Newcomer Packet Envelops. I have also taken out the "Basic Mug" because I haven't seen any here since I can remember. They can still be special ordered.

I have also found a price difference between the inventory list and world. We pay \$2.00 for "An Introductory Guide to N.A." We were charging the groups \$1.85 and will now be charging \$2.20 for it.

Because of some of the changes to the way we do things now, after today, I will no longer accept the older GPANA Literature Order forms, so with the copies given to everyone, if you could let your groups know and get them some copies, please.

I also made a GPANA Literature Order Form on Excel where all someone has to do is input the quantities of what they want to order, the dollar amounts are figured in and totaled at the end. I've submitted this to John F in hopes he can make it the way it has been suggested to me.

In Loving Service...

Rick - GPANA Literature Chair

masterrick2016@yahoo.com

401 230 0061

Treasures Report: Judy B.

Greater Providence Area Treasurer's Report					
		Jan 18			
Description		Income	Expenses	Balance	Check #
* Beginning Operating Balance		(Less Prudent Reserves)		\$-700.89	
Income	Group Donations	\$1,135.86			
	literature sales	\$2,653.14			
	Convention Committee Lit Order	\$462.00			
	Leftover money from hosting region	\$112.00			
Total Income		.		\$4,363.00	
Non-Discretionary Expenses	Rent Expense		\$50.00		2747
	Area Website		\$0.00		
	H&I		\$0.00		
	Regional Phoneline Secretary		\$79.10		2749
	Literature Expense		\$1549.29		2746
	Activities		\$0.00		
	Hosting Region		\$112.00		2751
	Administrative meeting lists		\$97.50		2748
	RCM Expenses		\$0.00		
	Total Fixed Expenses		\$1,887.89		
Discretionary Expenses	H&I Subcommittee		\$0.00		
	Free Spirit Area reimbursement		\$0.00		
	PI Subcommittee		\$0.00		
	Activities Subcommittee		\$0.00		
	Literature Subcommittee		\$0.00		
	Policy Subcommittee		\$0.00		
	Profession Expenses		\$0.00		
	Regional Donation		\$700.00		2750
	Returned check		\$0.00		
	Returned check fee		\$0.00		
Total Discretionary Expenses		\$0.00			
Total Expenses				\$2,587.89	
Operating Balance				\$1,074.22	

New Life	Ray of Hope	Start your Night Right
Steps at the Chapel	107 Club	Recovery is More than Abstinence

ALT RCM Report: (Vivtoria M)

**There will be an informational workshop on the 2018 Conference Agenda
Report: March 17, 2018 2pm to 6pm at Anchor Recovery Center 249 Main Street
Pawtucket RI. Any questions contact Victoria M. 401-744-1809**

RCM Report: (Jim D.)

RCM Report 2/25/18

The last regional meeting was hosted by the Western Mass Area and was held in Westfield , Mass on Sunday, February 18. Eleven of the thirteen areas were represented.

The convention committee reported that they had 17 members in attendance at their meeting and that Dave A. (from Greater Providence) was elected as vice chair. They currently are offering a \$15 early bird registration. The theme for the convention is “Hope is What We Give” and a logo has also been selected. They had a closing balance of \$6,828.28.

The Fellowship Development Committee is working on setting up a regional assembly to be held on a Sunday in July. They are sending out a 10 question survey to help them in planning the assembly. The questions will be attached at the end of this report.

Registration for the next World Convention, WCNA 37, being held August 30th thru September 2nd, 2018 in Orlando FL, is now available at na.org.

The H&I committee reported that 9 members were present with 6 areas being represented. They are resolving the issue with the mailbox for the Writing Steps in Recovery program for inmates. South Shore requested more correctional commitments via an email but they did not have a rep at the meeting, there was some confusion as to what they were asking for.

The BOD reported that RFPs had been sent out for hosting the next regional convention and three choices were brought back to the region from which the Sheraton Framingham was selected. The spreadsheet showing the three choices will be attached to this report.

