

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

April 22nd, 2018 The next meeting will be held on May 27th, 2018

Area Meeting Times:

- Administration: 12:30 to 2:00pm
- Literature Sales: 1:00 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:

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GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED 29 GSR'S IN ATTENDANCE

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
The meditation meeting	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 (Open)

- No report given

Vice Chair (Cyndi W.)

- Good afternoon I apologize for not being here last month there was an unexpected death in my family I was out of state. Hopefully we can get through all business of the day in a timely manner please be mindful we are on a time limit for this space. Please keep questions for sub committee's only on their reports this will also help us move the process along.

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.
- **GSRS please make sure you write on the sign in sheet the group that you are representing.**

Literature Report: (Rich D.):

Things are progressing well with the Excel program in regards to the counts being correct but there are still some small discrepancies with accuracy between what was sold and what we've counted. Money wise, there are still some issues which I will be working with Judy to fix.

Since the policies are now being addressed, I sent an email to Kevin asking for all the policies that pertain to the LSC in order to see if there were any established quantities & also to see if there is anything on how to put together certain packets. (IE Newcomer Packets, Group Starter Kits). If there isn't maybe we could establish some as there are questions on certain things.

The committee has also talked about how to get more involved with literature coming from our area and out to the fellowship. Looking at some of the current publications of the NA WAY magazine & REACHING out, I have printed a number of flyers on some of the things we can do to begin participating on a larger scale. So please take a flyer and bring the ideas to your groups and group members. If anyone wants my email address and /or cell #, feel free to share it.

If anyone would like to pre-order their literature, send me an e-mail with what you want and the quantities. I will take care of the rest and will have everything ready for area at the end of the month.

ILS
 Rick D - Literature Chair
richarddelano2@yahoo.com
 401 230 0061

Treasures Report: Judy B.

Greater Providence ASC Treasurer Report	
Report Date: 4/22/2018	
Bank Statement Closing Date:	
3/30/2018 Closing Balance:	\$9,927.06
Total outstanding debits:	\$133.89
Total of any unreconciled Deposits:	\$0.00
Insurance Reserve:	\$1,284.00
Prudent Reserve:	\$1,700.00
Beginning Operating Funds:	\$6,809.17
INCOME	
Total Group and individual Literature Purchases: \$0.00	
Total Group Donations:	\$0.00
Subtotal:	\$0.00
Other Income :	\$0.00
Description	Amount
0	\$0.00
0	\$0.00
0	\$0.00

0	\$0.00
Subtotal:	\$0.00

Total Income:	\$0.00
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EXPENSES

Customary Expenses (No motion needed)

Amount

Bank Expense:	\$0.00
IRS Payment:	\$0.00
Literature Adjustment:	\$0.00
Literature provided to Subcommittees (H&I), restock cost:	\$1,257.18
Literature Restocking (Groups and individuals)	\$0.00
Meeting Lists:	\$0.00
Regional Contribution:	\$0.00
Regional Insurance:	\$0.00
Regional Phonenumber:	\$47.31
Rent:	\$50.00
WSO Contribution:	\$0.00
Treasures's Expenses/reciept books:	\$22.02
Subtotal:	\$119.33
Working balance available for money motions:	\$6,689.84
(Does not include any reserves)	

Non Customary Expenses (Motion and Vote Required)

Description	Amount	Pass/ Fail
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
Total of Money Motions Passed:	\$0.00	
Remaining Working Balance:	\$6,689.84	
Prudent Reserve:	\$1,700.00	
Insurance Reserve:	\$1,284.00	
Final Balance:	\$9,673.84	

Comments: The sub committee met a few times since the last ASC. We Developed a new report to have same day reporting. This is the corrected March report. The first example of the new report we're walking you through today. We're working on a recommendation for subcommittee budgets. Once we have a final draft we will present it to the policy committee for review. I wish to thank Carrie, Marissa, Ros and Mike for their continued service to GPA-NA! ILS-Judy.

RCM Report: (Jim D.)

RCM Report 4/22/18

The last regional meeting was hosted by the South Shore Area and was held in Quincy , Mass on Sunday, April 15th. Eleven of the thirteen areas were represented.

The convention committee reported that they had 10 members in attendance at their meeting. They currently are offering a \$15 early bird registration which will be available until the August regional meeting. Pre registration will be \$20 and on site will be \$25. The contract has been signed with the Sheraton Framingham and the room rate is \$109/night. There is a fundraiser scheduled for Saturday, April 21 in Providence with speakers from 4-6, food from 6-7:15 and dancing from 7:30-11:00. They had a closing balance of \$6,178.

