

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

September 23rd, 2018 The next meeting will be held on October 28th, 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:

- **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

COOKIES & RECOVERY

SPEAKER JAM 3rd annual



Saturday Oct 27th 4pm to 9pm

460 Pine Street Providence, RI

**Food, fun, fellowship and
COSTUME CONTEST**

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED 24 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 Plus
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.)

- No report given

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 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.):

- No report given

Treasures Report: Judy B.

Greater Providence ASC Treasurer Report	
Report Date: 9/23/2018	
Bank Statement Closing Date:	
8/31/2018	Closing Balance: \$17,190.81
Set Aside and Reserve Accounting	Total outstanding debits:
\$4,280.05	
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:	\$9,676.76
INCOME	
Total Group and individual Literature Purchases: \$1,118.80	
Total Group Donations:	\$254.45
Subtotal:	\$1,373.25
Other Income	
Description	Amount
	\$0.00
	\$0.00
	\$0.00

\$0.00

Subtotal	\$0.00
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Total Income:	\$1,373.25
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EXPENSES

Customary Expenses (No motion needed)

Amount

Bank Expense	\$0.00
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IRS Payment	\$0.00
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Literature Adjustment	\$304.91
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Literature provided to Subcommittees (H&I), restock cost	\$178.45
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Literature Restocking (Groups and individuals)	\$1,006.92
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Meeting Lists	\$115.00
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Regional Contribution	\$0.00
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Regional Insurance	\$0.00
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	\$50.00
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Rent	\$0.00
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WSO Contribution	\$0.00
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	\$0.00
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Subtotal	\$1,476.83
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Working balance available for money motions:	\$9,573.18	(Does not include any reserves)
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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
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Remaining Working Balance:	#N/A
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Set Asides: \$3,234.00

Final Balance: #N/A

Comments:

RCM Report: (Jim D.)

RCM Report 09/23/18

Region has not met since our last area meeting. The Northeast Mass Area will be hosting the October regional meeting. Subcommittees will meet on Saturday, October 13th at 11:00 at The First Church of Winthrop- 217 Winthrop Street – Winthrop, MA. The main regional meeting will begin at 11:00 on Sunday, October 14th at Church of the Nazarene – 556 Cabot Street – Beverly, MA. Please note the different locations for these two meetings.

The majority of time at the Sunday meeting will be spent on the regional planning assembly/inventory as explained last month.

Earlier this week the regional chairperson resigned and as such the region will need a chair, vice chair, secretary, alternate secretary and alternate treasurer. The activities, literature, policy and RMD chair positions are also open. Please come to the Sunday meeting to give input at the assembly and maybe get elected to an open position!

In grateful service,

Jim D. and Victoria M. – RCM team

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



GPACNA Meeting 091618.pdf

Finance Report: (Open)

- None

H&I: (Paul P):

H and I Subcommittee meeting_9/26/2018 (opened by Paul P.)

- Opening: The subcommittee opened the meeting with the serenity prayer, service prayer and the 12 concepts.
- Attendance:
 - Main body: 5
 - Group representatives: 3
 - Leaders/Facility Coordinators: 3
- 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: All but one commitment filled. No issues.
 - Paul- Roger Williams reported all commitments were filled. On one commitment, no patients showed.
 - Liz- Adcare reported all commitments were filled. No issues.
- Panel Leader Reports: N/A
- H&I Group Rep Reports: N/A
- Corrections Facilities:
 - Tommy reported that Maximum security (Wednesday evenings) needs participants. They have not had a meeting in six months.
 - Tommy also explained that a computer virus was root cause for delays and lack of feedback regarding applications for clearance to participate. 8 were submitted. 4 were cleared. 4 remain outstanding. He will continue to follow up.

- Qualifications to apply include 90 days clean time; two years with no arrests or probation; completion of application; one-time mandatory attendance to Orientation coordinated by DOC. If you have a relative in a facility, whether you are aware of it or not, you will be denied access.
 - He would like to initiate a similar program for the Women’s Facility.
 - Barbara noted that pre-requisites to participate are stricter: 5 years no arrests, no current, nor probation
 - Phoebe H. offered to help out with any administrative/clerical support Tommy might need.
 - Mike F. asked if Tommy could please provide written updates for sub-committee moving forward.
 - **Please alert group members interested in doing service. Tommy can be reached at 401-663-4077.**
- H&I Literature
 - Barbara asked everyone to PLEASE submit literature needs no later than ONE WEEK after Area sub-committee meeting. Otherwise, she will provide meeting lists or distribute any overflow available.
 - Old Business
 - Elections for all panel leaders continued.
 - **Please continue to announce** panel leader position availability **and encourage participation at meetings.** Positions will be effective monthly **through February, 2019.**
 - **CURRENT OPEN PANEL LEADER POSITIONS:**
 - Men’s/Phoenix House, Fridays, 7 pm – 8 pm
 - Adcare, Wednesdays, 7 pm – 8 pm: 1st and 4th weeks
- **Panel Leaders Voted in as of 9.26.2018**