The following is the PR report that was given:

Good afternoon and thank you Western MA for hosting.
We received an e-mail request to participate in a Health Fair on 3/21 in Boston, and another e-mail request to update our information on the Massachusetts Substance Use Helpline. Phone line is alive and well, we received a total of 182 calls in the month of December and 170 for January. All current phone line volunteer positions are filled; most have recently been filled by someone new in the spirit of rotation. The literature coordinator phone-line position is now

open but being covered in the interim. We discussed the need for updates to happen on the phone line, as some areas haven't been updated since July. The overall cost for our provider to update every single meeting would be around \$500. We discussed doing away with the recordings and better equipping volunteers to have meeting information readily accessible to callers. There will be a motion to eliminate the phone line treasurer position, as it is our hope that it can easily be managed by the finance committee. We also discussed how the new website AdHoc may have an impact on the current phone line and the printing of RMDs. The RMD account was at +\$395 with 4,500 RMDs for sale as of Saturday, February 17th. A total of 6 areas were represented at Region. Together the areas are doing a lot. Various areas have literature rack programs, presented to colleges, had flyer hanging days, participate at the Quincy Mayor Task Force as well as RI governor's' task force, have done Learn to Cope presentations, and participate in various drop-in events throughout the region. A few areas are participating in mailing campaigns in hopes of securing more presentations or to provide facilities with NA literature or materials. The SSA is also drafting two documents: one is a "misconceptions about NA" document and the other addresses issues discussed in the new MAT pamphlet.

We have a policy drafted that is awaiting approval, it has been tabled until our next meeting. Taylor M was voted in as vice-chair. We are attending a Health Fair on 3/21 and also attending the Harvard Health Fair in the month of March. Open positions are events coordinator and media outreach.

We discussed our participation in the Zonal PR AdHoc and how it may be helpful to us as a committee to participate. We also discussed reaching out to the Billerica Correctional Facility to do a presentation for staff there. Finally, we discussed an internal incident which was a call for diversity and had discussion about why that's important to PR and how to educate NA members on what PR does and why we do it.

ILS

Bridget

Here is the website report given at the meeting:

New England Regional Website Report

New Website

Patick J, Mike P and I met online once a week using Google Hangouts during December and January. We worked on the development of the new website. We work together well.

Billing

I looked up what we have, what they cost, and when they are renewed (they are renewed automatically). We own three domains. Newenglandna.org and nerna.org are registered with Godaddy. Nercna.org is registered with our hosting company, Siteground. The Godaddy registered domains were set up to be automatically renewed by charging the PayPal account of Brandon H. Our hosting account was set up to automatically bill Raymond L. They are no longer in the committee, although they have

been helpful to me. I have changed all the billing to be paid by my credit card. I will keep records and ask Region to reimburse me. I have written a motion to appropriate money to cover these expenses.

The New England NA Domain

I edited the Home Page in the current site and the new site to say "our helpline" instead of "one of our helplines". Our phone number was written as 1-866-NA-HELP-U. I added our phone number in numerals, 1-866-624-3578. I called it to make sure I had entered it right. I listened to the greeting message and after it welcomes the caller, it says "Visit us on the web at newenglandna.org". Before Dec 26, the web address newenglandna.org brought up a page saying that this site was under development. On Dec 26, Mike, Patrick and I changed the record to point to our website, nerna.org. I had no idea our phone line was directing callers to the newenglandna.org URL. It's a good thing we corrected the problem. It had gone on long enough. This is a good reason for us to be sure that one committee communicate with another committee when doing something that relates to them.

Whom We Serve

That is a good question. On our Home Page we says we serve addicts and professionals who serve addict. The phone line says they help addicts, professionals, and friends and family. Should the website do so too? Obviously in a spirit of cooperation, not affiliation. I monitor the info@newenglandna.org account. I got an email from just before Christmas, from a girl distraught about her missing brother, man who had attended meetings in Quincy, especially the one on Friday night. I looked it up and clearly it was an Open meeting, so I advised that if she went, it is permitted, though it isn't really in our purview to search for missing persons, but addicts might want to help find one of their own. I suggested she go to this open meeting and ask. Often addicts want nothing so much as to clearly be part of the solution,

New Website

Work on the new website has gone ahead. Patrick, Mike and I have been together online almost every week since the December region. We worked through many issues in transitioning to the new website. One issue we covered was what WordPress theme to pick. In WordPress, the theme determines how the website laid out, how the menus are laid out, whether there are sidebars, whether the page is laid out in one, two, or three columns, and things like that. It is a good idea to pick a theme early in the development, because if you change themes, often a lot of work has to be redone. In January we agreed on the Mesmerize theme.

