

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

February 27, 2019 The next meeting will be held on March 24, 2019

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:

- Living Free is celebrating 39 years! Tuesday April 16, 7:30-9:00 at the First Baptist Church. 91 Cottage Street Pawtucket, RI. Parking in back off Lyons Ave.
- New group forming. Step into Life. Will begin meeting Wednesday April 10, 7:00-8:30 at 111 Chapel Street in Harrisville (Burrillville) RI. This is a step and tradition meeting.
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GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED 18 GSR'S IN ATTENDANCE

The 107 Club	New Life
Alone No More	Opt for Life
Basic Text	Positive Steps
Better Way	Recovery and Beyond
Breakfast Club	Recovery at the Edge
Clean and Serene	Recovery in Johnston
Cookies & Recovery	Recovery in the Beach
Dedication	Recovery in the Chapel
Dig Deep	Recovery in the Country
Faith in Recovery	Recovery in the Lake
Free at Last (Greenville)	Recovery is more than Abstinence
Free at Last (Middletown)	Regardless of Sexual Identity
Foundations for Success	Resurrection
Gimme Shelter	Serenity/Insanity
Grow or Go	Serenity Maniacs
Hardcore Recovery	Serenity Plus

H.O.P.E.	Serenity Seekers
I Can't, We Can	Smith Hill NA
IP Time	Start Your Night Right
The Journey Continues	Step Sisters
KISS	Steppin' Out Wednesday Night
Late Nite NA	Steps in the Chapel
Learn to Live	Steps to Freedom
The Lie is Dead	Straight Forward
Living Free	Steps Today
Loveline	Surrender or Die
The Meditation Meeting	Tuesday not Use Day
Meeting Street	The Text Message
Men With a Vision	Under The Bridge
The Message of Hope	Who is an Addict
NA in the Day	Why are We Here?
NA in NA	
Never Alone	Why Not Men's Group
New Freedom	Women of Integrity

ADMINISTRATIVE REPORTS:

Chair (Cyndi W.)

- Good afternoon, I want to thank the ad hoc committee for their hard work in finding us a new home. The BOD met and went over the new contract for hopefully our new home for GPA. I know it has been very straining on everyone during this transition hopefully this will all be resolved today to go into our new place for march area.
In loving service Cyndi W

Vice Chair (Bill H.)

- Verbal report given

Secretary (Chelsea B.)

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- **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: (Rick D.):

Feb Literature Sales Report

BEGINNING BALANCE	\$4,920.81
GROUP SALES:	\$1,356.87
ACTIVITIES	\$29.55
CONVENTION	\$0.00
FINANCE	\$0.00
HOSPITALS & INSTITUTIONS:	\$28.20
PHONELINE	\$0.00
POLICY	\$0.00
PUBLIC INFORMATION:	\$0.00
PUBLIC RELATIONS	\$0.00
TOTAL LITERATURE SALES:	\$1,414.62
ENDING BALANCE	\$3,506.19
LITERATURE RESTOCK (APX):	\$1,414.62
LITERATURE RESTOCK (ORDERED):	\$1,570.86
GPA MEETING LIST RESTOCK (750 MEETING LISTS):	\$122.50
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	\$10.00
TOTAL LITERATURE RESTOCK (APX):	\$1,547.12
TOTAL LITERATURE RESTOCK (ORDERED):	\$1,703.36

Last month I talked about removing some items from the order sheet, I haven't done that yet, but as of last order (unless others disagree) I will no longer be ordering The Basic Text soft cover and pocket edition, It Works How and Why soft cover and pocket edition, Living Clean and Guiding Principles soft cover editions, also Miracles Happen both hard and soft cover.

I am using a new order form which I have on the website and on hand. I also have an excel version where all you would need to do is fill in the group name, contact information and the quantities of what you want and if you want a donation if any. The form adds it all up and places the totals on the front of the sheet, which makes it easy for the treasurer. If anyone would like one, please let me know.

Back in January the Activities Committee purchased \$160.70 worth of Literature and returned \$82.45 worth of Literature, which should be added back to their budget.

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Treasures Report: Open Position

A full audit of the last 12 months of the treasury has been conducted and a detailed report will be given at the next area meeting. In the meantime, this report is accurate. Thank you Billy and Cindy for your hard work, and Sully for stepping in at the ASC meeting.

