

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

August 26th, 2018    The next meeting will be held on September 23rd, 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**  
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 PLEASE READ MOTIONS BACK TO GROUPS SECTION, AS THERE ARE 2 THIS MONTH**  
**GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED 16 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

<b>Better Way Group</b>	Ray of Hope
<b>Breakfast Club</b>	Recovery at the Beach
Change or Die	Recovery in the Chapel – Premises are smoke free
Choose Life	Recovery in the Country
Clean & Crazy	<b>Recovery in the Lake</b>
<b>Cookies &amp; Recovery</b>	<b>Recovery is More than Abstinence</b>
<b>Dedication</b>	Resurrection
Dig Deep	Road to Recovery
Faith in Recovery	Set Em Free
<b>Gimme Shelter</b>	<b>Smith Hill NA</b>
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>	Surrender or Die
<b>Love Line</b>	<b>Tuesday Not Use Day</b>
<b>Woman Of Integrity</b>	<b>Who is an Addict</b>
<b>Recovery in Johnston</b>	Serenity Maniacs
<b>Recovery at the Edge</b>	<b>Serenity Plus</b>
<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>	Why are we Here
<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.)**

GOOD AFTERNOON ,  
I RECEIVED A CALL ABOUT GPA PARTICIPATING IN THE RECOVERY RALLY IN MIDDLETOWN ON SEPT 9TH, I REACHED OUT TO VICE CHAIR AND OTHERS OF EXECUTIVE BODY AND WE WILL BE ABLE TO FILL THIS COMMITMENT. IF ANYONE HAS INFORMATION ON THE ONE IN PROVIDENCE PLEASE LET US KNOW AFTER AREA SO WE CAN MAKE CONTACT WITH WHOM WE NEED TO THANK YOU. PLEASE ONLY ASK QUESTIONS PERTAINING TO SUBCOMMITTEE REPORTS. ALL MOTIONS NEED TO BE SUBMITTED BEFORE 3:30 THEY WILL NOT BE HEARD AND WILL HAVE TO BE SUBMITTED FOLLOWING MONTH.

In Loving Service  
Cyndi W.

**Vice Chair (Bill H.)**

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 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.):**

**Treasures Report: Judy B.**

<b>Greater Providence ASC Treasurer Report</b>	
<b>Report Date: 8/26/2018</b>	
<b>Bank Statement Closing Date:</b>	
<b>7/31/2018</b>	<b>Closing Balance: \$15,088.41</b>
<b>Total outstanding debits: \$2,132.37</b>	
<b>Total of any unreconciled Deposits:</b>	
<b>Insurance Reserve:</b>	<b>\$1,284.00</b>
<b>Prudent Reserve:</b>	<b>\$1,700.00</b>
<b>Beginning Operating Funds:</b>	<b>\$9,972.04</b>
<b>INCOME</b>	
<b>Total Group and individual Literature Purchases: \$1,551.15</b>	
<b>Total Group Donations: \$601.25</b>	
<b>Subtotal:</b>	<b>\$2,152.40</b>
<b>Other Income</b>	
<b>Description</b>	<b>Amount</b>
	<b>\$0.00</b>
	<b>\$0.00</b>
	<b>\$0.00</b>
	<b>\$0.00</b>



<b>Total of Money Motions Passed:</b>	<b>\$0.00</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>

**Jonny O Minutes go out digital format only, motion passed. Deduct activities set aside from final balance until I can get the cell put in. ty Final balance actual is \$11,726.19**

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

## **RCM Report 8/26/18**

The last regional meeting was hosted by the Pioneer Valley Area and was held in Westfield, Mass on Sunday, August 12th.

The convention committee has registration fliers now available which we have today for the GSRs to bring back to their groups.

The Fellowship Development Committee will be facilitating a regional assembly or inventory at the October regional meeting. The topics to be discussed will be: 1) RCM/Area participation at Region ---2)Trusted Servant Training -----and 3)Communication/Collaboration. All GSRs and interested members are encouraged to attend. The agenda for that regional meeting has been modified to accommodate this process.

The meeting started out with an opening balance of \$515.98 after ordinary expenses were paid and set asides was made. A total of \$3,842.13 was received in area and group donations. At the end of the day the prudent reserve was at \$1,834.68 which is normally \$2,609.00.

Elections were held and the open positions are: Vice Chair, Secretary, Assistant Secretary, Assistant Treasurer, Activities, Literature, Policy and Regional Meeting Directory. A third member of the Finance committee was elected.

