

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

The next meeting will be held on

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:

- **HOPE group looking for support for newcomers**
- Faith in Recovery needs active members
- Smith Hill NA seeking active group members to take open H&I position
- Recovery at the Beach needs support
- Member seeking to start a Spanish speaking meeting. Interested in getting involved? Reach out to Nando at (401) 548-8161, (401) 543-6943 or dasilvafernando131@gmail.com Leave a message!
- December 14 and 15 GPA will be hosting the regional weekend. We are looking for some members to join an ad hoc committee to find a location to host region. The facility must be available 11-5 Saturday and Sunday and fully accessible. Please attend the August ASC meeting to get involved.
- NA in NA will be celebrating its second group anniversary on Thursday August 29th. Meeting is 7 – 8:15 at 20 Hoppin Hill Road in Attleboro MA. Join us for food, fun and fellowship starting at 6 pm.
- New Meeting has begun, Spiritual Awakenings! Meets Monday mornings at 7:00 am at 640 Broad Street Providence RI. (Please use the Chester street entrance) Great meeting for those whose work/life schedules make it difficult to attend evening meetings!

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED 19 GSR'S IN ATTENDANCE

The 107 Club	New Life
Alone No More	Opt for Life

Basic Text	Positive Steps
Better Way	Recovery and Beyond
Breakfast Club	Recovery at the Edge
Clean and Serene	Recovery in Johnston
Cookies & Recovery	Recovery in the Beach
Dedication	Recovery in the Chapel
Dig Deep	Recovery in the Country
Faith in Recovery	Recovery in the Lake
Free at Last (Greenville)	Recovery is more than Abstinence
Free at Last (Middletown)	Regardless of Sexual Identity
Foundations for Success	Resurrection
Gimme Shelter	Serenity/Insanity
Grow or Go	Serenity Maniacs
Hardcore Recovery	Serenity Plus
H.O.P.E.	Serenity Seekers
I Can't, We Can	Smith Hill NA
IP Time	Start Your Night Right
The Journey Continues	Step Sisters
KISS	Steppin' Out Wednesday Night
Late Nite NA	Steps in the Chapel
Learn to Live	Steps to Freedom
The Lie is Dead	Straight Forward
Living Free	Steps Today
Loveline	Surrender or Die
The Meditation Meeting	Tuesday not Use Day
Meeting Street	The Text Message
Men With a Vision	Under The Bridge
The Message of Hope	Who is an Addict
NA in the Day	Why are We Here?
Never Alone	Why Not Men's Group
New Freedom	Women of Integrity

ADMINISTRATIVE REPORTS:

Chair (Cyndi W.)

Vice Chair (Bill H.)

Secretary (Chelsea B.)

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

Literature Report: (Rick D.):

LITERATURE SALES & EXPENSES FOR THE MONTH OF July 2019

GROUP SALES	\$1,494.27
EXPENSES	
AREA SERVICE COMMITTEE	\$0.00
ACTIVITIES	\$0.00
CONVENTION	\$0.00
FINANCE	\$0.00
HOSPITALS & INSTITUTIONS:	\$61.80
PHONELINE	\$0.00
POLICY	\$0.00
PUBLIC INFORMATION:	\$0.00
PUBLIC RELATIONS	\$0.00
TOTAL EXPENSES	\$61.80
LITERATURE RESTOCK (APX):	\$0.00
LITERATURE RESTOCK (ORDERED):	\$1,386.36
GPA MEETING LIST RESTOCK (800 MEETING LISTS):	\$142.00
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	\$10.00
TOTAL LITERATURE RESTOCK (APX):	\$152.00
TOTAL LITERATURE RESTOCK (ORDERED):	\$1,538.36

Here is a list of the items we stock at area and the quantities we keep.

Basic Text (6th Edition) - Hard Cover	30
Sponsorship	5
It Works How & Why - Hard Cover	25
NA Step Working Guide	20
Just For Today	20
Miracles Happen - The Birth of NA - Hard Cover	1
Living Clean - Hard Cover	20
Guiding Principles - Hard Cover	20
Introductory Guide To NA	50
NA White Booklet	50
The Group Booklet	10
Behind The Walls	10
In Times of Illness	10
Twelve Concepts for NA	10
IP# 1 Who What How and Why	84
IP# 2 The Group	99
IP# 5 Another Look	153
IP# 6 Recovery and Relapse	152
IP# 7 Am I an Addict?	156
IP# 8 Just for Today	163
IP# 9 Living the Program	191