The Fellowship Development Committee is continuing their work on setting up a regional assembly. In June they will collate the surveys (see Feb minutes) and determine a date, time and location for our first Regional Assembly. They are planning to do some outreach to the Boston Area with workshops on: Building Strong Home Groups – Atmosphere of Recovery in Service – Bridging the Gap; Diversity and Inclusion. They will have a “track” at the next convention about which they are very excited. They are requesting the finance committee have a “set aside” account based on their spending plan.

The H&I committee reported that 9 members were present with 5 areas being represented. They have resolved the issue with the mailbox for the Writing Steps in Recovery program for inmates. The DOC position is still open and is currently being filled by the chair. They are

sending a letter to areas that currently do not send an H&I rep to their subcommittee. Two areas reported that they had changed their policy regarding qualifications for panel leader/coordinator positions by excluding those who are currently on Vivatrol. A robust discussion followed.

The BOD reported that the hotel room rates would be \$109-Single \$139-Club Level \$159-Junior Suite. Reservations should be available on line next week. The cost of the banquet will be \$40 and the breakfast will be \$15. The Ad Hoc committee looking into the By-laws and Guidelines has been extended to April 2019.

PR reports that 5 areas were present and that Boston and Metro West now have a joint PR committee. They applaud the new website as valuable tool for the phone line when looking for meetings. All phone line volunteer positions are now filled. There were 186 calls in February and 194 in March. Currently there are 52 literature racks out in the South Shore Area. NEMA reports that they are working on a PSA. They are waiting on the result of the motion that went back to groups about eliminating the phone line position from their subcommittee.

The Insurance Committee reported that 4 certificates had been requested and that our new policy had arrived.

The policy committee reported meeting about the issue regarding an RCM holding an executive position at the body. A motion was presented and passed changing the policy around this issue to reflect the current practice.

The activities committee received funding for the event to be co sponsored by Greater Providence on May 19th at Amos House.

The treasurer provided a spreadsheet which could be followed along and "filled in" as she gave her report.....this was a direct result of Greater Providence's input. The meeting started out with an opening balance of \$1,385.49 after ordinary expenses were paid and set asides were made. A total of \$6,509.01 was received in area and group donations. At the end of the day \$372.71 was donated to NAWS.

The delegate team reports that they will be heading to the world service conference to carry our regions conscience. They will accept tally sheets until 1200 on Sunday April 29th. A straw poll was taken at the region regarding an issue related to the Fellowship Intellectual Property Trust (FIPT) and it was strongly agreed not to move hastily to amend the trust document.

The website gave a very detailed report which I will add at the end of this report. They encourage feedback to help them with improvements. Our Web chair reached out to them regarding meetings that were previously listed as Free Spirit. Things seem to be going very well with the new website.

All of the areas present checked in noting upcoming Learning Days and other events in their areas. Martha's Vineyard will be holding its 29th celebration of recovery on the weekend of May 4-6 at the Island Inn Oak Bluffs.

When the regional minutes should be available in two weeks and can be viewed at nerna.org under regional information.

The next regional meeting will be held June 9th and 10th hosted by the Boston area at St. Elizabeth's Medical Center-736 Cambridge Street-Brighton, MA. There will be elections for all positions at the next regional meeting, please come on Sunday if you would like to get involved.

In grateful service,

Jim D. and Victoria M. – RCM team

New England Regional Website Report

April 15, 2018

Website Phone Line Interface

Patrick J, David D of the phone line, and I met online on Sunday February 25, 2018, using Google Hangouts. We discussed how the BMLT meeting database can interface with the phone. Patrick is writing scripts containing the algorithms used to find meetings and present them to the caller. We agreed on what we want the interface to do and Patrick's task is to write the scripts to implement it.

Over several weeks, David and Patrick worked with each other. David knows best what the phone line needs and Patrick knows best how to implement it, so my involvement was minimal.

Billing

Soon after I got home from the February Region, I renewed our hosting plan with Siteground, so now we are all set for hosting for the next 4 years

New Website

On Sunday, March 18, we saved the old website to a subdomain and brought the new website online. In the week leading up to it, I edited the new website so it had all the same events and meetings as the old website. It took several hours to make the change but we proceeded methodically, testing it and solving problems as we went along. I received compliments from a number of people on the new site.

