

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

**June 24th, 2018    The next meeting will be held on July 22nd, 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    22 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	<b>Recovery in the Chapel – Premises are smoke free</b>
Choose Life	Recovery in the Country
Clean & Crazy	<b>Recovery in the Lake</b>
<b>Cookies &amp; Recovery</b>	Recovery is More than Abstinence
<b>Dedication</b>	<b>Resurrection</b>
Dig Deep	Road to Recovery
Faith in Recovery	Set Em Free

Gimme Shelter	Smith Hill NA
Hardcore Recovery	<b>Start your Night Right</b>
HOPE	Starting Over
IP Time	<b>Step Sisters</b>
<b>K.I.S.S.</b>	<b>Straight Forward</b>
The meditation meeting	Straight Today
<b>Lie is Dead</b>	Stepping Out Wednesday
Living Clean	<b>Serenity/Insanity</b>
<b>Living Free</b>	<b>Surrender or Die</b>
<b>Love Line</b>	<b>Tuesday Not Use Day</b>
Woman Of Integrity	<b>Who is an Addict</b>
<b>Recovery in Johnston</b>	Serenity Maniacs
<b>Recovery at the Edge</b>	Serenity Seekers
<b>Recovery &amp; Beyond</b>	The Text Message
<b>Regardless of Sexual Identity</b>	New Freedom
<b>Serenity Plus</b>	<b>The Message of Hope</b>
<b>Learn to Live</b>	Free at Last (Saturday)
<b>The Lie is Dead</b>	Grow or Go
<b>107 club</b>	I Cant, We Can
<b>Alone No More</b>	The Journey Continues
<b>Clean &amp; Serene</b>	Why Not Group (Men's Group)
<b>Free at Last (Thursday)</b>	<b>Why are we Here</b>
<b>Men with a Vision</b>	Never Alone Again
<b>NA in the Day</b>	<b>Steps To Freedom</b>

### **ADMINISTRATIVE REPORTS:**

#### **Chair (Cyndi W.)**

- None

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

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

- Good afternoon family  
I apologize for the minutes being sent out late this month. I didn't want to send them out without the treasury report as we had 3 money motions being sent back to groups. If all subcommittees could email me their reports within 10 days of area service so I can include them in the area minutes, it would be much appreciated. As always please print clearly on the sign in sheet.  
In loving service  
Johnny 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.):**

First, my apologies to the ASC and the treasurer for "not knowing". I was never completely informed on how to do the Area Literature Chair position completely. Moving forward, I believe the figures on the excel spreadsheet are as accurate as I can get them to show a "real time" look at what we've sold for the current month and an approximate value of what needs to be ordered for the upcoming month. They are broken down then automatically entered into the chart as I input the various groups & committees literature sales.

Also, I have begun taking orders before Area, and it seems to work out fairly well. They tell me what they need, I gather all the literature & fill out a sheet, bag it up and the day of area I place them in a spot for pre-ordered literature. The group Literature rep comes up, says what group they are from and get their literature and wait in line at the treasurer. When people pay for it right then, I give them a filled out order form as a receipt, make another for myself and wrap the groups money in it, after I've entered it into the computer, until the day of area when I hand it to the treasurer.

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: 6/24/2018</b>	
<b>Bank Statement Closing Date:</b>	
<b>5/31/2018</b>	<b>Closing Balance: \$12,381.55</b>
<b>Total outstanding debits: \$370.75</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: \$9,026.80</b>	
<b>INCOME</b>	
<b>Total Group and individual Literature Purchases: \$1,869.83</b>	