A big issue is how to transition the meeting information to the new website. I learned from Andrew L, the NA World Services (NAWS) web update person for our Region, that he was not downloading

meeting information from our regional website. He was getting Area meeting lists from RCMs and logging in to the NAWS site and entering them by hand. So really there were two separate databases of meeting information: one at NAWS and one at our regional website. There is a technical problem with automatically transferring our meeting information to NAWS, but with the Basic Meeting List Toolbox (BMLT) technology that the new website uses, we will be able to automate the process. I have talked to Lori Dunnell, the NAWS meeting database administrator, and she will help us make the transition.

The new website has a number of things to add but it is in good enough shape to show. Its URL is <http://wp.nerna.org>. The Home page features a map showcasing Massachusetts and Rhode Island, with many NA markers in the two states. It instantly conveys the impression of a strong NA presence in these states. The menu is no longer on the side, it is at the top, but users can navigate around to all the same things they have become accustomed to in the current site. One big difference: users no longer have to log in to submit meeting or event information. There are forms for each of these. The information will be taken from the form and emailed to the website committee. For meeting changes, however, we can create BMLT logins for Area Trusted Servants and they can make changes directly. We are thinking of having one person per Area for this but we envision talking about it at Region and coming to a common understanding we all agree on.

Some things people can do on the new site that we can't do on the current site. If you go to <https://wp.nerna.org/changes>, you get taken to a page that has four buttons. The one labeled "Changes" takes you to a page where you can see all meeting changes for the last 30 or 90 days. The one labeled "Proofs" takes you to a page where you can select by Area to see all the meeting information for a given Area. An Area trusted servant could use this to verify the meeting information we have for their Area is accurate.

Respectfully submitted,

Jeremy F, NE Regional Web Chair

The insurance committee reported that 3 requests were received for insurance proof since our last regional meeting.

The policy committee reported that an issue came before them regarding an RCM holding a position on the executive committee of the regional body. They will look into this further and have more information at the April meeting.

The activities committee reported that their first two events held in conjunction with the Cape Cod area and the South Shore area were well attended. They returned \$1,569.83 to the region which had funded them \$1,400.00 for both events. They are planning an event to be held in Framingham on April 7th at 7 Bishop Street.

The treasure's report will be more detailed in the regional minutes, but the meetings started out with an opening balance of \$410.15 after ordinary expenses were paid and set asides were made. A total of \$1,374.42 was received in area and group donations, GPAs \$700.00 is included in that. At the end of the day \$1,424.42 was transferred from prudent reserve to cover the money motions that were passed. This left the prudent reserve at \$1,727.93. No donation was made to World.

A motion was sent back to the areas:

Maker: PR Chair

Motion: To close the Phonenumber bank account and change the policy of billing areas for the phonenumber expenses. Payment of phonenumber bills will become the responsibility of the RSC in the future.

Intent: Return to a single point of accountability for NA funds

The next regional meeting will be held April 14th and 15th hosted by the South Shore area, exact location to be determined.

In grateful service,

Jim D. and Victoria M. – RCM team

BOD REPORT (Robert S.)

- Greetings

Sorry, i am not present today. It would warm my heart to be present while reports are read regarding the incredible work displayed by all committees.

We the BOD would like to thank everyone who has participated in the convention whether you served on a committee, shared, opened a meeting or just showed up. we thank you all for making it so successful.

The BOD spent much of its time following up with ongoing supports needed to go forward with our convention. All BOD members were very active the entire weekend. during our convention we provided support where required. Committees were appreciative of our presence, as shared with us in our meeting on sunday following the convention. We had a fantastic turn out. There were no significant problems reported. The \$2000.00 convention set aside is being returned to the operating balance. The BOD will meet on 3/9/18 to discuss recommendations. We will meet at the Dunkin Donuts on Smith Street in Providence.