IP# 10 Working Step Four in Narcotics	10
IP# 11 Sponsorship	147
IP# 12 The Triangle of Self Obsession	130
IP# 13 By Young Addicts for Young Addicts	77
IP# 14 One Addict's Experience	111
IP# 15 PI and the NA Member	91
IP# 16 For the Newcomer	153
IP# 17 For Those In Treatment	105
IP# 19 Self Acceptance	73
IP# 20 H&I and the NA Member	148
IP# 21 The Loner Staying Clean in Isolation	95
IP# 22 Welcome to NA	78
IP# 23 Staying Clean on the Outside	100
IP# 24 Money Matters: Self Supporting	113
IP# 26 Accessibility for those with Addl Needs	70
IP# 27 For the Parents or Grdns of Young People	100
IP# 28 Funding NA Services	68
IP# 29 Introduction to NA Meetings	67
Group Business Meetings	10
Group Trusted Servants Roles/Responsibilities	10
Disruptive & Violent Behavior	10
NA Groups and Medication	10
Principles and Leadership In NA Service	10
Social Media and our Guiding Principles	10
Welcome (white)	230
30 Days (Orange)	200
60 Days (Green)	200
90 Days (Red)	200
6 Months (Blue)	120
9 Months (Yellow)	120
1 Year (Moonglow)	120
18 Months (Grey)	100
Multiple Years (Black)	125
18 month	6
1	10
2	10
3	10
4	10
5	10
6	10
7	10
8	10
9	10
10	5
11	5
12	5

13	5
14	5
15	5
16	5
17	5
18	5
19	5
20	5
21	5
22	5
23	5
24	5
25	5
26	5
27	5
28	5
29	5
30	5
31	5
32	5
33	5
34	5
35	5
36	5
37	5
38	5
39	5
40	5
41	2
42	2
43	2
44	1
45	1
Infinity	6
Group Treasurers Workbook	5
Complete Poster Set (Set of 8)	2
Group Readings (Set of 7)	5
Group Starter Kit	4
Newcomer Packet Envelope - English	100
Newcomer Packet Envelope - Spanish	100
GPANA Meeting Lists	900
Regional Meeting Lists	100

This statement has been and will be on the of ALL GPANA Literature Order Forms. |

If a group has a bulk order or if there is anything you do not see on this order form that you

would like to order, is now a Special Order item. Please see the literature chairperson if you would like to see a complete list of all NA Literature available and/or Special Order anything. We would be glad to order anything you may need. Anything ordered would be pre-paid and available to be picked up at the next Area Literature sales. Thank you.

In loving service,
Rick

Area Literature Chair
literature@gpana.org
401 230 0061

Treasurers Report: (Rosalind)

Greater Providence ASC Treasurer Report

Report Date: 7/28/2019

Bank Statement Closing Date: <u>6/30/2019</u>	Closing Balance: <u>\$6,601.61</u>
Set Aside and Reserve Accounting	Total outstanding debits: <u>\$115.48</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>\$4,047.41</u>
Prudent Reserve: <u>\$1,700.00</u>	
Set Aside Total: <u>\$4,047.41</u>	

Beginning Operating Funds: \$2,438.72

INCOME

Total Group and individual Literature Purchases: \$1,494.27
 Total Group Donations: \$623.40
 Subtotal: \$2,117.67

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

Total Income: \$2,117.67

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	\$1,386.36
Literature Restocking (Groups and individuals)	\$0.00
Meeting Lists	\$142.00
Regional Contribution	\$182.33
Regional Insurance	\$111.30
	\$50.00
Rent	\$0.00
WSO Contribution	\$0.00
Anchor lit rack	\$0.00
Subtotal	\$1,871.99

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: \$2,684.40 (Does not include any reserves)

Non Customary Expenses (Motion and Vote Required)

Description	Amount	Pass/ Fail
0	\$0.00	fail
Previous Motion Picnic	\$500.00	pass
regional donation	\$2,184.40	pass
0	\$0.00	pass
0	\$0.00	pass
0	\$0.00	pass
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0

Total of Money Motions Passed: \$2,684.40
 emaining Working Balance: \$0.00
 Set Asides: \$4,047.41

Final Balance: \$4,047.41

RCM Report: (Jim D.)

The region has not met since our last area meeting.