---

**Total Group Donations:** **\$517.19**  

---

**Subtotal:** **\$2,387.02**

---

**Other Income**  

---

**Description**    **Amount**  

---

convention    **\$8,267.80**  

---

                  **\$0.00**  

---

                  **\$0.00**  

---

                  **\$0.00**  

---

**Subtotal**        **\$8,267.80**

---

**Total Income:** **\$10,654.82**

---

**EXPENSES**

---

**Customary Expenses (No motion needed)**  

---

**Amount**  

---

Bank Expense **\$0.00**  

---

IRS Payment **\$0.00**  

---

**Literature Adjustment**  

---

Literature provided to Subcommittees (H&I), restock cost **\$0.00**

---

**Literature Restocking (Groups and individuals)**    **\$1,720.47**

---

**Meeting Lists** **\$147.00**  

---

**Regional Contribution**        **\$0.00**  

---

**Regional Insurance**    **\$0.00**  

---

**Regional Phonenumber**    **\$47.31**  

---

**Rent**    **\$50.00**  

---

**WSO Contribution**    **\$0.00**  

---

**Past due literature previous months****\$4,519.93**  

---

**RI State Tax Permit**    **\$10.00**  

---

**State of RI**    **\$20.00**  

---

                  **\$0.00**  

---

**Subtotal**        **\$6,514.71**

---

**Working balance available for money motions:**    **\$13,166.91**    **(Does not include any reserves)**

---

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

---

**Description**        **Amount**        **Pass/ Fail**  

---

convention increase        **\$2,500.00**        **pass**

---

Activities Set Aside	\$250.00	pass
Policy computer	\$380.00	pass
\$0.00		
\$0.00		
\$0.00		
\$0.00		
\$0.00		
\$0.00		
\$0.00		
<b>Total of Money Motions Passed:</b>		<b>\$3,130.00</b>
<b>Remaining Working Balance:</b>		<b>#N/A</b>
<b>Prudent Reserve:</b>	<b>\$1,700.00</b>	
<b>Insurance Reserve:</b>	<b>\$1,284.00</b>	
<b>Final Balance:</b>	<b>#N/A</b>	

**Comments:**

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

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

**RCM Report 6/24/18**

The last regional meeting was hosted by the Boston Area and was held in Brighton, Mass on Sunday, June 10th. Ten of the thirteen areas were represented.

The convention committee reported that they will be holding a fundraiser in conjunction with the Southeast Mass Area Convention Committee - a "Poker Run" - being held on Saturday, July 21<sup>st</sup> at Fort Phoenix in Fairhaven MA. 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. They had a closing balance of \$6,178.00. Open positions on the convention committee are: treasurer, convention information and assistant secretary.

The Fellowship Development Committee received 23 fully completed surveys which they are using to form ideas for a regional assembly/planning session. The full report from Fellowship Development will be available, including the results of the survey, at NERNA.org once the regional minutes are published.

The H&I committee reported that 4 members were present with 2 areas being represented. The Cape Cod Area reported that they have closed the commitment at the Barnstable jail as it was "tough to get in". Pioneer Valley reports that they are now doing joint H&I commitments with Western Mass.

The BOD reported that all signers have been added to the account and that the treasurer had resigned. The full detailed report from the Board of Directors will be available in the regional minutes. There are now 2 open BOD positions and a full corporation meeting will be held in August for the purpose of elections.

PR reports that 6 areas were present. The phonenumber coordinator position is now open. There were 180 calls in April and 190 in May. Currently there are 54 literature racks out in the South Shore Area. .

The policy committee reported an update in language to clarify who are the voting members of the RSC. There was still some confusion as to whether or not the chair has a "voice" during discussions. Some areas allow it, citing the 7<sup>th</sup> concept's wording..... 'Full participation' of 'ALL members'. Other areas, such as Greater Providence and South Shore, do not allow it and simply see the chairperson as a facilitator.

The meeting started out with an opening balance of \$1,048.78 after ordinary expenses were paid and set asides was made. A total of \$2,843.74 was received in area and group donations. At the end of the day \$1,032.04 was donated to NAWS. The finance committee set the prudent reserve at \$2,609.00 for the coming year.

Elections were held and the open positions are: Vice Chair, Secretary, Assistant Secretary, Assistant Treasurer, Activities, Literature, Policy and Regional Meeting Directory

The delegate team reported on the World Service Conference and their detailed report will be attached to the regional minutes. .

The next regional meeting will be held August 11th and 12<sup>th</sup> hosted by the Pioneer Valley area at a location to be determined.

In grateful service,

Jim D. and Victoria M. – RCM team

**BOD REPORT (Wanda B.)**

June 24, 2018

Greetings family,

The BOD has signed the contract as of 6/22/18 as requested for our up coming CONVENTION!!!! We need to bring them a check by 7/1/18. We will be paying the deposit requested by the hotel.. BOD member Peter will meet with area treasurer to go over some issues. The BOD will be meeting July 7<sup>th</sup> at noontime at the Dunkin Donuts on Smith Street in Providence. We have invited the Convention Chair to attend the meeting so that we can work in conjunction. We will be meeting to discuss policies as it relates to the convention and in any other areas we have concern or feel like we can lend support. All signers have also been added and removed from the account the convention committee account.

ILS

Wanda B.

BOD President

**Activities Report (Sandy S.)**

- We recruited 3 new members to the committee this month.(total 4)  
We have 2 potential upcoming events involving groups.