The delegate teams reports can be viewed in the regional minutes. GPA voted against sending the new RDA to the Western Service Learning Days in Arizona as it was felt he would be better served attending the Zonal Forum which is the same weekend, GPA also voted against two other money motions to send people to the Western Service Learning Days as this area has expressed time and time agin its displeasure with this practice of spending NA funds.

The next regional meeting will be held October 13<sup>th</sup> and 14<sup>th</sup> hosted by the Northeast Mass area at a location to be determined.

In grateful service,

Jim D. and Victoria M. – RCM team

### **BOD REPORT (Wanda B.)**

The BOD has been working to support the new Convention committee members.

- Checks for the convention and checks needed to pay rent will be distributed in a timely manner,
- We will continue to pay bills until there is change in the convention positions.
- We will go to the bank as soon as we fill positions to add and take off names as deemed appropriate.
- Completion of the spreadsheet from the last convention is being completed to detail out all expenditures and income.

Please share at your meetings that our 2020 Convention X needs to get busy filling positions. GPACNA X will be held at the Crowne Plaza in Warwick the last weekend in January (Jan.31 thru Feb.2nd).

In loving service  
Peter R.

### **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):**

8H and I Subcommittee meeting\_8/26/2018 (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: 8
  - Leaders/Facility Coordinators: 10
- Reading of Minutes:
  - Correction: Liz noted correction to statement "panel leader got sick". In fact, it was fifth week of the month so Liz was the panel leader that night. She showed up for the commitment-- but the group did not, even though she had confirmed with the group several days in advance.
  - Naomi notated correction. Reading of the rest of the month's Minutes waived, voted, and accepted.
- Panel Coordinator Reports
  - Mike-Phoenix House: 3 commitments had to be cancelled. Facility notified in advance.
  - Paul- Roger Williams reported all commitments were filled. One commitment panel leader unable to attend due to scheduling misunderstanding.
  - Liz- Adcare reported all commitments were filled.
- Panel Leader Reports: N/A
- H&I Group Rep Reports: N/A
- Corrections Facilities:
  - Paul P. met with Tom Saturday. Tom is getting things organized and is hoping to start up meetings in the women's facility if possible. More to be revealed.
- H&I Literature
  - Barbara submitted same order as last month.
    - She noted that she did not receive Spanish literature requested last month for Adcare.
- Old Business
  - Elections for all panel leaders were held but many panel leader positions were NOT filled and are available. Some individuals unable to make today's meeting who could not attend but were interested in serving will attend next month's subcommittee meeting (**September 23, 2018 at 2 PM**).
    - **Please announce panel leader position availability and encourage participation at meetings.**
    - **CURRENT OPEN PANEL LEADER POSITIONS:**

- Men's/Phoenix House, Fridays, 7 pm – 8 pm: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> weeks
- Detox/Phoenix House, Saturdays, 10 am – 11 am: 1<sup>st</sup> and 2<sup>nd</sup> weeks
- Adcare, Wednesdays, 7 pm – 8 pm: 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> weeks
- Roger Williams, Thursdays, 7 pm – 8 pm: 3<sup>rd</sup> week
- Roger Williams, Saturdays, 10:30 am – 11:30 am: 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> weeks

- **Panel Leaders Voted in as of 8.26.2018**

Week Number	<b>Phoenix House/Men's Friday 7 pm – 8 pm</b>	<b>AdCare Wednesdays 7 pm – 8 pm</b>	<b>Roger Williams Thursdays 7 pm – 8 pm</b>
1	Paul P. (temporarily)		Dave
2	Mike F. (temporarily)		Steph G.
3		Jim P.	
4			Allen R.
Week Number	<b>Phoenix House Saturdays 10 am – 11 am</b>	<b>AdCare Saturdays 7 pm – 8 pm</b>	<b>Roger Williams Saturdays 10:30 am – 11:30 am</b>
1		Al B.	
2		Dave	
3	Rachel P.	Alan T.	John C.
4	Al B.	Rob R.	

- Discussion continued regarding addition of commitments including:
  - Eastman House
    - Paul P. explained he plans to set up a meeting with them to discuss.
    - Eastman House residents no longer have access to outside meetings.
  - Mike F. expressed concern that we carefully consider taking on new commitments until we are confident we can fill existing panels.