The next regional meeting will be held August 10th and 11th hosted by the Central Mass Area at St John's Church – 44 Temple Street-Worcester, MA. Both days meetings begin at 11 AM. At the main meeting on Sunday, the following positions will be up for election: Vice Chair, Asst. Secretary, PR/Phoneline, RMD and Literature. The Fellowship Development Committee will be presenting a workshop "Applying Our Principles to Technology and Media" on Saturday from 3-4:30, all are welcome to attend.

The Greater Providence Area has purchased two copies of QuickBooks at a deeply discounted rate. One of the people that the region funded to a service conference came back with this discount information which has now saved our area some money. We will be coordinating with the fellowship development/delegate team to arrange for a presentation as requested here in our area. The region will be holding their December meeting here in Providence and there will be a workshop on the Conference Agenda Report (CAR) after the Saturday subcommittees meet.

In grateful service,

Jim D. and Mike D - RCM Team

BOD

The Board of Directors met today, Sunday July 28th in the Parish Room. Four out of five of the Board members were present along with the Chair of the Area.

We discussed the support being provided to the Convention Committee in getting them an insurance binder for the fundraising event, which was conducted in Warwick yesterday and also the assistance provided in selecting the merchandising vendor for the shirts. Supplies that were in the storage facility were retrieved for the event except for the shirts that were left over from the last convention. In order for these to be available for the current Convention Committee, a motion will need to be submitted to Area for the assets to be transferred. The BOD and Area Chair plan on taking an inventory of everything in storage.

The BOD has worked with the Area Treasurer to get QuickBooks installed on the laptop and have gotten the information available from the start of the year entered. Additional work needs to be performed to get to the point where reporting will be available on a monthly basis. QuickBooks has also been purchased for the Convention Committee and will be installed on the Treasurer's laptop for future use.

A review of the BOD guidelines and by-laws is going to be conducted. We will be looking to update these documents at our next scheduled meeting in September. Speaking of which we have established that we will be meeting every other month during the Area subcommittee meeting time in the Parish Room.

Lastly, the BOD is looking to reach out to Web Chair to understand the process/use of the gpana.org email accounts and other digital presence for the organization as a whole. The intent is to then work with the Policy subcommittee to establish a protocol.

ILS,
PeteR

Activities Report (Sandy S.)

Convention report (Rico W)

We last met on 7/21/19 and everything went well. Open positions on the convention committee are Hotels and Hospitality Chair, Fundraising and Entertainment Chair and Alternate Secretary. H&H is working on a menu for the banquet. Hotel room count is 11 as of 7/21/19. Last deposit of \$1500 is being paid this week to Crowne Plaza. Code for room booking is GPA. Programming is meeting on Tuesday at 149 Daniel Ave Providence, they are working on topics and speakers for the convention. Registration has 111 registrations so far as of 7/21/19. They are working on registration packets. Merchandising has purchased 95 convention t shirts and are starting to sell them. Convention Information is working on a letter to send out to treatment centers. Fundraising and Entertainment put on a successful fundraiser at City Park yesterday. Over \$900 has been collected. Final report is being worked on. The convention committee is working on registration brochures to be out in August. Our final balance is \$9570.00 as of 7/21/19. Our next meeting is 8/11 from 4-6 at 134 Mathewson St, Providence. Going forward the convention committee will meet on the third Saturday of the month from 4-6 at the same address.

ILS,
Rico

Finance Report: (Open)

H&I: (Mike F.)

The subcommittee met today at 2:00 pm today in its usual manner. This month all commitments were filled except for 1. Right now there are 4 open panel leader positions- 2 at Roger Williams and 2 at Phoenix House. PR and H&I put on a joint learning day on Saturday July 20th with a total of 5 people in attendance. The Women's ACI is now accepting applications for anyone who's interested in going in and sharing the message there. If you are interested- please see our DOC coordinator Tommy. PR has been communicating with Fatima Hospital about the possibility of having a commitment there. Fatima requires everyone to obtain their immunization records plus a completed background check. We have decided that having a commitment there at this time is not a possibility.

In loving service,

Rachel P

Phone Line (Open)

Policy (Steve W.)

Meeting on 8/8 at 6 pm location to be determined. Contact Steve W.

Public Information Report (Marissa J.)

PR Report July 2019

Sorry for my absence at the ASC but I had a prior personal commitment.