ILS,

Wanda B

BOD Chair

Activities Report (Sandy S. just elected)

- None

Convention report (Rosalind)

- None

Finance Report: (Open)

- None

H&I: (Paul P):

Providence Area H&I

2/25/18

Started with the 12 traditions and 12 concepts

Attendance: 14 voting members Quorum 8

- Voting Members: 1
- Group Reps: 7
- Panel leaders: 4
- Main Body: 2

Accepted last months minutes.

Panel Coordinator Reports:

Sonny: Update sign up sheets so people have to leave their name and phone numbers, update contacts in binders

Paul: one panel leader passed out but is doing well now

Adcare: Johnny absent no report

H&I Rep Reports:

Dave: Adcare had no literature, there was an update it was brought in last night

Old Business:

Policy for coordinators having a one year position

Women's Roads: About getting out to meetings trying to find out how long they are on lock down

Butler: Could not get contact has reached out to 3 separate people to see if their guidelines

New Business:

Rouge commitments- they were institutional meeting not a commitment so does not fall within this body

Butler- say they are having an NA meeting in the facility, they were set up like a meeting saying they were representing a group in Johnston

- James is going to get some more information

Splitting up groups at Adcare- worried that we are splitting up part of the group from the panel leader

- Opens liability of the sub committee because we would not know what was happening on the commitment and could not make sure the rules of the subcommittee are enforced
- Group consensus that we should not split the commitments up

Learning Day- No update

Phone Line (Brad M)

- None

Policy (Kevin C.)

- None

Public Information Report (James M)

- Good afternoon family

WE have recieved 3 calls this month for public information. We have made contact with Butler Hospital, waiting on a time and date to meet.

We have made contact with Women's Rhodes, first they have ladies who can't go out to meetings . We have let H&I know that. Second they want to know more with meetings around them including Conn.

Once again GSRS let your groups know, keep an eye out some ladies are being harassed.

Ladies if something happens go to a group member and let them know.

DR. Rich governor's overdose task force wanting to talk to us. We made contact waiting on a time and date to meet.

We have given out about 20 newcommer packets this month in english.

I attended region last saturday 17, i am now on the phone line for public information in RI. We had 7 areas in attendance

Bos/Met-West: are working together for PI/PR and are doing well 10 Racks

CapeCod doig well 8 Racks

NEMA: Have made a public announcement, it looks very nice. Will inform us of the air date. No Racks

South Shore: Doing well 50 Racks

Western Mass: PR& OUTREACH are open, there is some talk about them working together with pioneer valley. 8 or 10 Racks

In Loving Service

James M

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

-

Motions:

- **Motion 02518-01**
Date:02/25/2018
Maker:Cyndi W
Seconded by: Peter S
Motion: To have [30] 12 concept booklets ordered for new GSR'S at a cost of \$67.50
Intent: To give to GSR'S during orientation

Motion 022518-02

Date: 02/25/2018

Maker: Victoria M

Seconded by: Mike P

Motion: To vote on candidates for any position at the area service committee as as soon as they leave the room after qualifying and answering questions.

Intent: To eliminate the Pros and Cons discussion

To eliminate any 10th concept issues

Motion: 022518-03

Date: 02/25/2018

Maker: Area Replacement

Seconded by:

Motion: Order a guide to phonenumber service WSO catalog no. 2107 cost of \$4.00

Intent: To rebuild what went missing

- **Motion mmdyyy - 02**
Date:
Maker:
Seconded by:
Motion:
Intent:

Old Business:

Nominations:

- Finance subcommittee chair (Open)

GPANA open position

- Finance

Convention open positions:

-

New Business:

-

Open Forum:

