

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

July 22nd, 2018 The next meeting will be held on August 26th, 2018

Area Meeting Times:

- Administration: 12:00 to 1:30pm
- Literature Sales: 1:00 to 2:45pm
- H&I Panel Leaders: 1:30 to 2:30pm
- 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
- **Clean & Serene**
Is holding its 32nd group anniversary at Pilgrim Lutheran Church 1817 Warwick Ave, Warwick RI. Friday October 26th from 7:00 till 9:30 p.m. FOOD, FUN AND FELLOWSHIP ALL ARE WELCOME
- **Keep It Simple Saturday**
Is celebrating its 31st anniversary at St. Patrick's Academy (room#104) 244 Smith ST, Providence RI. Saturday September 15th from 1:00 till 3:00 p.m. FOOD, FUN AND FELLOWSHIP (food donations would be greatly appreciated!!)
- **Dedication**
Is celebrating its 30 something year group anniversary at St. Therese Old Catholic Church 1500 Main St. West Warwick RI. Sunday September 30th from 7:00 till 9:00 p.m. FOOD, FUN AND FELLOWSHIP

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED 15 GSR'S IN ATTENDANCE

12 Steps in the Old Chapel	New Life
Basic Step Study	Open Minds
Foundation For Success	Opt 4 Life

Better Life	Positive Steps
Better Way Group	Ray of Hope
Breakfast Club	Recovery at the Beach
Change or Die	Recovery in the Chapel – Premises are smoke free
Choose Life	Recovery in the Country
Clean & Crazy	Recovery in the Lake
Cookies & Recovery	Recovery is More than Abstinence
Dedication	Resurrection
Dig Deep	Road to Recovery
Faith in Recovery	Set Em Free
Gimme Shelter	Smith Hill NA
Hardcore Recovery	Start your Night Right
HOPE	Starting Over
IP Time	Step Sisters
K.I.S.S.	Straight Forward
The meditation meeting	Straight Today
Lie is Dead	Stepping Out Wednesday
Living Clean	Serenity/Insanity
Living Free	Surrender or Die
Love Line	Tuesday Not Use Day
Woman Of Integrity	Who is an Addict
Recovery in Johnston	Serenity Maniacs
Recovery at the Edge	Serenity Seekers
Recovery & Beyond	The Text Message
Regardless of Sexual Identity	New Freedom
Serenity Plus	The Message of Hope
Learn to Live	Free at Last (Saturday)
The Lie is Dead	Grow or Go
107 club	I Cant, We Can
Alone No More	The Journey Continues
Clean & Serene	Why Not Group (Men's Group)
Free at Last (Thursday)	Why are we Here
Men with a Vision	Never Alone Again
NA in the Day	Steps To Freedom

ADMINISTRATIVE REPORTS:

Chair (Cyndi W.)

- Good afternoon, 7 members from executive committee met to discuss how to better serve the area, I want to thank policy committee for working diligently on the policy. The executive committee talked in great detail about convention elections and we all came to a solution moving forward. Literature will be now kept in storage locked up here. Money motions going forward will be given following area, standard operating cash flow will happen at the present area mtg.
In loving service Cyndi w.

Vice Chair (Bill H.)

- Newly elected

No report given

Secretary (John O)

- No report given
- 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 15th calendar day mark as voted. I am only required to send said minutes to absent Executive Bodies not to GSRS or other NA members, this is to encourage group representation at the GPANA.
- **GSRS please make sure you write on the sign in sheet the group that you are representing.**

Literature Report: (Rich D.):