Learning Day-

The learning day took place on July 20th, 2019 with presentations from H&I, corrections, and public relations. Overall there were 5 addicts presenting materials and an additional 5 addicts in attendance. I think I speak for everyone involved that the attendance was a bit of a disappointment to those in attendance so I thought it appropriate to take this time to reflect on some feedback I have received. First, it seems that most people found the summer to be a less than ideal time (especially July) as it interfered with many addicts' vacation plans as well as other obligations such as cook outs, parties and other events. Also, it was suggested that next learning day we encompass all service committees such as BOD, Chair, treasury, convention etc. I think it would benefit the area to have more service options and experience to hear as well as expand the audience that would attend. For instance this learning day 4 of the 5 attendees were personal close friends of someone presenting so the more people involved the greater network of potential addicts who may come. Lastly, I heard feedback from some people that they had not heard about the learning day and didn't know we were having one. This really troubled me since I have been including information and updates in my PR report for the last 5 months. I still have to think about a better way to disseminate information. Flyers were suggested but that would still require people to be at area which is where everyone who hears my report is anyway so I am not sure how effective that would be. Some addicts sent out personalized text messages the week of the event which seemed somewhat effective. Lastly, we didn't get it to the website until shortly before the event so in the future I think it is important to remember to do that to try and get the word out. Overall I think all the addicts involved gained valuable experience in sharing their passion for service in N.A. and if nothing us it allowed Vice Chairs of the subcommittees to participate in a learning day presentation and prepare for what they will have to do next year as chair hopefully.

I think we should consider all of the following feedback if we do proceed with the regional RD or FD team coming down to do a service related event as to learn from our experience.

Future Events-

Rall4Recovery- I have reached out to the rally and will be requesting a check at the next ASCM for the money for our annual tables.

Brown University- the PR subcommittee will be giving a presentation on October

In Loving Service,

Marissa J.

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

-

Motions back to groups

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

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

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

Administrative Motions:

- **Motion:**
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:

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

Count: Yes: No: Abstain:

Old Business:

Finance open
Phone line open
Convention open positions:

See convention minutes above

New Business:

Alternate Secretary position is open

Open Forum:

- Discussion about forming an Outreach Committee to serve the groups and provide information to groups that do not attend the ASC. Most agreed it was a good idea, The

GPA is underrepresented at the ASC with 19/70 groups present regularly. There was discussion about the feeling of unity in the ASC meetings. Members discussed seeking guidance from predecessors who had held Outreach positions in the past on the best way to proceed.

- Vincent read a passage out of concept 7.

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 – Mike D** michaelmaxxmd@yahoo.com 214-766-8956
- **Activities:** Sandy S sandyshed@hotmail.com
- **Policy:** Steve W. s.jos.williamson@gmail.com
- **Convention Chair:** Rico W. 401-771-3074 21blackbears@gmail.com
- **Convention Vice Chair:** Susan W. 401-438-2375
- **Area Finance chair:** Open
- **Hospitals and Institutions Chair:** Mike F. mtflagg@gmail.com
- **Area Literature Chair:** Rick D. 401-230-0061 richarddelano2@yahoo.com
- **Phone Line:**
- **Public Information:** Marissa J. mlj.uconn@gmail.com

Addendum

Greater Providence Area Service Committee (GPASC) Administrative Positions:

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

Qualifications of General Service:

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

- Willingness and a desire to serve.
- A level of recovery that reflects their ability to apply the 12 steps to their personal lives and the twelve traditions to their personal interactions with other.
- The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- The suggested clean time requirement as established for the individual office.
 - Chairperson Four (4) years
 - Vice Chairperson Three (3) years Secretary One (1) year
 - Alternate Secretary Six (6) months Treasurer Three (3) years Alternate Treasurer Two (2) years RCM Three (3) years
 - Alternate RCM Two (2) years BOD Five (5) years
- Prior service experience on a group level and working knowledge of the elected office.

Qualifications of the Area CHAIRPERSON:

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

Responsibilities of the Area CHAIRPERSON:

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

Qualifications of the Area VICE CHAIRPERSON:

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

Responsibilities of the Area VICE CHAIRPERSON:

- Is a member of the Area Executive Committee, which meets prior to the GPASC meeting.