Greater Providence ASC Treasurer Report

Report Date: February 2019

Bank Statement Closing Date:	FEB-27-2019	Closing Balance:	\$9,227.40
Set Aside and Reserve Accounting		Total outstanding debits:	\$2,702.66
Activities Set Aside:	\$250.00	Total of any unreconciled Deposits:	\$0.00
Insurance Reserve:	\$1,284.00	Set Aside Funds:	\$3,934.00
Prudent Reserve:	\$1,700.00		
Set Aside Total:	\$3,934.00		

Beginning Operating Funds: \$2,590.74

INCOME

Total Group and individual Literature Purchases: \$1,308.33
 Total Group Donations: \$458.43
 Subtotal: \$1,766.76

Other Income	
Description	Amount
Deposit 2/27/19	\$36.24
	0 \$0.00
	0 \$0.00
	0 \$0.00
Subtotal	\$36.24

Total Income: \$1,803.00

EXPENSES

Customary Expenses (No motion needed)

	Amount
Bank Expense	\$0.00
IRS Payment	\$0.00
Literature Adjustment	\$0.00
Literature provided to Subcommittees (H&I), restock cost	\$0.00
Literature Restocking (Groups and individuals)	\$1,857.85
Meeting Lists	\$122.50
Regional Contribution	\$0.00
Regional Insurance	\$0.00
	\$50.00
Rent	\$0.00
WSO Contribution	\$50.00
Anchor lit rack	\$0.00
Subtotal	\$2,224.35

The literature amount is an estimate during the ASC meeting based on what is sold. Any amount spent over or under that amount will be put in the Literature adjustment line when the actual amount is known. This is obtained from the literature committee when they purchase and will be sent in the minutes.

Working balance available for money motions: \$2,169.39 (Does not include any reserves)

Non Customary Expenses (Motion and Vote Required)

Description	Amount	Pass/ Fail
0	\$0.00	0
storage container	\$213.41	pass
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
Total of Money Motions Passed:	\$213.41	
emaining Working Balance:	\$1,955.98	
Set Asides:	\$3,934.00	

Final Balance: \$5,889.98

RCM Report: (Jim D.)

RCM Report 2/24/19

The last regional meeting was hosted by the Greater Worcester Area and was held in Worcester, Mass on Sunday, February 10th. 12 out of 13 areas were represented at the start of the meeting.

The convention committee continues meeting weekly each Saturday as they make final preparations for the NERC being held March 15th-17th at the Sheraton Hotel in Framingham. Online registration is available at nerna.org. Hotel rooms are available at the \$109 rate until March 4th; the committee encourages you to book soon to lock in this deeply discounted rate. There will be two free events (registration badge required) on Friday night, an open mic and a DJ dance.

Fellowship Development facilitated a discussion on Sunday during the regional meeting: “What can we do to better mentor, train and support our RCMs” Many good ideas were floated including having a short training video as well as ‘one on one’ mentoring with more seasoned members. All of the info will be available in the regional minutes. They are working with the convention committee on the “service track” at the upcoming convention.

A total of \$3,147.82 was received in area and group donations. At the end of the day the prudent reserve was refilled to \$2,609 and a donation was made to NAWS for \$669.68. A detailed treasurer’s report will be in the minutes.

Elections were held and the open positions are: Activities, Literature, and Regional Meeting Directory. There is also a position open on the Board of Directors.

A speedy response was had from the delegate team for a list of topics that could be presented at our area. The list is as follows:

“Social Media (Roundtable)” – Effective Use and Risks of Misuse

BMLT – use and implementation

Fellowship Development in rural or isolated communities

Effective Trusted Servant Training – PR

Sunsetting Robert’s Rules of Order and adopting Consensus Based Decision Making

Local Service Toolbox

Convention and Events Tools

Service System Project

Mental Health/Mental Illness Project

How to Start a Meeting

Theft of Funds in Narcotics Anonymous

Use of Technology - zoom etc

Fellowship Intellectual Property Trust (FIPT) related to groups and service bodies.

The delegate team has also included in their report a list of workshops that will be available at the Florida Service Symposium and is seeking area input on which ones they should attend that would benefit the areas.