Crisis

On Monday, March 19, we had a mini-crisis with the website. It was consuming so many resources that we feared that Siteground, our hosting company, might shut us down. Patrick took the lead on working with Siteground tech support to solve the problem, and by the next morning it was back in the good range. Patrick later wrote a very thorough report describing his hypothesis as to the causes of the problem and what he and others did to fix it.

For a view of the problem, see image file.

Free Spirit

On Tuesday March 20, 2018, I got an email from John F, web chair of Greater Providence, informing me that Free Spirit has been folded into Greater Providence and asking me to list any meetings you have as Free Spirit as GPANA.

I texted Patrick and Mike and they suggested contacting someone from Free Spirit, so I called Carrie B. She confirmed that Free Spirit is no more and agreed that the FS meetings should be moved to GP. I did so in BMLT. We removed the link to Free Spirit in the Areas page and I removed it as an option in the Event Submission Form and the Meeting Update Form. So far as I know, the only place it remains is the Next Regional Meeting page. We will have to wait until Region decides what to replace it with.

Rylan V Sends Suggestions for Improvements

Rylan V sent us an email of typos and suggestions for improvements. I sent Rylan comprehensive feedback. Patrick and I discussed them in a general way in our website committee meeting on Saturday. Patrick and I will discuss them in detail in the near future and I will make the changes we agree on.

Before Deleting a Meeting, I Confirm It

I received an email to info@newenglandna.org that a woman had attempted to attend the Women Can Be Free is meeting in Lynn and was told it was no longer meeting. I contacted Joe H (regional vice chair and NEMA RCM) and verified this. I have deleted the meeting from BMLT. It is my practice to that if someone who has never attended a given meeting before says it is no longer there, to confirm with someone familiar with the locale.

Guidelines

For the most part, the Website guidelines are fine but some of them are out of date because of the new website. The website committee will consider what changes to submit for your consideration.

Events Calendar is Color Coded

Our events calendar distinguishes among seven different classifications of event, for example, Area Event, Regional Service Committee. Each type displays in a different color to make it easy to distinguish them. I went through all the Events and changed the Author to the login user name of the Area where the event is or was held. That way, when we distribute WordPress logins to Areas, they will be able to "see" their own events.

Training Videos

Patrick has made training videos on how to add/edit Area events (WordPress), Area pages (WordPress), and Area meetings (BMLT). They are really good. I watched them myself and learned some things I hadn't known. To get to the one on editing meetings, go to <https://nera.org/changes> and select Instructional Videos. We plan to put in a new link in Regional Information entitled Instructional Videos for all three.

Logins for Area Web page/Events and Meetings

For the most part, people do not need logins to update meeting information or events on the new website. Most people will do this with forms. There are, however, cases where logins are necessary. One is a WordPress login, to edit the Area Page and Area Events, and the other is a BMLT login, to edit meeting information. We have created a pair of such logins for each Area. We suggest that we give them to the Area RCM or, if no RCM, the Area chair. Each Area can then decide whom to give them to, which may be the Activities chair and the Meeting person. I already had an email from Heidi H of the South Shore, who needed to edit the South Shore meetings. When we imported the meetings from the old site, they had no end time information, so BMLT defaulted each of them to an hour. Heidi wanted to correct that, so I gave her the South Shore BMLT login and pointed her to the instructional video on BMLT. I gave her my phone number so she could call if she needed help. In the meantime, I have been taking the submissions from Area trusted servants and making the edits myself

Feedback Form

We have placed a feedback form on the website. We got one feedback that created some question in my mind as to what exactly the user did, but they did not include an email address, so I couldn't follow up.

Printing Area Lists

Area Websites Can Interface to our BMLT Database

Any Area that has a website can now connect to our BMLT meeting server to display meetings on their website and will automatically update their meetings from the Regional website.

Next Year's Budget

At Region on Saturday, the treasurer informed me that every subcommittee needs to submit a budget in April for the coming year, June to June. I didn't know so I am not prepared. I will confer with the website committee and we will come up with a budget to have ready in June.

Respectfully submitted,

Jeremy F, NE Regional Web Chair

- **Also attached is the car report**

Here are the tally sheets I was telling you about.... the four numbers are for:
YES / NO / ABSTAIN / PRESENT NOT VOTING

At the beginning of the conference it was voted to require a two thirds majority for all motions.

Thanks for passing this along, I'm available for any questions people might have.

With gratitude,

Jim D - RCM

BOD REPORT (Wanda.)

- None

Activities Report (Sandy S.)