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

Qualifications of the Area SECRETARY:

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

Responsibilities of Area SECRETARY:

- Is a member of the Executive Committee, which meets prior to the GPASC meeting.
- Record attendance at the beginning of the GPASC meeting.
- Compile and maintain a current list of all recipients of the GPASC minutes.
- Provide a brief overview of the prior ASC meeting in a written secretary's report. To be read at the present ASC meeting.
- Tabulate an accurate vote count for motions, to be recorded on the submitted motion form, and to be included in the minutes. Each motion is to include: month, day, year, number (01-22-06-1 is January 22,2006 motion #1).
- Organize and create concise minutes of each GPASC meeting.
- Distribute minutes no later than ten (10) days after the GPASC meeting. Make additional copies available at the next GPASC meeting.
- Distribute a copy of GPASC minutes to the New England Regional Service Committee and the Free Spirit Area.
- Keep an accurate record of GPASC motions and policy created during their term and make copies available at the ASC meeting upon request. Turn this record over the Policy Chair at the end of each term.
- Compile (to be included in the minutes); Groups in Attendance at ASC meeting, and Groups that Donated to the ASC. Provide a Legend of Symbols to facilitate understanding of above lists. (As provided in past minutes.)
- Compile a current Group contact list containing; Group name; GSR name, phone number, mailing address, and email (if available).
- Provide a current list of Administrative Officers names and phone numbers to be published in the GPASC minutes.
- Provide a Group Announcement page to be published in the Area minutes.
- May vote on administrative motions only.
- Care for and maintain the laptop provided for the Area Secretary position.
- Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these available at the ASC meeting.

Qualifications of the ALTERNATE Area SECRETARY

The stated qualifications of general service apply to this position.

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

Responsibilities of the ALTERNATE SECRETARY:

- Assist the GPA Area Secretary in performance of all previously stated responsibilities.

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

Qualifications of the Area TREASURER:

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

Responsibilities of the Area TREASURER:

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

Qualifications of the ALTERNATE Area T REASURER:

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

Responsibilities of the ALTERNATE TREASURER:

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

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

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

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

- Attend each meeting of the Regional Service Committee (RSC) and GPASC.
- If unable to attend an RSC or GPASC meeting it is essential to ask the Alternate RCM to assume said responsibilities.
- Suggested involvement with a Regional Subcommittee to promote the RCM participations with the region.
- In keeping with the Seventh Tradition of N.A., deliver the Area donation to the Region.
- Carry Greater Providence Area Conscience on all matters affecting the GPA or N.A. as a whole.
- Keep the Region informed in a written report of all GPA activities, strengths, and problems.

- Inform the G.P.A. in a written report of all business, activities, all finances and special needs discussed at the R.S.C. meeting.
- Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.
- Distribute informational flyers at the ASC meeting (Distribution thereafter is left to the discretion of the RCM.)

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

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

Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

- The stated qualifications of general service apply to this position.
- Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]

Bookkeeping and/or accounting skills.

- Ability to organize and keep financial records.
- A Board Member may not hold another area-level financial position.

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):

The stated qualifications of general service apply to this position.

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

Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):

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

Subcommittee Officers: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Subcommittees:

- Activities Finance

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

Subcommittee Positions: Chairperson

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

Qualifications of General Service:

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

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

Qualifications for GPASC Subcommittee Officers:

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

Responsibilities of the ACTIVITIES SUBCOMMITTEE:

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

Responsibilities of the FINANCE SUBCOMMITTEE:

- Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.
- Assist the Area Treasurer in compiling quarterly balance sheets, profit and loss statements.
- In keeping with the Seventh Tradition of N.A., works with the Area Treasurer to formulate an Area budget, with expenses not to exceed the income generated by the Area.
- Oversee all expenses and research alternatives in order to curtail unnecessary expenses.
- Fulfill all other responsibilities that the GPASC deems necessary.
- Meet one hour prior to the GPASC meeting and as often as the Finance Subcommittee deems necessary.
- Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

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

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

Responsibilities of the LITERATURE SUBCOMMITTEE:

- In keeping with the Sixth Tradition of N.A., maintain an accurate inventory of literature on hand to supply all the needs of the GPA.
- Coordinate the sales, and inventory count and reorder, of the literature inventory.

- Meet prior to the GPASC meeting to sell literature to groups and as often as the subcommittee deems necessary.
- Review and supply input on literature submitted by the World Service Committee Literature Committee (WSCLC).
- Submit literature to the WSCLC from Area groups and individual addicts.
- Make the starter kit:

One (1) of each

One (1) Group booklet

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

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

Responsibilities of the PHONE LINE SUBCOMMITTEE:

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

Responsibilities of the POLICY SUBCOMMITTEE:

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

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

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

<p>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.</p>

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.