- LITERATURE SALES FOR THE MONTH OF JULY 2018
- AREA SERVICE: \$0.00
- GROUP SALES: \$1,234.28
- HOSPITALS & INSTITUTIONS: \$186.70
- PUBLIC INFORMATION: \$0.00
- RENT (ANCHOR RACK): \$34.65
- TOTAL LITERATURE SALES: \$1,420.98
-
- AREA LITERATURE RESTOCK (APX): \$1,375.75
- AREA LITERATURE RESTOCK (ORDERED): \$1,227.13
- GPA MEETING LIST RESTOCK (1250 MEETING LISTS): \$147.50
- REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS): \$10.00
- TOTAL LITERATURE RESTOCK (APX): \$1,533.25
- TOTAL LITERATURE RESTOCK (ORDERED): \$1,384.63
-
- Hello everyone, these are the literature sales & restock figures for July. If there are any questions please let me know. If groups would like to place their order in advance, there is a link on the GPANA Literature page, or you can e-mail me at literature@gpana.org. I will put your order together and have it ready for area.

I.L.S.

Rick D GPANA Literature Chair

literature@gpana.org

401 230 0061

Treasures Report: Judy B.

Greater Providence ASC Treasurer Report

Report Date: 7/22/2018

Bank Statement Closing Date:

6/30/2018	Closing Balance:	\$22,947.31
Set Aside and Reserve Accounting	Total outstanding debits:	
\$9,256.50		
Activities Set Aside: \$250.00	Total of any unreconciled Deposits:	\$0.00
Insurance Reserve: \$1,284.00	Set Aside Funds:	\$3,234.00
Prudent Reserve: \$1,700.00		
Set Aside Total: \$3,234.00		
Beginning Operating Funds:	\$10,456.81	

INCOME

Total Group and individual Literature Purchases:	\$1,224.85
Total Group Donations:	\$388.52
Subtotal:	\$1,613.37

Other Income

Description	Amount
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$0.00

Total Income: \$1,613.37

EXPENSES

Customary Expenses (No motion needed)

Amount	
Bank Expense \$0.00	
IRS Payment \$0.00	
Literature Adjustment \$38.84	
Literature provided to Subcommittees (H&I), restock cost \$85.92	
Literature Restocking (Groups and individuals)	\$1,102.37
Meeting Lists \$126.00	
Regional Contribution \$0.00	
Regional Insurance \$0.00	
\$50.00	
Rent \$0.00	

WSO Contribution	\$0.00
	\$0.00
Subtotal	\$1,403.13

Working balance available for money motions: \$10,667.06 (Does not include any reserves)

Non Customary Expenses (Motion and Vote Required)

Description	Amount	Pass/ Fail
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
Total of Money Motions Passed:		\$0.00
Remaining Working Balance:		#N/A
Set As	\$3,234.00	
Insurance Reserve:		
Final Balance:		#N/A

Aug 28th the treasurers sub committee will be meeting at 6 pm to put together policy on running treasurers position. Any member of NA is welcome. Contact treasurer for meeting location. * Lit amount includes a \$34.65 rack for part of rental agreement.

RCM Report: (Jim D.)

- No report given

BOD REPORT (Wanda B.)

- No report given

Activities Report (Sandy S.)

- No report given

Convention report (Rico W)

- GPACNA monthly meetings are every **Third Sunday of the month at 4:00p.m.**
Location: 249 Main ST. Patucket RI

Open Subcommittees

Hotel and Hospitality

Merchandising

Arts and Graphics

Programming

Registration

Convention Information

Fundraising and Entertainment

Finance Report: (Open)

- None

H&I: (Paul P):

H and I Subcommittee meeting_7/22/2018 (opened by Paul P.)

- Opening: The subcommittee opened the meeting with the serenity prayer, service prayer and the 12 concepts.
- Attendance:
 - Main body: 3
 - Group representatives: 4
 - Leaders/Facility Coordinators: 2
- Reading of Minutes:
 - Reading of Minutes waived, voted, and accepted.
- Panel Coordinator Reports
 - Mike-Phoenix House reported all commitments were filled.
 - One issue: A Friday night NA panel was redirected to Ottmar House as Phoenix staff inadvertently already admitted an AA group to contracted facility.
 - Mike F. will contact Ottmar House to see if they are looking to get a separate commitment and report next month.
 - Paul- Roger Williams reported all commitments were filled. No issues.
 - Liz- Adcare reported all commitments were filled.
 - One commitment experienced communication issue: H&I panel leader got sick. No one from group showed up.
- Panel Leader Reports: N/A
- H&I Group Rep Reports: N/A
- Corrections Facilities: N/A
- H&I Literature

