

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

April 28, 2019 The next meeting will be held on **May 26, 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:

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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 at 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?
Never Alone	Why Not Men's Group
New Freedom	Women of Integrity

ADMINISTRATIVE REPORTS:

Chair (Cyndi W.)

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Vice Chair (Bill H.)

Good afternoon,

As you all are aware I have taken over the treasures position as of two months ago. I can tell you it hasn't been easy getting all of these kinks and issues out of the way but with Cindy and Rick's help we are on the right track. As you all know I did and audit for the past year of our treasury and found some mistakes and issues but has been all fixed for know. My major issue is that we are trying to conduct business on the day of area. If we wish to go about this we need the treasurer to have access to the bank account and also the online banking program so we can see exactly what we have of this day. What we are doing know isn't accurate as we are going by the end of the month before closing balance and making all the other checks that weren't cashed before the end of the month outstanding which can cause human error. I feel that if we want to conduct business as of the day of area this would make our lives a lot easier using this technology. As of know I can not write or sign checks, deposit our money into the account or get any information from the bank which makes this job a lot more difficult. So here is an update of the last couple weeks. I have officially gotten on the checking account with Cindi and Peter. We also have access to the online banking so know we can have accurate account information whenever possible. I also have finished helping Rick out with our lit order for now on we have a stock and also an easier way to order our lit and should see a change in the upcoming months. As im writing this me and Cindi have met to sign all checks and mail them out except for the people we normally see at Area or around the halls. My recommendation to the area know that we have online banking is to start utilizing Quick books so we can easily get

reports add our account to quickbooks and have this process move a lot easier for our next position holder.

IN LOVING SERVICE

William H.

Secretary (Chelsea B.)

Once again, I apologize for the delay in the minutes this month. I will address the body at the next ASC meeting about whether it would be better to send the incomplete minutes out by the deadline or wait until I have all subcommittee reports and potentially miss the deadline.

ILS,
Chelsea B

Literature Report: (Rick D.):

LITERATURE SALES & EXPENSES FOR THE MONTH OF APRIL 2019	
GROUP SALES	\$1,819.51
EXPENSES	
AREA SERVICE COMMITTEE	\$0.00
ACTIVITIES	\$0.00
CONVENTION	\$0.00
FINANCE	\$0.00
HOSPITALS & INSTITUTIONS:	\$17.70
PHONELINE	\$0.00
POLICY	\$0.00
PUBLIC INFORMATION:	\$0.00
PUBLIC RELATIONS	\$0.00
TOTAL EXPENSES	\$17.70
LITERATURE RESTOCK (APX):	\$1,667.65
LITERATURE RESTOCK (ORDERED):	\$1,667.65
GPA MEETING LIST RESTOCK (850 MEETING LISTS):	\$138.50

REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	
TOTAL LITERATURE RESTOCK (APX):	\$1,806.15
TOTAL LITERATURE RESTOCK (ORDERED):	\$1,806.15

A HUGE thank you goes out to the members of the Literature Sub-Committee for their monthly help, patience and diligence and to the Executive Committee for their help this month. A special thanx to the Chair and Vice-Chair for their help with the spreadsheet. There have been some major revisions and going forward, I believe it will show everyone what we need to show them regarding the Literature Finances.

I.L.S.

Rick 401 230 0061

literature@gpana.org

Treasures Report: OPEN POSITION

Greater Providence ASC Treasurer Report

Report Date: April 11 2019

Bank Statement Closing Date: <u>4/11/2019</u>	Closing Balance: <u>\$7,129.62</u>
Set Aside and Reserve Accounting	Total outstanding debits: <u>\$213.41</u>
Activities Set Aside: <u>\$250.00</u>	Total of any unreconciled Deposits: <u>\$0.00</u>
Insurance Reserve: <u>\$1,284.00</u>	Set Aside Funds: <u>\$3,834.00</u>
Prudent Reserve: <u>\$1,700.00</u>	
Set Aside Total: <u>\$3,834.00</u>	

Beginning Operating Funds: \$3,082.21

INCOME

Total Group and individual Literature Purchases: \$1,819.51
 Total Group Donations: \$1,096.22
 Subtotal: \$2,915.73

Other Income	
Description	Amount
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
Subtotal \$0.00	

Total Income: \$2,915.73

EXPENSES

Customary Expenses (No motion needed)

	Amount
Bank Expense	\$40.16
IRS Payment	\$50.00
Literature Adjustment	\$0.00
Literature provided to Subcommittees (H&I), restock cost	\$0.00
Literature Restocking (Groups and individuals)	\$1,847.26
Meeting Lists	\$157.00
Regional Contribution	\$151.63
Regional Insurance	\$137.88
	\$50.00
Rent	\$744.00
WSO Contribution	\$65.48
	\$0.00
Subtotal	\$3,243.41

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: \$2,754.53 (Does not include any reserves)

Non Customary Expenses (Motion and Vote Required)

Description	Amount	Pass/ Fail
0	\$0.00	0
0	\$0.00	fail
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: \$0.00
 emaining Working Balance: \$2,754.53
 Set Asides: \$3,834.00

Final Balance: \$6,588.53

RCM Report: (Jim D.)