The New England Regional Convention Corporation will be having its annual meeting at the April RSC in Nantucket. There will be elections for President, clerk, treasurer as well as four director positions.

The next regional meeting will be held April 13th, 14th hosted by the Nantucket Area at a location to be determined.

In grateful service,

Jim D. - RCM

Each group should choose their top three interests from the list to bring to the next area meeting please!

BOD:

- Verbal Report Given

Activities Report (Liz C.)

- Verbal report given. Upcoming activity, March 30 from 2-8 at Woodridge Congregational in Cranston RI. Literature Bingo Speaker Jam. Flyer attached.

Convention report (Rico W)

- Looking for new meeting location. Next meeting 4:00-6:00 3/17/19, location TBD

Finance Report: (Open)

- None

H&I: (Mike F.):

- The subcommittee met in its usual manner today before area. There were two commitments missed this past month. I have not received a report from the corrections coordinator, but I am aware there was an issue between the prisons and the corrections coordinator. The PI chair and I discussed finding a direct contact person so we could put on a presentation for them and try to straighten out this communication issue. Today we had one new panel leader elected, Chris G. Next month we will be holding elections for all panel leaders, panel coordinators, and our secretary. There will be roughly 28 positions up for election. The subcommittee would greatly appreciate any help announcing that elections will take place before area at 2:00 pm next month.

In Loving service,
Mike F.

Phone Line (Open)

- No report given

Policy (Steve W.)

- Not Present.

Public Information Report (Marissa J.)

February PR subcommittee

The PR subcommittee met at 2pm on February 24th the major topic was the discussion of planning a joint PR/ H&I learning day. This event will be held in June and will provide information on PR/ H&I service work and provide members the opportunity to learn

about the subcommittees and hear members experience, strength and hope through service. More information will be distributed on exact date and time when the location is secured. If you are interested in helping please contact Marissa J.

In Loving Service,
Marissa J.

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

- No report

Motions back to groups

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

Administrative Motions:

- **Motion:** 2241901
Date: 2/24/19
Maker: Marissa J
Seconded By: Steph G
Motion: To buy a storage cabinet for the new area service committee space to store area literature and property. To be purchased from Walmart.com for \$213.41 pending church approval.
Price \$199.45, **Tax** \$13.96
Intent: To have a safe and convenient storage for the area's literature subcommittee.
Count: 24 **Yes:** 22 **No:** 0 **Abstain:** 22 **PASSED**

- **Motion:**
Date:
Maker:
Seconded By:
Motion:
Intent:

Count: Yes: No: Abstain:

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

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

Old Business:

Elections

- **Finance- open**

- Phoneline- tabled
- Alternate RCM- open
- Ad Hoc found a location. BOD approved contract. GSRs voted unanimously for our new home to be Beneficent Congregational Church at 300 Weybosset St, Providence, RI 02903. All meeting times will remain the same. THANK YOU MARISSA J. AND DOUG F. FOR ALL YOUR HARD WORK!!!

Convention open positions:

- See convention minutes above

New Business:

- **OPEN POSITIONS:**
Treasurer
Alternate treasurer

Open Forum:

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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: Chelsea B 508-838-0891 cbow1990@yahoo.com*
- *Website: Acting John F. 401-719-9765 john.fallon1@verizon.net*
- *Treasurer: Open Position*
- *Board of Directors: .*
- *Regional Committee Member (RCM): Jim D jimd12102008@aol.com*
- *Alternate RCM - OPEN*
- *Activities: Liz C. 908-875-9300 liz.couture85@gmail.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: Mike F. mtflagg@gmail.com**
- **Area Literature Chair: Rick D. 401-230-0061 richarddelano2@yahoo.com**
- **Phone Line:**
- **Public Information: Marissa 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 and distribute all Area mail from the GPA PO box in a timely manner, prior to the GPASC meeting.

Qualifications of the Area SECRETARY:

- The stated qualifications of general service apply to this position.
- One (1) year continuous abstinence from all drugs. C. Adequate secretarial skills.