Facility Coordinator	Mike F. (774) 314-5434	Liz C. (908) 875-9300	Paul P. (401) 516-7080
Week Number	Phoenix House/Men’s Friday 7 pm – 8 pm	AdCare Wednesdays 7 pm – 8 pm	Roger Williams Thursdays 7 pm – 8 pm
1	Paul P. (temporarily)	OPEN	Dave
2	Mike F.	Phoebe H.	Steph G.
3	Tommy G.	Jim P.	Kayla (needs to be voted in)

4	OPEN	OPEN	Allen R.
Week Number	Phoenix House Saturdays 10 am – 11 am	AdCare Saturdays 7 pm – 8 pm	Roger Williams Saturdays 10:30 am – 11:30 am
1	John D.	Al B.	Cathy S.
2	Mellissa (needs to be voted in)	Dave	Allen R.
3	Rachel P.	Alan T.	John C.
4	Al B.	Rob R.	Vincent

- Paul P. stated that discussion regarding addition of commitments is tabled until sub-committee can regularly and successfully fill established commitment contracts.
- New Business: N/A
- The H and I joint subcommittee closed with the serenity prayer.

In Loving Service,
Naomi R.

Phone Line (Brad M.)

- No report given

Policy (Steve W.)

- No report given

Public Information Report (Marissa J.)

PR Subcommittee area report

Area Service Committee Meeting September 2018

The public relations service committee has hit the ground running with a number of events in the month of September.

Rally 4 Recovery Middletown - Attended Saturday Sept. 8th with the Providence Area Chair, was a somewhat slow day but handed out 5 packets of English IPs. At this rally we encountered mostly professionals looking for information on sending clients to meetings.

Rally 4 Recovery Providence- Attended Saturday Sept. 15th with four other volunteers (thank you everyone!!) we handed out 23 packets of English IPs and 4 packets of Spanish IPS. At this rally we encountered a solid mix of health care professions and individual addicts. The health care professionals ranged from workers at the ACI intake until to individual drug counselors.

Cape Cod Mental Health Symposium- This was attended Thursday Sept. 6th by two members of Providence PR subcommittee the event is hosted by region and the individual volunteers are sourced from all of the member areas. It was great to get some pointers and training from the region on tabling before the rallies tables we hosted.

Area Subcommittee Meeting- The meeting had 5 people in attendance that met at 2pm on 9/23. As a subcommittee we went through the first 4 pages of the PR Basics guide from world service in order to learn together as a new subcommittee. Positions were discussed and a vice chair was deemed necessary. Voting will be held in November in order to give more addicts time to decide if they would like to join the subcommittee.

Upcoming event is Recovery Fest 2018 Saturday Sept 29th we will have an NA informational table from 2-4:30 along with an NA meeting onsite at 1pm. We were supplied with extra tickets which will be given to anyone who is new at this area service committee meeting announcements will be made at meetings about the free tickets until they are gone.

In Loving Service,

Marissa J.

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

We have had about 510 visitors over the last 6 months to our site. We had 739 as of this report for the month of September.

We have an upcoming fee for Renew Domain Name Registration and Domain Privacy Protection. Total 30.87 due October 11, 2018

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.

- Plust Hosting fee 16.99 * 12 = 203.88
 - Domain Privacy Protection fee 14.88 yearly
 - Domain Name Registration 15.99 yearly
 - SSL (Security Certificate) 4.17 * 12 = 80.91 yearly (purposed addition)
- Total 315.66

I have added an email account at the request of the Convention committee for registrations. I also updated the Convention page with information for our next convention in 2020. I am asking the convention committee to continue to provide me with contact information of the different positions and other information, so I can then update the site. We are also thinking about on-line registration.

In loving service John F.

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:24 Yes: 17 No:6 Abstain:1
Motion passed
- **Motion: 0826201802 Unable to vote on motion do to disruptive behavior(meeting adjourned early)**
Date: 08/26/2018
Maker: Rachel P.
Seconded by: MARRISA 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, coinsiding 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:

- The meeting adjourned early do to disruptive behavior

GPANA open position

- Finance
- Website

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 October 28th, 2018

Open Forum:

- Meeting adjourned early do to disruptive behavior

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 jojoc@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: MARRISA J. 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.