The last regional meeting was hosted by the Nantucket Area and was held at Salt Marsh Senior Center in Nantucket on Sunday, April 14th. Nine out of thirteen areas were represented at the start of the meeting. The members of the local fellowship, which totals four on Nantucket, went above and beyond to make sure all of our needs were met.

The convention committee returned \$11,000 to the Region through the New England Regional Convention Corporation. A motion was passed to fund the Corporation with \$6,000 for the next two-year cycle. A motion to fund the convention committee with \$5,000 was sent back to the areas to decide. The corporation's funds are used primarily for Directors and Officers insurance as well as accountant's fees, filing fees and taxes. The convention committee started the cycle with \$7,000 and the \$2,000 shortfall was attributed to not meeting the contractual room block at the hotel. The committee felt this was due to the hotel being easily accessible to many members who then chose not to spend the night.

Neither the public relations nor H&I chairs were at the regional meeting, so no reports were given.

Fellowship Development reported the service track at the regional convention was very well attended. They also adjusted the regional hosting rotation so that the large annual corporation meeting following the convention (odd numbered years) is no longer held on one of the islands. Martha's Vineyard will thus be hosting next April, and South Shore will host in April of 2021. Due to limited time, the FD chair said he would report on the Florida Service Symposium at the June meeting.

The regional delegate team provided detailed reports which will be attached to my minutes. They are attending the Northeast Zonal Forum this weekend in Rochester, NY.

A total of \$4,245.97 was received in area and group donations. At the end of the day the prudent reserve was refilled to \$2,609 and no donation was made to NAWS. A detailed treasurer's report will be in the minutes.

Elections will be held for all held for all regional positions at the June meeting.

The fellowship development committee as well as the delegate team is ready and willing to come to Greater Providence to do a presentation on any of the topics that the area requested, It was even suggested that they could do a full day event covering all four topics requested.

The New England Regional Convention Corporation had its annual meeting where a detailed report was given regarding the convention and elections were held. Debbie L is the new corporation President. The corporation will be tallying the results of the survey from the convention which will be presented in June. There are still open bod positions to be filled.

The next regional meeting will be held June 8th and 9th hosted by the South Eastern Mass Area at
285 Old Westport Road- Dartmouth, MA

In grateful service,

Jim D. - RCM

BOD:

The Board of Directors (BOD) was scheduled to meet on April 14th but was not able to do so because of multiple conflicts. We are looking to determine when all Board members would be able to meet. No date has been set as of today.

The BOD continues to support the Convention Committee by attending the monthly meeting.

We worked with the Greater Providence Area NA (GPANA) Webmaster to coordinate the processing of the automatic charge to our account for our web hosting subscription. A motion is being submitted today to create a set aside for this charge.

We also worked with our Insurance Agent to approve the binder for Director's & Officer's (D&O) Insurance. Prior to processing of the renewal, it was confirmed with Region that D&O coverage is not available through the New England Region of NA (NERNA) and that his Area purchases coverage at a cost which is slightly higher than what we pay.

The Area Chair, Vice-chair and BOD Chair are planning to meet at the bank tomorrow to add the Vice-chair to the bank account. We will need to review the 2018 books to file the Area's 2018 Federal Income Tax return.

ILS,
BOD Chair
PeteR

Activities Report (Liz C.)

- No report given

Convention report (Rico W)

The convention committee met on the 14th of April 2019 due to Easter being on the 21st. We opened the meeting with a moment of silence followed by the 12 traditions and 12 concepts. There were 12 people in attendance. We have several positions still open,
Merchandising chair
Hotels and hospitality chair
Alternate secretary

We are meeting again on the 19th of May at 4 pm at 134 Matthewson street

Opening balance 9198.12

Closing balance 8893.12

In loving service,

Rico W.

Finance Report: (Open)

- None

H&I: (Mike F.):

The subcommittee met in its usual manner opening with the serenity and service prayer and 12 concepts. There were 3 new panel leaders elected one for phoenix house Friday night and two for Roger Williams. There are currently two open panel leader positions, the 4th Friday night at phoenix house and the first Saturday at roger Williams. The panel coordinator position is open at Roger Williams the corrections coordinator reported that things are improving at the ACI and running much smoother. I did attend the regional H&I subcommittee meeting. We will be receiving basic texts from them in June. They will also be having their regional H&I subcommittee elections in June. All commitments were filled last month. We were having an issue with a group who was taking commitments and not properly vetting the people they were asking to share. The subcommittee decided to add to the DO's and DON'T's not to take people currently in treatment centers to other treatment centers to do commitments. I would like to take responsibility for maybe coming to this decision quickly. I am going to attend the groups business meeting to try to address the issues we have been experiencing, and then bring up the recently passed DON'T for reconsideration.