- Barbara did not receive any specific literature quantity refill requests from Panel Coordinators and submitted same order as last month.
 - She noted that Roger Williams only requires meeting lists at this time.
 - She noted that Liz requested Spanish literature IPs for AdCare for next month.
 - She also asked how excess literature already ordered should be distributed. Paul and Mike suggested that we need to communicate with the Public Information Committee to see if they can use materials. Since there is no current PI Chair, Mike and Paul will touch base with James and/or Vice Chair, GPANA and advise. It was also suggested that extra pamphlets could be distributed to Tommy for Corrections Facility meetings, if he can use them.
- Old Business

- **Elections for ALL Panel Leaders (not coordinators) for ALL FACILITIES and ALL WEEKS will be held on August 26 at 2 PM subcommittee meeting (Anchor Recovery Community Center, 249 Main Street, Pawtucket, RI).**

- **Please announce at meetings.** Below are guidelines/requirements to participate as panel leader:

Panel Leader

Description: A Facility Panel Member must attend their monthly commitment at their assigned facility and are responsible to oversee and facilitate the commitment.

Qualifications: 1 year clean and not on any DRT's. Prior H&I experience and have willingness to attend 1 H&I learning day.

Responsibilities:

- Must attend and facilitate their monthly H&I commitment and give a verbal or written report to their facility Panel Coordinator. If a facility Panel Member misses 2 consecutive monthly commitments, that position will offered to other interested recovering addicts that meet the qualification requirements.
- They will be the key Contact between their assigned facility and the facility Panel Coordinator and report any issues or concerns at their facility.
- If a panel member cannot fulfill their monthly commitment they must contact the Panel Coordinator for that facility as soon as possible.
- They must give a monthly verbal or written report to their facility Panel Coordinator prior to the monthly H&I sub-committee meeting. Attendance at the monthly H&I sub-committee meeting is encouraged but not mandatory.
- Read and be familiar with current H&I polices and Do's and Don'ts and make sure that all NA members that will be sharing know the Do's and Don'ts and any facility rules.
- Length of service. 6 months.

Groups will still send a group rep to the monthly H&I meeting to bring back a commitment for their group.

- Current Open Panel leader positions if anyone is able and willing to help out before next month's elections.
 - Phoenix House: Panel Leader 3rd and 4th Friday evenings (Mike F. is temporarily filling in)
 - Phoenix House: Panel Leader 3rd Saturdays (Mike F. is temporarily filling in)

- **New Business**

- Paul P. explained that the Opening Statement for all facility commitment presentations notebooks needs to be corrected.
 - He asked that **panel leaders** please **change** "Rhode Island Area" to **read** "The Greater Providence Area" – corrections by hand are fine, simply cross out "RI Area".
- Paul P. stated that there have been requests for commitments to come into dual diagnosis units at both Roger Williams and Butler Hospitals; such requests would be considered individual and separate commitments. Discussion:
 - Mike F. commented it is important to make sure we are filling all current contracted commitments before adding additional facilities.
 - John C. stated that in the past this was a difficult commitment to fill.
 - Paul explained history: in one facility, protection was a concern due to a prior incident.
 - Paul F. expressed concern about protection of panel participants, that individuals have felt uncomfortable in the past, and requested that if an inquiry is made, that specifics about protection, the facility, security, policies, etc. be fully investigated. Paul P. responded he would report back to the committee next month.
 - Someone (I am sorry, I did not notate who/NR) suggested that perhaps this question about the idea of taking on commitments in dual diagnosis units be presented at GPANA Area as an item for GSR's to bring back to their groups for feedback as to whether or not to pursue once more information becomes available.
 - Barbara asked about commitments at Wilson House. Mike F. explained that Wilson House commitments are not coordinated by the H&I Committee.
- The H and I joint subcommittee closed with the serenity prayer.