- Spoke with Moka from region-funds have been approved for "Unity Is A Must" speakerjam/dance
- Created recruiting flyer for activities committee and submitted to gpana website(pending approval)
- I have a new member
In Loving Service
Sandy S

Convention report

- None

Finance Report: (Open)

- None

H&I: (Paul P):

H and I Subcommittee meeting 04/22/2018 (opened by Paul P.)

- Opening: The subcommittee opened the meeting with the serenity prayer, service prayer and the 12 concepts.
- Attendance:
 - Main body: 4
 - Group representatives: 6
 - Leaders/Facility Coordinators: 7
- Minutes: Read, voted, and accepted from last month.
- Budgets and/or Literature Disbursement Reports
- Panel Coordinator Reports
 - Sunny- Phoenix House reported all commitments were filled. No issues.
 - Paul- Roger Williams reported all commitments were filled. Issue with panel leader 4/21 not able to show.
 - Liz- Adcare reported all commitments were filled.
- Panel Leader Reports
 - Issue raised regarding trash brought into facility: Beverages are allowed but please advise panel leaders/participants to please bring out any trash you bring in and do not leave it in the detox area receptacle.
 - Mike F. asked that individuals going on commitments try to ensure the following:
 - If you are asked to participate in or volunteer to do a commitment, and you have not heard from the panel leader prior to the commitment to confirm participation, please call the panel leader to confirm that the commitment is still taking place.
 - Suggestion to commitment participants: when registering for a commitment the day of Area, write down the phone number of the panel leader or take a picture of the sign up sheet so that you have a contact number to call in the event there are any issues with the commitment.
 - If a panel leader is unable to show up at a commitment, usually the panel coordinator steps in.
- ADHOC Reports: N/A
- H&I Group Rep Reports: N/A
- Old Business

- Corrections Coordinator:
 - Johnny stated that at last month's Area meeting, GPANA approved literature for H&I including Basic Text and Just for Today to be picked up today.
 - DOC reports that the administrative staff is still the same but they had computer system issues
 - Johnny will re-submit all six applications submitted to date
 - Johnny will make sure DOC staff know Tommy is the new Corrections Coordinator.
- H&I Learning Day
 - Paul and Mike asked that everyone talk up H&I Learning Day at meetings to encourage attendance
 - It is a suggested requirement for all H&I Subcommittee positions including Panel Leaders and Coordinators
 - Mike F. stated that he will put in a motion requesting \$75.00 to pay for the use of the Church, and refreshments
- Elections
 - Roger Williams Panel Leader: Allen R. voted in to take responsibility of 4th Thursday.
 - Corrections Coordinator: Tommy once again reiterated willingness, presented qualifications, and was voted in to serve effective immediately.
 - Remaining Open Positions_Please announce at meetings!
 - Roger Williams: 2nd and 4th Thursdays
 - Phoenix House: 3rd Saturday
 - Learning Day_Please announce at meetings!
 - Date is Saturday, April 28, 2018 from 2 pm – 5 pm at Woodbridge Congregational Church in Cranston, RI
 - Flyer is posted on GPANA.org website
 - Literature
 - Paul reported Spanish literature packets were available and distributed to panel coordinators.
 - Efforts being made to establish a single H&I Committee budget since both areas merged.
 - Mike F. has been reviewing budget for literature expenditure Greater Providence & Free Spirit Area (to date, \$100.00 per area) and will file a request toward establishing a formal line item budget for the H&I Subcommittee moving forward.
 - Recent Literature orders have are reduced; not as much literature is being ordered/or is needed
 - Corrections facilities do not yet have established budget or quantities for literature as the texts have been comprised of donations from Region etc.
- New Business/Open Forum
 - Secretary asked if there has been a Literature Rep for the H&I Subcommittee to handle literature budget and related issues.
 - Subcommittee reviewed job responsibilities position would entail.
 - Final job description for H&I Literature representative will be provided to the subcommittee for final review and vote next month and includes the following elements:
 - Minimum 90 day clean time
 - Place monthly orders with GPANA for facility literature while adhering to approved Literature budget
 - Secure monthly literature needs from GPANA Literature subcommittee
 - Compile and distribute literature packets (divide total by 3) to appropriate Panel Coordinators at monthly subcommittee meeting.
 - Facilitate open communication with panel coordinators to ensure facilities are well stocked.
 - Old job description from H&I Policy document (April, 2011):
 - Insures all Panel Leaders and Correctional facility panels have adequate literature for their meetings by acting as literature distributor
 - Keep adequate records of all literature sales for each facility.
 - Stay within the H&I budget of \$_____ (TBA) and \$_____ per facility.
 - All literature requests will be filled by the literature person before the H&I Sub-Committee meeting.
 - Will be removed if responsibilities and duties are not fulfilled.
 - Mike F. asked people to review, do some research on policy, look at World H&I Handbook to explore best policy regarding bringing beverages, specifically coffee, into commitments.
 - Is bringing coffee into a commitment a distraction to the message of Narcotics Anonymous?
 - Does bringing in coffee trigger addicts in facilities trying to get clean?
 - The subcommittee will discuss and put together a motion next month to create policy, so please bring your thoughts/findings.
- The H and I joint subcommittee closed with the serenity prayer

In Loving Service,
Naomi R.

