

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

**May 27th, 2018    The next meeting will be held on June 24th, 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:**

- **Opt for life**  
Format change from a basic text meeting to a living clean study meeting  
Meets Saturday nights 7:30 - 8:45 at 72 Central St. Narragansett, RI  
(St Peters by the sea)  
Groups 35th anniversary on September 15th 2018
- **Recovery is more than abstinence**  
Groups 30 year anniversary is Sunday July 15th 2018 at 345 Blackstone Blvd.  
Providence, RI from 5:30-8:30 Speaker jam, food, fun & fellowship

**GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED    17 GSR'S IN ATTENDANCE**

12 Steps in the Old Chapel	<b>New Life</b>
Basic Step Study	Open Minds
<b>Foundation For Success</b>	Opt 4 Life
Better Life	Positive Steps
<b>Better Way Group</b>	Ray of Hope
<b>Breakfast Club</b>	<b>Recovery at the Beach</b>
Change or Die	Recovery in the Chapel – Premises are smoke free
Choose Life	Recovery in the Country
Clean & Crazy	<b>Recovery in the Lake</b>
<b>Cookies &amp; Recovery</b>	<b>Recovery is More than Abstinence</b>
<b>Dedication</b>	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 (Cyndi W.)**

- Good afternoon, Last month there was an issue again with a member sending out e-mail's to members not area related I contacted the member to let them know it was a violation of our traditions I ended up having to speak with the BOD and the matter has hopefully been resolved. I attended the speaker jam greater providence hosted with region I would encourage us all to attend activities in our area if possible it promotes unity in our area. Next month the executive meeting will start at 12:00. I did become a signer on the check book at the beginning of the month so we can continue to conduct business.

In loving service cyndi w

### **Vice Chair (Open)**

### **Secretary (John O)**

- If you want the area minutes emailed to you 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 15<sup>th</sup> 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.):**

ILS

Rick D - Literature Chair

[richarddelano2@yahoo.com](mailto:richarddelano2@yahoo.com)

401 230 0061

**Treasures Report: Judy B.**

<b>Greater Providence ASC Treasurer Report</b>	
<b>Report Date: 5/27/2018</b>	
<b>Bank Statement Closing Date:</b>	
<b>4/30/2018</b>	<b>Closing Balance: \$11,445.21</b>
<b>Total outstanding debits: \$1,714.00</b>	
<b>Total of any unreconciled Deposits: \$0.00</b>	
<b>Insurance Reserve: \$1,284.00</b>	
<b>Prudent Reserve: \$1,700.00</b>	
<b>Beginning Operating Funds: \$6,747.21</b>	
<b>INCOME</b>	
<b>Total Group and individual Literature Purchases: \$1,566.28</b>	
<b>Total Group Donations: \$737.65</b>	
<b>Subtotal: \$2303.91</b>	
<b>Other Income :</b>	
<b>Description</b>	<b>Amount</b>
<b>EVENT</b>	<b>\$288.23</b>
<b>0</b>	<b>\$0.00</b>
<b>0</b>	<b>\$0.00</b>
<b>0</b>	<b>\$0.00</b>
<b>Subtotal:</b>	<b>\$0.00</b>
<b>Total Income:</b>	<b>\$9339.35</b>
<b>EXPENSES</b>	

**Customary Expenses (No motion needed)**

<b>Amount</b>	
Bank Expense:	\$0.00
IRS Payment:	\$0.00
Literature Adjustment:	\$0.00
Literature provided to Subcommittees (H&I), restock cost:	\$0.00
Literature Restocking (Groups and individuals)	\$2500.00
Meeting Lists:	\$147.00
Regional Contribution:	\$0.00
Regional Insurance:	\$0.00
Regional Phonenumber:	\$39.86
Rent:	\$50.00
WSO Contribution:	\$0.00
Treasures's Expenses/reciept books:	\$42.79
Subtotal:	\$2779.65
Working balance available for money motions:	\$6,559.70
(Does not include any reserves)	