In Loving Service,
Naomi R.

Phone Line (Brad M.)

- Good afternoon GPA family we received this month was a mom that called looking for info to help her son (outpatient programs, meetings, detox, etc). She was give the website that has all the information she needed and also the New England region website meeting locator. Lastly a father called looking for more info on meetings, he was given the region website meeting list. I apologize for my absence this month and look forward to seeing everyone next month.

Thank you

With grace and poise

Semper fidelis

Signing off

Bradford M

Policy (Steve W.)

- Newly elected
- No report given

Public Information Report (Open)

- None

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

GPA Website Report.

July 22, 18

We had 1,315 visitors to our site in the month of July.

We did have a short period of time where I could not access the website to perform maintenance on our

website. I worked with Hostmonster our provider and they were able to rectify the issue after 5 days.

I do recommend that we purchase a SSL (Security Certificate) to make our website more secure. This will

be necessary if we ever want to offer on-line convention registration. The cost of this would be an

additional \$4.17 a month.

We need to provide another payment option other than my personal Credit Card information. We can

use our bank account to pay our website fees. Currently, we pay every six months. We can change this

to once a year.

Here is the yearly cost of our site.

1. Plus Hosting fee $16.99 * 12 = 203.88$
2. Domain Privacy Protection fee 14.88 yearly
3. Domain Name Registration 15.99 yearly
4. SSL (Security Certificate) $4.17 * 12 = 80.91$ yearly (purposed addition)

Total 315.66

I have made some major changes to improve the method and maintenance of our meeting list.

See attached purposed new format of our meeting list.

In loving service John F.

Motions back to groups

- **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:

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:**
Date:
Maker:
Seconded By:
Motion:

Intent:
Count: Yes: No: Abstain:

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

Old Business:

- Susan W. was voted in for convention committee vice chair

GPANA open position

- Finance
- Public Information
-

Convention open positions:

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

New Business:

- Next GPANA meeting August 26th, 2018

Open Forum:

- H&I would like to know if groups are intersted in picking up 2 commitments
1 Roger Williams 4th floor ?
2 Butler Hospital ?

See H&I minutes for deeper explanation.

Meeting Adjourned

Administrative bodies contact

- **Chair:** *Cyndi W. 401-699-6099 cyndi12376@gmail.com*
- **Vice Chair:** *Bill H. 401-248-3337 williamh110287@gmail.com*
- **Secretary:** *John O. 401-286-8042 jojpod@gmail.com*
- **Website:** *Acting John F. 401-719-9765 john.fallon1@verizon.net*
- **Treasurer:** *Judy B. 401-861-9099 jabsan7@aol.com*
- **Board of Directors:**
- **Regional Committee Member (RCM):** *Jim D jimd12102008@aol.com*
- **Alternate RCM - (Victoria M 401-744-1809 victoria.lynne.madrid@gmail.com**
- **Activities:** *Sandy S. 858-353-2443 sandyshed@hotmail.com*
- **Policy:** *Steve W. s.jos.williamson@gmail.com*
- **Convention Chair:** *Rico W. 401-771-3074 21blackbears@gmail.com*
- **Convention Vice Chair:** *Susan W. 401-438-2375*
- **Area Finance chair:** *Open*
- **Hospitals and Institutions Chair:** *Paul P. paulpratt@netzero.net*
- **Area Literature Chair:** *Rick D. 401-230-0061 richarddelano2@yahoo.com*
- **Phone Line:** *Brad M. 401-332-2445 gruntfitness401@gmail.com*
- **Public Information:** *Open*

Addendum

Greater Providence Area Service Committee (GPASC) Administrative Positions:

- Chairperson Vice Chairperson Secretary
- Alternate Secretary Treasurer
- Alternate Treasurer
- Regional Committee Member (RCM) Alternate RCM
- Board of Directors