Phone Line (Brad M.)

-

Policy (Open)

- None

Public Information Report (Open)

- I was not able to meet with the DR this month hopefully next month the new PI chair will be able to.
I L S

James M.

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

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Motions:

- **Motion** 2252018-06
Date: 04/22/2018
Maker: Sandy S.
Seconded by: Cyndi W.
Motion: Money motion for \$230.89 for function with region the cost is \$461.77
Intent: Host an activity with region
Count:25 **Yes:**24 **No:**0 **Abstain:**1
Motion Passed
- **Motion** 02252018-02
Date: 04/22/2018
Maker: Victoria M.
Seconded by: Mike P.
Motion: To vote on candidates for any position at the area service committee as soon as they leave the room after qualifying and answer questions. This motion eliminates the "pros and cons" discussion.
Intent: to avoid any 10th concept issues.
Count: 17 **Yes:** 11 **No:** 1 **Abstain:** 5
Motion Passed
- **Motion** 04222018-01
Date:04/22/2018
Maker: Administrative
Seconded By:
Motion: To include in the website chairs responsibilities:
"update all gpa meetings and events on the regional website"

Intent: To insure accurate area information is updated from a single point of accountability.

Count: 28 Yes: 25 No: 0 Abstain: 3

Motion Passed

- **Motion:** 04222018-02

Date: 04/22/2018

Maker: Rick D.

Seconded By: Administrative

Motion: To change the time for literature sales from 1:45-2:45 to 1:00-2:45

Intent: To allow more time for literature sales due to the influx of more groups.

Count: 26 Yes: 26 No: 0 Abstain: 0

Motion Passed

- **Motion** 04222018-03

Date: 04/22/2018

Maker: Rick D.

Seconded By: Administrative

Motion: To purchase a 16 pocket literature rack to keep at Anchor. Cost of \$26.15

Intent: To replace the broken one

Count: 28 Yes: 21 No: 0 Abstain: 7

Motion Passed

- **Motion** 04222018-05

Date: 04/22/2018

Maker: Mike F.

Seconded By: Paul P.

Motion: Requesting \$150.00 dollars for learning day April 28th 2018 at the Woodridge congregation church. The hall is \$75.00 rental, the additional \$75.00 will be for snacks and refreshments to sell. All leftover funds will be returned at the next asc meeting.

Intent: To fund learning day

Count: 26 Yes: 24 No: 0 Abstain: 2

Motion Passed

Old Business:

Nominations:

- Finance subcommittee chair (Open)

GPANA open position

- Chair
- Finance
- Policy Subcommittee Chair
- Public Information

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Convention open positions:

- **All Positions Are Open**

New Business:

- Next GPANA meeting May 27th, 2018

Open Forum:

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Meeting Adjourned

Administrative bodies contact

- *Chair: Open*
- *Vice Chair: Cindy W. (401) 699-6099 cyndi12376@gmail.com*
- *Secretary: John O. 401-286-8042 jojpod@gmail.com*
- *Website: Acting John F. 401-719-9765 john.fallon1@verizon.net*
- *Treasurer: Judy B. 401-861-9099 jabsan7@aol.com*
- *Board of Directors:*
- *Regional Committee Member (RCM): Jim D jdjdaly@aol.com*
- *Alternate RCM - (Victoria M 401-744-1809 victoria.lynne.madrid@gmail.com*
- *Activities: Sandy S. 858-353-2443 sandyshed@hotmail.com*
- *Policy: Open*
- *Convention Chair: Open*
- *Convention Vice Chair: Open*
- *Area Finance chair: Open*
- *Hospitals and Institutions Chair: Paul P. paulpratt@netzero.net*
- *Area Literature Chair: Rick D. 401-230-0061 richarddelano2@yahoo.com*

- **Phone Line: Brad M. 401-332-2445 gruntfitness401@gmail.com**
- **Public Information: Open**

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.