**Non Customary Expenses (Motion and Vote Required)**

<b>Description</b>	<b>Amount</b>	<b>Pass/ Fail</b>
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
0	\$0.00	0
Total of Money Motions Passed:	\$0.00	
Remaining Working Balance:	\$6,559.70	
Prudent Reserve:	\$1,700.00	
Insurance Reserve:	\$1,284.00	
Final Balance:	\$9,543.70	

**\*The check#2772 for insurance \$774.00 was written after the April meeting so it is not reflecting in last months statement**

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

## **RCM Report 05/27/18**

Region has not met since our last area meeting. The Boston Area will be hosting the June regional meeting at St. Elizabeth's Medical Center- Seton Auditorium- 736 Cambridge Street, Brighton, MA . Subcommittees will meet on Saturday, June 9<sup>th</sup> at 11:00 and the main regional meeting will begin at 12:00 on Sunday, June 10<sup>th</sup>. Please note the time difference – Subcommittees begin at 1100 on Saturday and the main regional meeting begins at noon on Sunday.....the start times are usually just the opposite.

The world service conference was held earlier this month and an official summary will be available at na.org in the very near future. Tally sheets, with the CAR results from the conference, were included in our April minutes. A compromise on the inspection request was made and the inspection took place last week.

Once your homegroups have had an opportunity to fill out the NERNA Planning Assembly basics survey that was included in the February RCM report, please forward them to [nerfdna@gmail.com](mailto:nerfdna@gmail.com) . The form can also be completed on line by searching “nerna planning assembly basics survey”.

Registration for the next World Convention, WCNA 37, being held August 30<sup>th</sup> thru September 2<sup>nd</sup>, 2018 in Orlando FL, continues to be available at na.org.

Elections for all positions will take place at the June Regional meeting.

In grateful service,

Jim D. and Victoria M. – RCM team

### **BOD REPORT (Robert S.)**

- I filed the annual report for the nonprofit corporation with the state of Rhode Island was the secretary of the state office. I also renewed the retail sales permit with the division of taxation, I will also be writing a check to the area with the funds left over from the convention.

In loving service Robert S.

### **Activities Report (Sandy S.)**

- Unity Speaker Jam- Accounting Statement  
Check from GPANA to activities                      \$230.89
  
- Hall rental    \$150.00
- Dj music services    \$200.00
- Food,soda,plates,ice,sterno,plastic wear,etc... \$166.62
- Total Expenses    \$516.62
  
- GPANA total expences(50% of total                      \$258.31
  
- Total income    \$579.00
  
- GPANA portion of proceeds                              \$289.50
- Less shortage between check and actual expenses  
    \$(27.42)
- Total returned to GPANA                                      \$262.08

### **Convention report (Rico W)**

- Newly elected

### **Finance Report: (Open)**

- None

### **H&I: (Paul P):**

H and I Subcommittee meeting 05/27/2018 (opened by Paul P.)

- Opening: The subcommittee opened the meeting with the serenity prayer, service prayer and the 12 concepts.
- Attendance:
  - Main body: 3
  - Group representatives: 5
  - Leaders/Facility Coordinators: 2
- Reading of Minutes:
  - 4/22/18 Corrections: Panel leader positions for both 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of month were open at Roger Williams
  - Minutes then read, voted, and accepted.
- Panel Coordinator Reports
  - Sunny-Phoenix House
    - Alena filled Friday's commitment
    - One commitment for men's meeting not filled due to 2:1 ratio not met.
  - Paul- Roger Williams
    - Meeting time misunderstanding: Saturday AM commitment begins at 10:30 am, not 10 am.
    - One group did not show
  - Liz- Adcare reported all commitments were filled.
- Panel Leader Reports: N/A
- H&I Group Rep Reports: N/A
- Old Business