•

Meeting Adjourned

Administrative bodies contact

- *Chair: Peter S 401-255-7197 peter041486@yahoo.com*
- *Vice Chair: Cindy W. (401) 699-6099 cyndi12376@gmail.com*
- *Secretary: John O. jojpoc@gmail.com*
- *Website: Acting John F. 401-719-9765 john.fallon1@verizon.net*
- *Treasurer: John D. 401- 640.145 john.delicio03@gmail.com*
- *Board of Directors:*
- *Regional Committee Member (RCM): Jim D jimd12102008@aol.com*
- *Alternate RCM - (Victoria M 401-744-1809 victoria.lynne.madrid@gmail.com*
- *Activities: Sandy S. 858-353-2443 sandyshed@hotmail.com*
- *Policy: Kevin C 401-499-0375 kevinchoquette@me.com*
- *Convention Chair: Rosalind A. M. rosalindwallace1995@gmail.com*
- *Convention Vice Chair: Ricco W 401-996-0567 21blackbears@gmail.com*
- *Area Finance chair:*
- *Hospitals and Institutions Chair: Paul P. paulpratt@netzero.net*
- *Area Literature Chair: Rick D. richarddelano2@yahoo.com*
- *Phone Line: Brad M. 401-332-2445 gruntfitness401@gmail.com*

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:

- Is a member of the Area Executive Committee, which meets prior to the GPASC meeting.
- 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.

- In the absence of the Area Chair, fulfill or delegate the responsibility of any Administrative Officer (i.e. Area Treasurer, Secretary, or Subcommittee Chair).
- 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.
- 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.
- 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.
- In the absence of the Subcommittee Chair fulfill or delegate the responsibility of said office from within that committee. [When applicable.]
- Maintain a line of direct communication between ASC Subcommittees and the ASC Chairperson.
- 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.
- 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.
- 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:

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

Responsibilities of Area SECRETARY:

- Is a member of the Executive Committee, which meets prior to the GPASC meeting.
- Record attendance at the beginning of the GPASC meeting.
- Compile and maintain a current list of all recipients of the GPASC minutes.
- Provide a brief overview of the prior ASC meeting in a written secretary's report. To be read at the present ASC meeting.
- 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).
- Organize and create concise minutes of each GPASC meeting.
- Distribute minutes no later than ten (10) days after the GPASC meeting. Make additional copies available at the next GPASC meeting.
- Distribute a copy of GPASC minutes to the New England Regional Service Committee and the Free Spirit Area.
- 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.
- 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.)
- Compile a current Group contact list containing; Group name; GSR name, phone number, mailing address, and email (if available).
- Provide a current list of Administrative Officers names and phone numbers to be published in the GPASC minutes.
- Provide a Group Announcement page to be published in the Area minutes.
- May vote on administrative motions only.
- Care for and maintain the laptop provided for the Area Secretary position.
- 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.

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

Responsibilities of the ALTERNATE SECRETARY:

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

- Attend all GPASC meetings.

Qualifications of the Area TREASURER:

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

Responsibilities of the Area TREASURER:

- Accept Group donations during Literature Sales prior to the GPASC meeting.
- Accept the money from sales during Literature Sales prior to the GPASC meeting.
- 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.)
- Maintain and keep an accurate balance on the ASC checking account.
- Pay all bills as needed.
- Keep accurate and careful record of all Area financial transactions, including receipts of all monies paid and collected.
- Care for and maintain the laptop provided for the Area Treasurer position.
- Coordinate with the Finance Subcommittee Chair as needed. (Tax filing and payment, yearly budget, etc.)
- Prepare an Annual Budget for the GPASC.
- Collect mail from the GPASC PO box prior to the monthly ASC.

Qualifications of the ALTERNATE Area T REASURER:

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

Responsibilities of the ALTERNATE TREASURER:

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

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

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

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

- Attend each meeting of the Regional Service Committee (RSC) and GPASC.
- If unable to attend an RSC or GPASC meeting it is essential to ask the Alternate RCM to assume said responsibilities.
- Suggested involvement with a Regional Subcommittee to promote the RCM participations with the region.
- In keeping with the Seventh Tradition of N.A., deliver the Area donation to the Region.
- Carry Greater Providence Area Conscience on all matters affecting the GPA or N.A. as a whole.
- Keep the Region informed in a written report of all GPA activities, strengths, and problems.
- 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.
- Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.

