

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

June 23, 2019 The next meeting will be held on July 28, 2019. There is an event at PPAC next month, no parking in the church lot!!!

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:

- Spiritual Awakenings is a new group!! Meets Monday mornings 7-8 at 640 Broad street Providence RI
- NA in the Day is moving again! The Jim Gillen Teen Center at 1280 North Main Street, Providence RI. Effective July 1st, only meeting Monday through Friday. No more Saturday meetings.
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GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED 20 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
	Spiritual Awakenings
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.)

I wanna say that last month at the end of the meeting, wow. The unity that took place was amazing. It was beautiful. We did find out that there were some questions about holding a position on convention committee and treasurer position. I talked to Steve in policy, there is nothing that states she cannot do both. And we ordered checks. 200.50\$ for 615 checks. Because we need two signatures they are more expensive. They will be here before next area. And this month we are going to have the alternate RCM read a short report, as he attended a meeting that has important information for us GSRs. NO PARKING HERE NEXT MONTH! PPAC has an event.

Vice Chair (Bill H.)

I don't have a report.

Secretary (Chelsea B.)

- **GSRs please make sure you write on the sign in sheet the group that you are representing.**

Literature Report: (Rick D.):

GROUP SALES	\$1,378.52
EXPENSES	
AREA SERVICE COMMITTEE	\$0.00
ACTIVITIES	\$0.00
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 EXPENSES	\$28.20
LITERATURE RESTOCK (APX):	\$1,345.42
NAWS LITERATURE RESTOCK:	\$1,345.42
GPA MEETING LIST RESTOCK (900 MEETING LISTS):	\$144.50
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	
TOTAL LITERATURE RESTOCK (APX):	\$1,489.92
TOTAL LITERATURE RESTOCK (ORDERED):	\$1,489.92

**In loving service,
Rick**

**Area Literature Chair
literature@gpana.org
401 230 0061**

Treasurers Report: (Rosalind)

Greater Providence ASC Treasurer Report

Report Date: 6/22/2015

Bank Statement Closing Date: <u>5/25/2015</u>	Closing Balance: <u>\$9,262.32</u>
Set Aside and Reserve Accounting	Total outstanding debits: <u>\$161.64</u>
Activities Set Aside: <u>\$750.00</u>	Total of any unreconciled Deposits: <u>\$0.00</u>
Insurance Reserve: <u>\$1,284.00</u>	Set Aside Funds: <u>\$4,547.41</u>
Prudent Reserve: <u>\$1,700.00</u>	
Set Aside Total: <u>\$4,547.41</u>	
Beginning Operating Funds: \$4,553.27	

INCOME

Total Group and individual Literature Purchases: \$1,378.52
 Total Group Donations: \$366.48
 Subtotal: \$1,745.00

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

Total Income: \$1,745.00

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) \$3,013.07
Meeting Lists \$144.50
Regional Contribution \$142.00
Regional Insurance \$0.00
\$50.00
Rent \$200.50
WSO Contribution \$0.00
Anchor lit rack \$0.00
Subtotal \$4,341.76

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: \$1,956.51 (Does not include any reserves)

Non Customary Expenses (Motion and Vote Required)

Description	Amount	Pass/ Fail
0	\$0.00	fail
BOD Report	\$34.00	pass
Sec. Laptop	\$380.00	pass
Lit. Laptop	\$380.00	pass
Lit. Supplies	\$192.29	pass
H&I PR Learning Day	\$50.00	pass
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
Total of Money Motions Passed:	\$1,036.29	
Remaining Working Balance:	\$920.22	
Set Asides:	\$4,547.41	
Final Balance: \$5,467.63		

RCM Report: (Jim D.)

The last regional meeting was hosted by the South Eastern Mass Area and was held at UMASS Dartmouth on Sunday, June 9th. Nine out of thirteen areas were represented at the start of the meeting.

A total of \$2,768.71 was received in area and group donations. At the end of the day the prudent reserve was refilled to \$2,512.00 and a donation was made to NAWS in the amount of \$1,437.72. The finance committee looked at expenses for the coming year and reset the prudent reserve accordingly. Several anonymous donations were received from a third party which were accepted by the committee as it was felt they were clearly from addicts.....as an example addicts who request donations thru social media. A detailed treasurer's report will be in the minutes.