Responsibilities of Area SECRETARY:

- Is a member of the Executive Committee, which meets prior to the GPASC meeting.
- Record attendance at the beginning of the GPASC meeting.
- Compile and maintain a current list of all recipients of the GPASC minutes.
- Provide a brief overview of the prior ASC meeting in a written secretary's report. To be read at the present ASC meeting.
- Tabulate an accurate vote count for motions, to be recorded on the submitted motion form, and to be included in the minutes. Each motion is to include: month, day, year, number (01-22-06-1 is January 22,2006 motion #1).
- Organize and create concise minutes of each GPASC meeting.
- Distribute minutes no later than ten (10) days after the GPASC meeting. Make additional copies available at the next GPASC meeting.
- Distribute a copy of GPASC minutes to the New England Regional Service Committee and the Free Spirit Area.
- Keep an accurate record of GPASC motions and policy created during their term and make copies available at the ASC meeting upon request. Turn this record over the Policy Chair at the end of each term.

- Compile (to be included in the minutes); Groups in Attendance at ASC meeting, and Groups that Donated to the ASC. Provide a Legend of Symbols to facilitate understanding of above lists. (As provided in past minutes.)
- Compile a current Group contact list containing; Group name; GSR name, phone number, mailing address, and email (if available).
- Provide a current list of Administrative Officers names and phone numbers to be published in the GPASC minutes.
- Provide a Group Announcement page to be published in the Area minutes.
- May vote on administrative motions only.
- Care for and maintain the laptop provided for the Area Secretary position.
- Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these available at the ASC meeting.

Qualifications of the ALTERNATE Area SECRETARY

The stated qualifications of general service apply to this position.

- Six (6) months continuous abstinence from all drugs.
- Adequate secretarial skills.

Responsibilities of the ALTERNATE SECRETARY:

- Assist the GPA Area Secretary in performance of all previously stated responsibilities.
- In the absence of the Area Secretary, and at the direction of the Area Chair, perform the ASC Secretary responsibilities.
- Is not required to relinquish concurrent GSR position (if applicable).
- Attend all GPASC meetings.

Qualifications of the Area TREASURER:

- The stated qualifications of general service apply to this position.
- Three (3) years of continuous abstinence from all drugs.
- Bookkeeping and/or accounting skills.
- Ability to organize and keep financial records.

Responsibilities of the Area TREASURER:

- Accept Group donations during Literature Sales prior to the GPASC meeting.
- Accept the money from sales during Literature Sales prior to the GPASC meeting.
- Report at the GPASC on donations, other revenue, and expenditures from the previous month's ASC meeting. Provide a written copy of said report for inclusion in the ASC minutes. (E.g. June ASC minutes will contain May ASC Treasury report.)
- Maintain and keep an accurate balance on the ASC checking account.
- Pay all bills as needed.
- Keep accurate and careful record of all Area financial transactions, including receipts of all monies paid and collected.
- Care for and maintain the laptop provided for the Area Treasurer position.
- Coordinate with the Finance Subcommittee Chair as needed. (Tax filing and payment, yearly budget, etc.)
- Prepare an Annual Budget for the GPASC.
- Collect mail from the GPASC PO box prior to the monthly ASC.

Qualifications of the ALTERNATE Area T REASURER:

- The stated qualifications of general service apply to this position.
- Two (2) years of continuous clean time from all drugs.
- Bookkeeping and/or accounting skills.
- Ability to organize and keep financial records.

Responsibilities of the ALTERNATE TREASURER:

- Assist the GPA Treasurer in performance of all previously stated responsibilities.
- In the absence of the Area Treasurer, and at the direction of the Area Chair, perform the ASC Treasurer responsibilities.
- Attend all GPASC meetings.

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

- The stated qualifications of general service apply to this position.
- Three (3) years continuous abstinence from all drugs.
- Prior experience as a GSR and/or completion of one or more terms in an area-level elected office.
- Communication and organizational skills and has displayed significant leadership skills.
- Objectivity and tolerance with those who are unable to see beyond the needs of their areas.
- Working knowledge of GPA Guidelines and the N.A. 12 Traditions.