- Barbara suggested rather than weekly, if we do take on another facility commitment, that the sub-committee could explore a monthly vs weekly commitment
- Dual Diagnosis units
  - Paul asked if anyone had taken the question regarding commitments at dual diagnosis units with their groups.
  - Rachel stated that she spoke with 2 groups and both voted not to support an additional commitment if we still cannot fill existing contracted facilities.
  - Al recalled in the past that he once served as panel leader in the dual diagnosis unit at Butler and that patients did not show up at commitments because it was not mandatory for them to attend.
- Dave reiterated concern that we barely receive support for existing commitments.
- Mike F. suggested that we could state we are interested in supporting these facilities but it is simply a matter of when; that it is critical to communicate to GSRs (and that this will be mentioned at Area later today) to strongly encourage group members to get involved and participate because there is a great need to hear a message of recovery.
- Detox unit at Butler
- Women's unit at Phoenix House
  - Barbara explained that allegedly only one NA commitment was presented to women in Phoenix House.
  - Phoenix House women's detox also needs updated meeting lists; current stock is from 2015.
- New Business
  - Barbara suggested purchasing literature rack for the women's detox at Phoenix House.
- The H and I joint subcommittee closed with the serenity prayer.

In Loving Service,  
Naomi R.

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

Good afternoon GPA family i apologize for my absence as my work season has picked up i have to work more but will be in attendance next month. With this past month on the phone line we had 5 calls. All family members looking for meetings and or rehabilitation facilities, which the phone line reps guided those callers on the right direction to find the information needed for their requests.

That is all i have for my report, i hope everyone has a great day and a awesome month.

With grace and poise

Bradford M.

Semper Fidelis

**Policy (Steve W.)**

- No report given

**Public Information Report (Marissa J.)**

- Newly elected

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

## Motions back to groups

- **Motion: 0826201803**  
**Date: 08/26/2018**  
**Maker:** John O.  
**Seconded by:** Joe C.  
**Motion:** Area minutes to be sent out by digital format only. Email/website  
**Intent:** To cut down on time and cost  
**Count: Yes: No: Abstain:**
- **Motion: 0826201802**  
**Date: 08/26/2018**  
**Maker:** Rachel P.  
**Seconded by:** Marrison J.  
**Motion:** To amend the area policy to automatically contribute any funds left in operating balance(after money motions and set asides) to New England Region on a bi-monthly basis, coinciding with the regional meeting.  
Months to write checks: January, March, May, July, September, November  
**Intent:** To practice our 11th concept, NA funds are to be used to further our primary purpose, and must be managed responsibly.  
"In setting priorities , we may be tempted to look only at our needs, tightly holding on to funds, spending money only on our own projects, and neglecting our role in providing needed funds to all levels of service. That kind of thinking is contrary to the Eleventh Concept. High on our list of priorities should be a commitment to further the goals of NA as a whole. For NA to deliver the services necessary to keep growing and fulfilling our primary purpose around the world, the flow of funds must not be bottleneck at any point in our structure."  
To apply the spiritual principles found in our 7th Tradition.

"The ideal of simplicity, when applied to Tradition Seven, helps our groups avoid the heated conflicts that often arise over the control of great resources. Problems of money, property, and prestige need not divert our groups from their primary purpose when the simplicity of that purpose and our needs is kept squarely in focus. In understanding the principles underlying the Seventh Tradition, practical simplicity walks hand in hand with our faith in a higher power. So long as we take our direction from that power, our needs are met. Likewise, the decision to decline outside contributions, meeting the group's needs from the group's own resources, is based firmly in faith. So long as our groups remains devoted to fulfilling its primary purpose, its needs are met."

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

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

## **Administrative Motions:**

- **Motion:** 0826201801  
**Date:** 08/26/2018  
**Maker:** Rachel P.  
**Seconded By:** Marissa J.  
**Motion:** To contribute 50% of this months ending operating balance(after all money motions and set asides) to the New England Region.  
**Intent:** To practice our 11th concept, NA funds are to be used to further our primary purpose, and must be managed responsibly.  
"In setting priorities, we may be tempted to look at our own needs, tightly holding on to funds, spending money only on our own projects, and neglecting our role in providing needed funds to all levels of service. That kind of thinking is contrary to the Eleventh Concept. High on our list of priorities should be a commitment to further our primary purpose around the world, the flow of funds must not be bottleneck at any point in our structure."(to be found in the 12 concept pamphlet or a guide to local service)  
**Count:16 Yes:8 No:0 Abstain:8**  
**THIS MOTION Did not pass**

- **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
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**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 September 23rd, 2018

**Open Forum:**

- Discussion on fund flow
- Discussion on obtaining a key for Anchor
- Discussion on creating an ad hoc committee for the purpose of finding a new meeting place for area service meeting. ( Doug F.)