Qualifications of General Service:

The following is a suggested list of qualifications for N.A. members who might wish to become involved in the area service structure of the GPA

- Willingness and a desire to serve.
- A level of recovery that reflects their ability to apply the 12 steps to their personal lives and the twelve traditions to their personal interactions with other.
- The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- The suggested clean time requirement as established for the individual office.
 - Chairperson Four (4) years

- Vice Chairperson Three (3) years Secretary One (1) year
- Alternate Secretary Six (6) months Treasurer Three (3) years Alternate Treasurer Two (2) years RCM Three (3) years
- Alternate RCM Two (2) years BOD Five (5) years
- Prior service experience on a group level and working knowledge of the elected office.

Qualifications of the Area CHAIRPERSON:

- The stated qualifications of general service apply to this position.
- Four (4) years continuous abstinence from all drugs.
- Prior service experience as Area Service Committee (ASC) officer, subcommittee CHAIR, or GSR
- The ability to conduct an ASC meeting with a firm yet understanding hand.
- Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- Tolerance and objectivity with those who are unable to see beyond the needs of their groups.
- Working knowledge of the Greater Providence Area (GPS) Guidelines and the N.A. 12 Traditions.

Responsibilities of the Area CHAIRPERSON:

- Preside over the GPASC meetings and remain throughout.
- Set the ASC agenda prior to the ASC meeting. C. Preside over the Area Administrative Committee Meeting.
- Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines.
- Maintain the GPASC archives.
- Conduct orientation including distribution of the Greater Providence Area GSR Introduction Booklet prior to the start of the ASC meeting.
- Is available to the GSRs as a resource of information pertaining the ASC meeting.
- In the absence of an Administrative Officer (Treasurer, Vice Chair, Secretary, etc.) fulfill or delegate the responsibilities of said office.
- Fulfill all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.
- Compile reports and files from the GPA Vice Chair, Treasurer, and Secretary.
- Must be a signer of the GPASC bank account. L. Does not vote at the GPASC meeting.

Qualifications of the Area VICE CHAIRPERSON:

- The stated qualifications of general service apply to this position.
- Three (3) years continuous abstinence from all drugs.
- The ability to conduct an ASC meeting with a firm yet understanding hand.
- Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- Tolerance and objectivity with those who are unable to see beyond the needs of their group.
- Working knowledge of the GPA Guidelines and the N.A. 12 Traditions.

Responsibilities of the Area VICE CHAIRPERSON:

- Is a member of the Area Executive Committee, which meets prior to the GPASC meeting.
- In the absence of the Area Chair; preside over the Area Executive Committee; formulate the ASC agenda prior to the ASC meeting; and preside over said meeting, remaining throughout.
- In the absence of the Area Chair, fulfill or delegate the responsibility of any Administrative Officer (i.e. Area Treasurer, Secretary, or Subcommittee Chair).
 - In the absence of the Area Chair, conduct the GSR orientation including distribution of Greater Providence Area GSR Introduction Booklet, prior to the start of the ASC meeting.
 - Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines, and fulfill all other reasonable responsibilities that the ASC Chair may deem necessary.
 - Develop personal knowledge of the inner workings of all ASSC Subcommittees. Act as a resource, and help to maintain the structure, and integrity of all ASC Subcommittees, without being a voting member of those committees.
 - In the absence of the Subcommittee Chair fulfill or delegate the responsibility of said office from within that committee. [When applicable.]
 - Maintain a line of direct communication between ASC Subcommittees and the ASC Chairperson.
 - Assist the Area Chair in conducting the GPASC meeting. Conduct the review and confirmation of Area Subcommittee reports during the ASC meeting and distribute to the Area Secretary at the end of the ASC meeting.
 - In the absence of the Area Chair fulfill or delegate all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.
 - May be a signer of the GPASC bank account. L. In the absence of the Area Treasurer, pick up an 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.