The NERC Corporation had a meeting where it was learned that there was a very positive result from the surveys collected at the convention. 562 addicts responded. Results still being tabulated and more will be revealed. The corporation asked, and was granted permission, to search outside of the specific zones when looking for the best hotel to accommodate the convention. It was also decided that the convention chair would automatically have a seat on the board for the entire convention cycle. There are currently three open board member positions whose term would end in April 2020.

The convention committee reported that they had their first meeting for NERC XIX and they are currently in need of chairs for Arts & Graphics and Convention Information as well as a secretary, assistant secretary and an assistant treasurer. The motion that had gone back to areas to fund the next convention passed and the committee was given the \$5,000 seed money.

Since no one from PR was present, a motion was made to go forward with the new phone line system which passed unanimously. A short video explaining this system will be forthcoming on nerna.org The new system does not require that each area have its own phone line chair, but if interested contact Patrick J.

No new developments with Policy and H&I reported that they received and distributed basic texts to the various areas in the region; these were donated from the East Coast Convention.

Elections were held and the open positions remaining are: Vice Chair, Assistant Secretary, Public Relations, Regional Meeting Directory and Literature. The Activities subcommittee was eliminated.

Our Alternate RCM will report on Fellowship Development and the delegated team.

The next regional meeting will be held August 10th and 11th hosted by the Central Mass Area at

44 Temple Street-Worcester, MA

In grateful service,

Jim D. - RCM

BOD:

The Board of Directors (BOD) continue to support the Convention Committee and whatever way possible. During the last month, we are assisting the Fundraising and Entertainment in obtaining insurance coverage required for our upcoming Field Day. We're also assisting the Merchandising subcommittee to review proposals to make a vendor selection, also in time for the upcoming Field Day.

Filings for the State of RI have been completed including the Annual Corporate Report, a Board of Director Change Filing and Quarterly Sales and Use Tax Return for the first quarter of 2019. The Federal Income Tax Return for 2018 was also filed without penalty. The BOD Chair is still looking to establish a date, time and location that works for us to meet.

ILS,
PeteR

Activities Report (open position)

Convention report (Rico W)

Beginning balance : \$9244.00

Convention committee met on June 9, 2019 at 4 pm. The meeting opened with a moment of silence for the till suffering addict, followed by the twelve traditions, twelve concepts, and the service prayer.

Our vice chair Susan W. received Hotel contract updates. Our next deposit of \$1,500 is due on August 3, 2019.

Open positions are Hotels and Hospitality chair, Fundraising and Entertainment chair, and assistant secretary. Our closing balance was \$10,390. Our next meeting will be July 21, 2019 at 134 Mathewson Street, Providence RI at 4 pm.

In loving service
Rico W.

Finance Report: (Open)

H&I: (Mike F.):

We met today in the usual manner opening with the serenity prayer, service prayer and 12 concepts. Last month all commitments were filled except for 1. There are 4 open panel leader positions and one panel coordinator position. There was a request from Fatima hospital in north providence for an H&I commitment. The subcommittee has decided to move forward and put on a presentation with PI and hopes to start the commitment in the near future. The vice chair and I attended Region in Dartmouth. We received 6 basic texts as a result of the east coast convention. They will be going to the corrections coordinator to distribute at the ACI. All commitments there at minimum, medium and max are being filled. We will be having a learning day July 20, 2019 from 5-8 pm combined with PI. It will be held here the same place we hold area. All are encouraged to attend. Meadows Edge Recovery center in North Kingston reached out to us about having a commitment held there. After a phone discussion it was decided that they were not a candidate for a commitment. They would really like to host a meeting, if any groups are looking for a meeting space please see me for the facility contact info.

In loving service,
Mike F.

Phone Line (Open)

Policy (Steve W.)

The policy subcommittee would like to revise the orientation materials for new GSRs following a procedure similar to the recent revision/writing of the GPA Policy Manual. That is, an initial draft with suggested revisions to be circulated for comment, followed by a vote on proposed changes. We hope to begin work on this as soon as possible.

As always all are invited to contribute.

In loving service,
Steve W.

Public Information Report (Marissa J.)

PR Report June 2019

The PR subcommittee met on June 23rd 2019.