- 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):

- The stated qualifications of general service apply to this position.
- Two (2) years continuous abstinence from all drugs.
- Previous GPASC service experience.
- Communication and organizational skills and has displayed significant leadership skills.
- 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:

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

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

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

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

Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):

- Attend each meeting of the GPASC.
- 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.
- Suggested participation with and Area subcommittee to promote the GSR involvement with GPA.
- In keeping with the Seventh Tradition, and Second Concept of N.A., bring group donation to the ASC Treasurer.
- Carry Group Conscience on all matters affecting their group or N.A. as a whole.
- Inform the GPA of all Group activities, strengths, and problems.
- Inform the Group of all business, activities, and special needs discussed at ASC meetings.
- Attend each meeting of the RSC and the GPASC.
- Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region
- Vice Chair a special session of the GPASC to vote on the WSC Agenda Report.
- 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

- Willingness and a desire to serve.
- 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.

- 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.
- 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:

- The stated Qualifications of General Service apply to these positions.
- 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:

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

- Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.
- Assist the Area Treasurer in compiling quarterly balance sheets, profit and loss statements.
- 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.
- Oversee all expenses and research alternatives in order to curtail unnecessary expenses.
- Fulfill all other responsibilities that the GPASC deems necessary.
- Meet one hour prior to the GPASC meeting and as often as the Finance Subcommittee deems necessary.
- 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:

- In keeping with the Fifth Tradition of N.A., carry the message to the addict unable to attend regularly scheduled meetings.
- Coordinate and distribute specific H&I commitment to hold meetings at existing facilities and to be keenly aware that all said obligations are fulfilled.
- Research and develop as many new institutional meetings as possible.
- Provide a monthly account to the GPASC of all literature disbursed.
- Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibility.
- Elect an H&I Correctional Facilities Coordinator, accountable to the GPA H&I Subcommittee.
- 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:

- 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.
- Coordinate the sales, and inventory count and reorder, of the literature inventory.
- Meet prior to the GPASC meeting to sell literature to groups and as often as the subcommittee deems necessary.
- Review and supply input on literature submitted by the World Service Committee Literature Committee (WSCLC).

- Submit literature to the WSCLC from Area groups and individual addicts.
- Make the starter kit:
One (1) of each
One (1) Group booklet
One (1) group starter kit checklist Fifty (50) meeting lists
- To have access to a computer in order to maintain inventory.
- 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:

- Maintain lines of communication between N.A. and the answering, and/or any other phone service used by the GPA.
- Respond to all requests for information in a timely and effective manner.
- Insure that those requests are handled at the appropriate level of service.
- Maintain helpline and Twelve Step call list.
- Establish and maintain the integrity of guidelines for handling phone line requests.
- Meet one hour prior to the GPASC meeting and as often as the Phone Line Subcommittee deems necessary.
- 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:

- 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.
- Develop ASC policy to be considered for approval by GPA groups.
- Compile and maintain all approved policy.
- Maintain past and present motion lists organized by position and subcommittee.
- Review all past and present motions (and all other business) that require clarification.
- Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibilities.
- 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:

- Uphold the integrity of the Eleventh Tradition of N.A.
- 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.
- Arrange all public information speaker commitments.
- Conduct a minimum of one public information workshop per year.
- Meet one hour prior to the GPASC meeting an as often as the subcommittee deems necessary to fulfill its responsibilities.
- Elect a Web Coordinator responsible to the PI Subcommittee.
- Attend GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

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

Purpose

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

Qualifications of General Service for Convention Subcommittee Officers:

Clean time requirements for Convention Subcommittee Officers:

- Chairperson Five (5) years
- Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) year
- 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:

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

Responsibilities of the GPA Convention Subcommittee CHAIR:

- Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, & provide help when needed.
- Helps resolve personality conflicts.
- Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.
- Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.
- Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- 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.
- Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- Votes only to break a tie.
- Chairs the Convention Committee meeting as well as the convention.
- 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:

- Four (4) years continuous clean time.
- 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:

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

Qualifications of the GPA Convention Subcommittee SECRETARY:

- Two (2) years continuous clean time.
- Accurate typing ability.
- 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:

- Five (5) years continuous clean time.
- Demonstrated stability in the local N.A. community.
- Accounting skills. Service experience with conventions or other large scale Fellowship activities.
- 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.