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

- Attend each meeting of the Regional Service Committee (RSC) and GPASC.
- If unable to attend an RSC or GPASC meeting it is essential to ask the Alternate RCM to assume said responsibilities.
- Suggested involvement with a Regional Subcommittee to promote the RCM participations with the region.
- In keeping with the Seventh Tradition of N.A., deliver the Area donation to the Region.
- Carry Greater Providence Area Conscience on all matters affecting the GPA or N.A. as a whole.
- Keep the Region informed in a written report of all GPA activities, strengths, and problems.
- Inform the G.P.A. in a written report of all business, activities, all finances and special needs discussed at the R.S.C. meeting.
- Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.
- Distribute informational flyers at the ASC meeting (Distribution thereafter is left to the discretion of the RCM.)

Qualifications of the ALTERNATE REGIONAL COMMITTEE MEMBER (ALT RCM):

- The stated qualifications of general service apply to this position.
- Two (2) years continuous abstinence from all drugs.
- Previous GPASC service experience.
- Communication and organizational skills and has displayed significant leadership skills.
- Objectivity and tolerance with those who are unable to see beyond the needs of their areas.

Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

- The stated qualifications of general service apply to this position.
 - Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]
- Bookkeeping and/or accounting skills.
- Ability to organize and keep financial records.
 - A Board Member may not hold another area-level financial position.

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

- Make sure that the GPA tax returns are filed.
- Take care of legal problems/fund misappropriation. C. File yearly RI state sales tax.
- Receive the monthly report from the Finance Subcommittee Chair (or Area Treasurer if there is no Finance Chair).
- Attend an annual BOD meeting.
- Coordinate storage and maintenance of legal documents.

Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):

- The stated qualifications of general service apply to this position.
- One (1) year continuous abstinence from all drugs.
 - Prior service experience serving as an Alternate GSR.
 - Active participation in the group they are representing.
 - Knowledge of the GPANA service structure.

Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):

- Attend each meeting of the GPASC.
- If unable to attend the ASC meeting, asks the Alternate GSR, or in the Alternate's absence, another group member to assume the GSR responsibilities.
- Suggested participation with and Area subcommittee to promote the GSR involvement with GPA.
- In keeping with the Seventh Tradition, and Second Concept of N.A., bring group donation to the ASC Treasurer.
- Carry Group Conscience on all matters affecting their group or N.A. as a whole.
- Inform the GPA of all Group activities, strengths, and problems.
- Inform the Group of all business, activities, and special needs discussed at ASC meetings.
- Attend each meeting of the RSC and the GPASC.
- Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region
- Vice Chair a special session of the GPASC to vote on the WSC Agenda Report.
- In the absence of the RCM, assume the responsibilities of the RCM stated above.

Subcommittee Officers: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Subcommittees:

- Activities Finance
- Hospitals and Institutions (H&I) Literature
- Phone Line Policy
- Public Information Convention

Subcommittee Positions: Chairperson

- Vice Chairperson Secretary
- Treasurer (if necessary) Others as needed

Qualifications of General Service:

- The following is a suggested list of qualifications for N.A. members who might wish to become involved in the area service structure of the GPA
- Willingness and a desire to serve.
 - A level of recovery that reflects their ability to apply the twelve steps to their personal lives and the twelve traditions to their personal interactions with others.
 - The ability to give the time and resources necessary to fulfill the obligations of the elected office.
 - The suggested clean time requirement as established for the individual office.
 - Prior service experience on a group level and working knowledge of the elected office.
- F.** Out-going chair will work with in-coming chair for one month. To ensure a smooth transition.

Qualifications for GPASC Subcommittee Officers:

- The stated Qualifications of General Service apply to these positions.
- Clean time requirements for subcommittee officers: Activities, H&I, Literature, Phone Line, Policy, PI:
Chairperson Two (2) years
Finance: Chairperson Five (5) year's Convention: Chairperson Five (5) years
Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) years

Responsibilities of the ACTIVITIES SUBCOMMITTEE:

- In keeping with the 12 Traditions of N.A., provide celebrations of recovery in order to promote unity throughout the Fellowship.
- Proceeds from all activities are placed in the general ASC treasury.
- Provide a calendar of upcoming activity events for inclusion in the Area minutes.
- Inform surrounding Areas and Regions of upcoming major events planned by the GPA.
- Meet one hour prior to the ASC meeting and as often as the subcommittee deems necessary.
- Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the FINANCE SUBCOMMITTEE:

- Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.
- Assist the Area Treasurer in compiling quarterly balance sheets, profit and loss statements.
- In keeping with the Seventh Tradition of N.A., works with the Area Treasurer to formulate an Area budget, with expenses not to exceed the income generated by the Area.