In loving service,

Mike F

Phone Line (Open)

Policy (Steve W.)

Following the three-stage process outlined several months ago, the policy subcommittee has collected the policies that we could identify from past documents, minutes, and archives. That collection was submitted to area (and groups) as the "Policy Compilation" document. That compilation was then distilled into another document that was submitted last month, which attempted to provide a clear, concise, and practical proposed policy manual. That document made clear what new material was being proposed, what old material was being retained or eliminated, to either reconcile conflicts within the Area policy, streamline our policy, or to bring written policy in line with current practice.

Following a period for review and comments, the policy subcommittee met to make a final set of edits to the proposed policy manual on 4/24/19. The result of that meeting is the new proposed policy manual (which has no strikethroughs or italics). We are submitting a motion to go back to groups asking them to vote on this proposed policy document. The committee realizes that there will be issues that are not adequately addressed in this proposed document and/or revisions that could be made. As such, we ask that GSRs and groups think of this as a basic framework that we can work from moving forward. If groups feel that this is “a good start” we ask that they vote to approve it, but that they vote against the motion if they feel that the proposed policy manual is seriously off track.

If questions arise about how this document has evolved or what has changed between drafts, anyone can compare the drafts already submitted: the policy compilation, the draft document with strikethrough's and italics, and the proposed document attached here. Also, if anyone has questions about the process of drafting this policy or the thinking behind the inclusion or exclusion of any particular policy provision, they should feel free to contact me directly at 401-486-6921 or at s.jos.williamson@gmail.com

In loving service,

Steve W.

Public Information Report (Marissa J.)

The PR subcommittee met on April 28 2019.

Topics Discussed:

NEW EMAIL GPANApublicrelations@gmail.com

May PR subcommittee meeting will be held Wednesday May 15th at 6:30pm please contact me for location details. We will not be meeting on the weekend of the ASC.

Learning Day-

A date and location has been finalized for the learning day which will be held Saturday July 20th 5-8pm at the Church of the Benevolent which is the same location as area service. This was finalized after the April ASC so will announce it again as it gets closer.

Flyer Hanging Day-

The flyer hanging day was moved back one day to June 9th which is the Sunday. Anyone interested in participating in the flyer day please email me at mlj.uconn@gmail.com. We have decided we will meet up the day of the event at 10:30 in the Savers parking lot on Branch Ave. At which time we will split into different geographic locations based on the number of participants we will also give everyone a brief overview of the do's and don'ts and how to record information from the flyer hanging activities. Please be aware when you show to be dressed appropriately, walking will be involved and you will be representing Narcotics Anonymous. The event will then take place from 11-1 and we will all meet at Caserta's Pizza at 1:30 to collect all the information sheets. Anyone may join regardless of clean time or level of knowledge on the 11th tradition; you will not be doing this alone!

Table Events:

The PR group was contacted by Brown University to do a presentation as part of a series of lectures they do during the fall semester of about 30 students and faculty associated with Brown University's school of public health. The PR subcommittee will be hosting a spot on Friday October 11th at 12pm.

In Loving Service,

Marissa J.

Website Chair : OPEN POSITION www.gpana.org/wordpress

Motions back to groups

- **Motion: 042819-01**
Date: 4/28/19
Maker: Steppin' Out Wednesday
Seconded by: Surrender or Die
Motion: money motion request for \$500 to support the Southside NA picnic to be held August 28, 2019 at Lincoln Woods State Park
Intent: to provide the NA fellowship and their families with fun, food, recreation related activities and a recovery meeting
- **Motion: 042819-02**
Date: 04/28/19
Maker: Steve W. (Policy Subcommittee)
Seconded by: Victoria M
Motion: To send the proposed 2019 Policy manual to groups for approval
Intent: To clarify and establish a coherent framework for the ASC (see policy report for more detail)
- **Motion:**
Date:

Maker:
Seconded By:
Motion:
Intent:
Count: Yes: No: Abstain:

Administrative Motions:

- **Motion:** 042819-03
Date: 04/28/19
Maker: PeteR
Seconded By: Billy H
Motion: to create a set aside amount of \$300 for website fees charged automatically on a semiannual basis in April and October (roughly \$150 each)
Intent: to set aside funds necessary to keep the GPANA website subscription
Count: 25 Yes: 25 No: 0 Abstain: 0 **MOTION 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:

OPEN POSITIONS:

TREASURER

ALTERNATE TREASURER

FINANCE CHAIR

WEBSITE CHAIR

PHONELINE CHAIR

Convention open positions:

- See convention minutes above

New Business:

-

Open Forum:

-

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:** OPEN POSITION
- **Treasurer:** OPEN POSITION
- **Board of Directors:**
- **Regional Committee Member (RCM):** Jim D jimd12102008@aol.com
- **Alternate RCM –** OPEN POSITION
- **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 POSITION**
- **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. mj.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.