My goal as activities chair is to develop a committee and a process which will allow our area to put on 1 activity per month. This is a long term goal and reflects the activities of similar committees in other areas i have participated in.

In loving service

Sandy S.

**Convention report (Rico W)**

- None

**Finance Report: (Open)**

- None

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

H and I Subcommittee meeting (6/24/2018 (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: 4
  - Leaders/Facility Coordinators: 3

- Reading of Minutes:
  - Reading of Minutes waived, voted, and accepted.
- Panel Coordinator Reports
  - Mike-Phoenix House reported all commitments were filled. No issues.
  - Paul- Roger Williams reported all commitments were filled. No issues.
  - Liz- Adcare reported all commitments were filled. No issues
- Panel Leader Reports
  - Paul P. asked about response to new beverage/coffee policy. No issues with following policy reported.
- H&I Group Rep Reports: N/A
- Corrections Facilities
  - Tommy reported all commitments filled
  - 8 renewal applications have been submitted.
  - Applications for servicing maximum security meetings needed.
  - He distributed all literature received from Johnny W. last month. He needs copies of Basic Text.
- H&I Literature
  - Paul F. reported concern about I.P. supplies low Unit B/AdCare.
  - Barbara asked that panel coordinators contact her no later than 2<sup>nd</sup> week month for literature replacement requests; otherwise, she will order a generic amount per facility. She also reiterated that specialty literature requests (like Spanish text IP etc.) must be made to her one month prior, in other words within one week of the H&I subcommittee/Area meeting.
  - Barbara reported that this month's expenditure was \$189.42. The budget amount will be increased to 200.00 for H&I moving forward to ensure Corrections Facilities literature requests are included.
  - This month Corrections did not receive Basic text day of the meeting, but there are some coming in June 26<sup>th</sup>. No It Works How & Why were included due to no softcover issues being available this month.
  - Barbara asked about staples in the IP orders for DOC and asked Tommy to let us know if they are returned or if issue with this for future reference.
- Old Business
  - **Elections for Panel Leaders will be held at August subcommittee meetings. Please announce at meetings.**
  - Open Positions
    - Phoenix House: Panel Leader 3<sup>rd</sup> and 4<sup>th</sup> Friday evenings (Mike F. is temporarily filling in)
    - Phoenix House: Panel Leader 3<sup>rd</sup> Saturdays (Mike F. is temporarily filling in)
- The H and I joint subcommittee closed with the serenity prayer.

In Loving Service,  
Naomi R.

**Phone Line (Brad M.)**

- None

**Policy (Open)**

- None

**Public Information Report (Open)**

- None

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

- None

**Motions back to groups from previous month:**

- **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  
**Count: Yes: No: Abstain:**  
**Motion passed**
- **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.  
**Count: Yes: No: Abstain:**  
**Motion was tabled**
- **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

**Count: Yes: No: Abstain:**

**Motion passed**

### **Administrative Motions:**

- **Motion:** 52718-01  
**Date:** 05/27/2018  
**Maker:** Mark G.  
**Seconded By:** Rico W.  
**Motion:** Motion to make a position of coffee maker at area service meetings.  
**Intent:** To create more moral  
**Count: Yes: No: Abstain:**  
**Motion has been moved to policy**
- **Motion:** 62418-05  
**Date:** 06/24/2018  
**Maker:** Vincent C.  
**Seconded By:** Steve W.  
**Motion:** To reschedule area meeting to the following Sunday whenever area meeting falls on a holiday.  
**Intent:** To make it possible for gsr's and other area service members to be with their families  
**Count:21 Yes:15 No:1 Abstain:5**  
**Motion passed**
- **Motion:** 62418-06  
**Date:** 06/24/2018  
**Maker:** Joe C.  
**Seconded By:** Steve W.  
**Motion:** Policy committee is asking for \$380.00 for a laptop.  
**Intent:** To better serve the area by facilitating record keeping and accountability.  
**Count: Yes:24 No: 0 Abstain: 0**  
**Motion passed**

### **Old Business:**

•

**GPANA open position**

- Vice Chair
- Finance
- Policy Subcommittee Chair
- Public Information

**Convention open positions:**

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

**New Business:**

- Next GPANA meeting July 22nd, 2018

**Open Forum:**

- 

**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 [jojoc@gmail.com](mailto:jojoc@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 [jimd12102008@aol.com](mailto:jimd12102008@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 and 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.