**Meeting Adjourned**

## **Administrative bodies contact**

- **Chair: Cyndi W. 401-699-6099 [cyndi12376@gmail.com](mailto:cyndi12376@gmail.com)**
- **Vice Chair: Bill H. 401-248-3337 [williamh110287@gmail.com](mailto:williamh110287@gmail.com)**
- **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: Steve W. [s.jos.williamson@gmail.com](mailto:s.jos.williamson@gmail.com)**
- **Convention Chair: Rico W. 401-771-3074 [21blackbears@gmail.com](mailto:21blackbears@gmail.com)**
- **Convention Vice Chair: Susan W. 401-438-2375**
- **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: MARRISA J. [mlj.uconn@gmail.com](mailto:mlj.uconn@gmail.com)**

# Addendum

## **Greater Providence Area Service Committee (GPASC) Administrative Positions:**

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

## **Qualifications of General Service:**

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

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

- Chairperson Four (4) years
- Vice Chairperson Three (3) years Secretary One (1) year
- Alternate Secretary Six (6) months Treasurer Three (3) years Alternate Treasurer Two (2) years RCM Three (3) years
- Alternate RCM Two (2) years BOD Five (5) years
- Prior service experience on a group level and working knowledge of the elected office.

**Qualifications of the Area CHAIRPERSON:**

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

**Responsibilities of the Area CHAIRPERSON:**

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

**Qualifications of the Area VICE CHAIRPERSON:**

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

**Responsibilities of the Area VICE CHAIRPERSON:**

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

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

#### **Purpose**

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

#### **Qualifications of General Service for Convention Subcommittee Officers:**

##### **Clean time requirements for Convention Subcommittee Officers:**

- Chairperson Five (5) years
- Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) year
- Subcommittee Chairs Two (2) years
  - Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
  - Willingness to give the time and resources necessary.
  - Ability to exercise patience and tolerance.
  - Active participation in Narcotics Anonymous.

##### **Qualifications of the GPA Convention Subcommittee CHAIR:**

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

### Responsibilities of the GPA Convention Subcommittee CHAIR:

- Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, & provide help when needed.
- Helps resolve personality conflicts.
- Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.
- Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.
- Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
- Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- Votes only to break a tie.
- Chairs the Convention Committee meeting as well as the convention.
- Gives a monthly detailed report—in person to the body at the GPASC meeting and in writing for inclusion in the Area minutes—to the supporting Area Service Committee. Included in this report: all committee activities and all financial activity.

### Qualifications of the GPA Convention Subcommittee VICE CHAIR:

- Four (4) years continuous clean time.
- In order to serve as a liaison between the subcommittees and hosting community, must demonstrate approachability and familiarity with all committee members.

### Responsibilities of the GPA Convention Subcommittee VICE CHAIR:

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

### Qualifications of the GPA Convention Subcommittee SECRETARY:

- Two (2) years continuous clean time.
- Accurate typing ability.
- Demonstrated responsibility that indicates ability to ensure that accurate minutes are distributed to the Convention Committee Members.

### Responsibilities of the GPA Convention Subcommittee SECRETARY:

Keeps minutes of each Convention Committee meeting and all subcommittee reports. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting may be attached to the minutes if it will help the committee function. Maintains a list of names, addresses, and phone numbers of committee members for committee use. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence. Mails a copy of the minutes to the Greater Providence Area Service Committee.

### Qualifications of the GPA Convention Subcommittee TREASURER:

- Five (5) years continuous clean time.
- Demonstrated stability in the local N.A. community.
- Accounting skills. Service experience with conventions or other large scale Fellowship activities.
- Accessibility to other committee members, especially the Registration Subcommittee.

### Responsibilities of the GPA Convention Subcommittee TREASURER:

**A.** Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of the four signatories (Convention Subcommittee Chair, Vice Chair, Secretary, and Treasurer. The cards and account information are filled out at the committee meeting.)

**B.** Works with the Chair and Vice Chair to prepare a budget for the convention that is used for planning fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.

- C.** Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
- D.** Responsible for all monies—including revenues from registration and banquet tickets: pays all bills; and advises the Chair on cash supply, income flow, and rate of expenditures.
- E.** Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
- F.** Each check should require two signatures. Additionally, a complete Treasurer's report within three months after the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.
- G.** A periodic review of all financial records should be made by the sponsoring service area. The records should be reviewed at the time of the actual fund distribution in accordance with the Treasurer's financial statement requirements.