- Elections
  - Barbara W. volunteered and was voted in to serve as the Literature Distributor for the H&I Committee.
  - Paul F. volunteered and was voted in to serve as panel leader for the 4<sup>th</sup> Thursday, Roger Williams.
  - Steph G. volunteered and was voted in to serve as panel leader for the 2<sup>nd</sup> Thursday, Roger Williams.
- Open Positions
  - Phoenix House: Panel Leader 3<sup>rd</sup> Saturday
  - Elections for panel leader and other open positions will be held at the August sub-committee meeting.
- New policy established regarding bringing beverages, specifically coffee, being brought into facilities.
  - Motion: Water will be the only beverage that participants may bring into a facility when sharing on a commitment coordinated by GPANA.
    - Votes: 6 in favor 3 opposed
- H&I Literature:
  - Mike F. will meet with Tommy, Corrections Coordinator, and Barbara W. after meeting to discuss literature procurement process and needs for the Facilities and DOC (Department of Corrections).
- New Business/Open Forum
  - Phoenix House: Facility Coordinator position is now open. Mike F. and Paul P. will fill commitments as needed until position is filled.
- The H and I joint subcommittee closed with the serenity prayer

In Loving Service,  
Naomi R.

### **Phone Line (Brad M.)**

#### GPA PHONE LINE CHAIR REPORT

Dear Greater Providence Area family, at the end of last month a woman called to locate meetings for her father who is elderly and has substantial clean time. She was directed to meetings around her area for her father by our representatives. This month on 5/3/18 a family member called for an addict looking for a meeting, our representatives contacted the call back number and directed that person to the nearest and surrounding meetings in that persons area. On 5/4/18 a woman was looking for Detoxes and or rehabilitation facilities for her sister, I informed her on how to look them up online for Massachusetts and Rhode Island stating I could not give out names of said facilities but if she was to type in on Google search they would come up. Then she could call and find out if the facilities had any open availabilities.

As phone line chair I am very happy with how the position has been treating me, and am very pleased with the representatives commitment to their voluntary actions that make helping any addict in need a huge return of joy! Thank you very much and have a wonderful day!

END REPORT

Signing off with grace and poise

Bradford M.

Semper Fidelis (Always Faithful)

### **Policy (Open)**

Dear Greater Providence members,

The policy committee members met on 5/6/18 . There were four members in attendance, and we discussed and formulated our plan of action for reviewing and revising area policy with

our stated goal being to clarify the policy and informing gpana members and insure a more efficient way of serving the area .

We are continuing to review all past policy and motions on record and in the coming months we will give a summary of all the compiled information along with this committee's suggestions for any appropriate changes.

This committee welcomes any feedback or information regarding policy and it's function and anyone interested in joining this committee is encouraged to do so.

In loving service,  
Policy  
Committee

### **Public Information Report (Open)**

- None

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

I have made some major changes to improve the accuracy of or meeting information on both GPA.org and NERNA.org. The new regional site uses the same website design application that we do now. WordPress. With the new design and methods used on the regional site all GPA meeting information is kept on their server but displayed on both Region and GPA sites.

- I reached out to the regional website members and received a sign-on, so I could update meeting information on their site. I then updated all meeting information on the regional site. Our RCM also has this information.
- I then added code on our site that will pull meeting information for our area and display it on our site. Now meeting information on both sites will always be the same because it comes from the same database. This is very important for two reasons. Addicts depending on what site they used would get correct information and the percentage we pay for insurance provided by region is based on the number of meetings we have listed in our area. This information was rarely accurate.
- I moved the “Meetings” tab to the second main tab and the “About Meetings” to the second sub-tab.

#### GPACNA X Convention — Coming in 2020

- [GPA Convention Committee Guidelines](#).

Big shout-out to the GPANA IX Convention committee for an outstanding convention

Thank you one and all for your Service.

- I updated the GPA Convention page. I removed all the detailed information our last convention and added the following.
- I updated the Literature price list provided by the literature chair Rick D. I am still working on a way to allow NA member to enter NA literature to be purchased. This could be printed or



emailed to the literature sub-committee. The logistics of how this all would work still needs to be discussed.

- Finally, our meeting list. I currently make needed changes on a copy of our meeting list kept on my computer. I then send a copy to our printer about a week prior to our Area meeting so we can have printed. Copy-world then sends it back to me for approval before printing. I then send it back approved. It then gets printed. With the new methods used on the regional site our meeting list can be printed with the very latest meeting information on it but in a different format. I think we should use this new option and format for our meeting list. This would
  - Eliminate having to edit a meeting list document by anyone every month because the list uses the data in our meeting list database kept on the regional site.
  - The new format would allow more meetings to be listed. Our current format is running out of space.
  - We could work with our printer to go to our site, print the list, make any formatting changes needed to print the list. Send to us for approval.
- We had about 2,500 visits to our website this month.
- As always – please send any meeting updates or flyers by clicking on “Contact Us” link at the bottom of our page.