Flyer Hanging Day-

The flyer hanging day was completed on June 9th with 4 members in attendance. The group canvassed North Main Street and Broad Street in Providence. We asked 17 establishments to hang flyers and hung 7 number of flyers. It was a great event and I wanted to thank all of the volunteers who came out to spread the message of NA. There were some lessons learned for next time on who allows flyers and which corporate chains typically do not allow a ny solicitation. Also, as a thought for next time we would like to prepare a letter for any establishment that wants to hold on to a copy of the flyer and speak with their owners/ managers. This letter could also be used for any businesses that have mail boxes but that are not open during the times our canvassing events have taken place. Hopefully in 6 months we can check back with every flyer we hung and replace any that require it.

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 is the same date as a Waterfire event downtown so feel free to come to the learning day and join our service committee at Waterfire afterward. I have submitted a motion for the funds for the rental of the hall, this would be paid with our July rent for the ASCM.

Fatima-

As mentioned by H&I I have been facilitating a discussion with getting a commitment started there. Since H&I voted to host a meeting there, I will get back in contact with them and schedule a public relations presentation for their staff before H&I goes in.

Region-

Providence was the only area to attend the PR regional subcommittee. All positions in the regional PR subcommittee are open if anyone is interested in getting involved at the regional level.

In Loving Service,

Marissa J.

Website Chair (Paul P.): www.gpana.org/wordpress

No report

Motions back to groups

ATTACHED IS A DOCUMENT OUTLINING A PROPOSAL FROM REGION FOR A NEW ENGLAND STATES SERVICE SYMPOSIUM TO TAKE PLACE IN THE SUMMER OF 2020. PLEASE REVIEW THIS PROPOSAL WITH YOUR GROUP AND VOTE WHETHER OR NOT YOUR GROUP WOULD LIKE THIS EVENT TO TAKE PLACE. THANK YOU!

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

- **Motion: 04281902**
Date:
Maker:
Seconded by:
Motion
Intent:
Count:

Yes: No: Abstain:

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

Administrative Motions:

- **Motion: 20190623-01**
Date: 6/23/19
Maker: PeteR
Seconded By: Carrie B
Motion: To provide reimbursement of \$34.00 for payment made on behalf of the area for State annual report filings
Intent: to fulfill the corporations annual filing requirements and for BOD changes

Count: 21 Yes: 21 No: Abstain:

- Motion:** 20190623-02
Date: 6/23/19
Maker: Chelsea B.
Seconded By: Cyndi W.
Motion: money motion for \$380.00 for a laptop to be used by the Area Secretary
Intent: To be used to create and archive ASC minutes for dispersal to groups
Count: 21 **Yes:** 16 **No:** 0 **Abstain:** 5
- Motion:** 20190623-03
- Date:** 6/23/19
- Maker:** Rick D.
Seconded By: Erin
Motion: To purchase a laptop comparable to the one purchased for policy for \$380.00 for the literature subcommittee.
Intent: For record keeping of literature sales and inventory.
Count: 20 **Yes:** 18 **No:** 0 **Abstain:** 2

Motion: 20190623-04
Date: 6/23/19
Maker: Rick D
Seconded by: Bella
Motion: to reimburse literature for supplies in the amount of \$192.29
Intent: to pay for supplies
Count: 20 **Yes:** 18 **No:** 2 **Abstain:** 0

Motion: 20190623-5
Date: 6/23/19
Maker: Marissa J
Seconded by: Carrie B
Motion: to spend \$50.00 for rent for the space for the H&I and PR learning day. The amount will be paid with July's rent.
Intent: to put on the required learning day for the subcommittees.
Count: 20 **Yes:** 20

Motion 20190623-06
Date: 6/23/19
Maker: RCM team
Seconded by: Will H.
Motion: Does the GPA wish to have a service workshop presented by the Fellowship Development NERC subcommittee during the Dec RSC weekend in addition to the Car workshop?
Intent: see if the area wants to have a second service workshop in addition to the WSC CAR workshop.

Count: 20 Yes: 2 No: 6 Abstain: 12

Conversation was brought up about the area being for this service workshop at another time, not coinciding with the CAR workshop.

Old Business:

Elections

Finance open

Phone line open

Activities

New Business:

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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: Paul P paulpratt@netzero.net*
- *Treasurer: Rosalind M. rosalindwallace1995@gmail.com*
- *Board of Directors: .*
- *Regional Committee Member (RCM): Jim D jimd12102008@aol.com*
- *Alternate RCM - OPEN*
- *Activities: OPEN*
- *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. mtflaqq@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 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.