- Oversee all expenses and research alternatives in order to curtail unnecessary expenses.
- Fulfill all other responsibilities that the GPASC deems necessary.
- Meet one hour prior to the GPASC meeting and as often as the Finance Subcommittee deems necessary.
- Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the HOSPITALS AND INSTITUTIONS (H&I) SUBCOMMITTEE:

- In keeping with the Fifth Tradition of N.A., carry the message to the addict unable to attend regularly scheduled meetings.
- Coordinate and distribute specific H&I commitment to hold meetings at existing facilities and to be keenly aware that all said obligations are fulfilled.
- Research and develop as many new institutional meetings as possible.
- Provide a monthly account to the GPASC of all literature disbursed.
- Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibility.
- Elect an H&I Correctional Facilities Coordinator, accountable to the GPA H&I Subcommittee.
- Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the LITERATURE SUBCOMMITTEE:

- In keeping with the Sixth Tradition of N.A., maintain an accurate inventory of literature on hand to supply all the needs of the GPA.
- Coordinate the sales, and inventory count and reorder, of the literature inventory.
- Meet prior to the GPASC meeting to sell literature to groups and as often as the subcommittee deems necessary.
- Review and supply input on literature submitted by the World Service Committee Literature Committee (WSCLC).
- Submit literature to the WSCLC from Area groups and individual addicts.
- Make the starter kit:

One (1) of each

One (1) Group booklet

One (1) group starter kit checklist Fifty (50) meeting lists

- To have access to a computer in order to maintain inventory.
- Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the PHONE LINE SUBCOMMITTEE:

- Maintain lines of communication between N.A. and the answering, and/or any other phone service used by the GPA.
- Respond to all requests for information in a timely and effective manner.
- Insure that those requests are handled at the appropriate level of service.
- Maintain helpline and Twelve Step call list.
- Establish and maintain the integrity of guidelines for handling phone line requests.
- Meet one hour prior to the GPASC meeting and as often as the Phone Line Subcommittee deems necessary.
- Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the POLICY SUBCOMMITTEE:

- Research and seek guidance in gaining a better understanding of the 12 Traditions, 12 Concepts of N.A. and WSC guidelines, bulletins, and other information as it is developed.
- Develop ASC policy to be considered for approval by GPA groups.
- Compile and maintain all approved policy.
- Maintain past and present motion lists organized by position and subcommittee.
- Review all past and present motions (and all other business) that require clarification.
- Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibilities.
- Attend the GPASC meeting, provided a verbal subcommittee report to the service body and a written report for inclusion to the Area minutes.

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

- Uphold the integrity of the Eleventh Tradition of N.A.

- Maintain: Distribution and sales of meeting lists to rehabilitation centers as well as the general public. Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.
- Arrange all public information speaker commitments.
- Conduct a minimum of one public information workshop per year.
- Meet one hour prior to the GPASC meeting as often as the subcommittee deems necessary to fulfill its responsibilities.
- Elect a Web Coordinator responsible to the PI Subcommittee.
- Attend GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

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

Purpose

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

Qualifications of General Service for Convention Subcommittee Officers:

Clean time requirements for Convention Subcommittee Officers:

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

Qualifications of the GPA Convention Subcommittee CHAIR:

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

Responsibilities of the GPA Convention Subcommittee CHAIR:

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

Qualifications of the GPA Convention Subcommittee VICE CHAIR:

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

Responsibilities of the GPA Convention Subcommittee VICE CHAIR:

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

Qualifications of the GPA Convention Subcommittee SECRETARY:

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

Responsibilities of the GPA Convention Subcommittee SECRETARY:

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

Qualifications of the GPA Convention Subcommittee TREASURER:

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

Responsibilities of the GPA Convention Subcommittee TREASURER:

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

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

C. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.

D. Responsible for all monies—including revenues from registration and banquet tickets: pays all bills; and advises the Chair on cash supply, income flow, and rate of expenditures.

E. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.

F. Each check should require two signatures. Additionally, a complete Treasurer's report within three months after the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.

G. A periodic review of all financial records should be made by the sponsoring service area. The records should be reviewed at the time of the actual fund distribution in accordance with the Treasurer's financial statement requirements.