In loving service John F.

### **Motions back to groups for vote:**

- **Motion:42218-06**  
**Date:** 4/22/2018  
**Maker:** Mike F  
**Seconded by:** Paul P  
**Motion:** Make the monthly H&I literature budget \$150.00  
**Intent:** To have a set monthly order, will help with order continuity between H&I and literature subcommittee
- **Motion: 32518**  
**Date:** 03/25/2018  
**Maker:** Sandy  
**Seconded by:**  
**Motion:** To set aside a standing budget of \$250.00 per activity for the activities committee.  
**Intent:** This would ensure that if an activity is approved by area service committee the money to fund the activity will always be available and no further motion will be necessary.

- **Motion: 22518-05**  
**Date:** 03/25/2018  
**Maker:** BOD& Convention Committee  
**Seconded By:** Amber F.  
**Motion:** To increase start up funds for convention from \$7,500.00 to \$11,000.00  
convention costs have increased 25% to put on events, food, beverages, room  
rentals, ect....  
**Intent:** To continue putting on our bianual convention and have finances available  
to do so  
**Amendment:** Increase to \$10,000.00 from \$7,500.00  
**Amended by:** Roz/ Wanda **B Seconded by:** Pam

- **Motion:**  
**Date:**  
**Maker:**  
**Seconded By:**  
**Motion:**  
**Intent:**  
**Count: Yes: No: Abstain:**

- **Motion:**  
**Date:**  
**Maker:**  
**Seconded By:**  
**Motion:**  
**Intent:**  
**Count: Yes: No: Abstain:**

- **Motion:**  
**Date:**  
**Maker:**  
**Seconded By:**  
**Motion:**  
**Intent:**  
**Count: Yes: No: Abstain**

**Old Business:**

- Cyndi W. was elected to Chair position
- Rico W. was elected to convention chair position

### **GPANA open position**

- Vice Chair
- Finance
- Policy Subcommittee Chair
- Public Information
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### **Convention open positions:**

- Convention Chair was filled by Rico W.
- All Other Positions Are Open

### **New Business:**

- Next GPANA meeting June 24th, 2018

### **Open Forum:**

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**Meeting Adjourned**

### **Administrative bodies contact**

- *Chair: Cyndi W. 401-699-6099 [cyndi12376@gmail.com](mailto:cyndi12376@gmail.com)*
- *Vice Chair: Open*
- *Secretary: John O. 401-286-8042 [joj poc@gmail.com](mailto:joj poc@gmail.com)*
- *Website: Acting John F. 401-719-9765 [john.fallon1@verizon.net](mailto:john.fallon1@verizon.net)*
- *Treasurer: Judy B. 401-861-9099 [jabsan7@aol.com](mailto:jabsan7@aol.com)*
- *Board of Directors:*
- *Regional Committee Member (RCM): Jim D [jdjdaly@aol.com](mailto:jdjdaly@aol.com)*
- *Alternate RCM - (Victoria M 401-744-1809 [victoria.lynne.madrid@gmail.com](mailto:victoria.lynne.madrid@gmail.com)*
- *Activities: Sandy S. 858-353-2443 [sandyshed@hotmail.com](mailto:sandyshed@hotmail.com)*
- *Policy: Open*
- *Convention Chair: Rico W. 401-771-3074 [21blackbears@gmail.com](mailto:21blackbears@gmail.com)*
- *Convention Vice Chair: Open*

- **Area Finance chair: Open**
- **Hospitals and Institutions Chair: Paul P. [paulpratt@netzero.net](mailto:paulpratt@netzero.net)**
- **Area Literature Chair: Rick D. 401-230-0061 [richarddelano2@yahoo.com](mailto:richarddelano2@yahoo.com)**
- **Phone Line: Brad M. 401-332-2445 [gruntfitness401@gmail.com](mailto: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 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.