

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

Sunday August 25, 2019

The next meeting will be held on Sunday September 22, 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:

- Smith Hill looking for active group members
- Surrender or Die 35th anniversary Saturday Sept 14th 630-1030 at amos house
- GPACNA X Speaker Jam Sept 21st 3-930pm 30 Jackson Rd. Cranston, RI
- GPACNA X Having Halloween Bash October 26 4-8pm 415 Friendship St. Prov
- Gimme Shelter looking for speakers
- Dedication Group Celebrating 33 years Oct. 6, 2019 7-9pm 1500 Main St. Warwick, RI
- New Meeting "On a Mission" Mon. 7-8pm 23 Arnold St. Wakefield RI
- Any one within area that has any equipment belonging to area please contact Chair or BOD for inventory.
- Meeting St. meeting will be closing as of Thursday 8/29
- Looking for any information on if Positive Steps Tuesdays in Wakefield is still open?
- Elections for Executive positions are in October and Sub Committees are in November.

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED 14 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's 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.)

Good afternoon,

I have been announcing that our October and November meeting we will be having elections and over the next couple of months people should come out and see what we do here at area. I still have not ordered the storage because I do not know what one the gsr's voted on and hopefully before we leave today I will have that information and our tax exempt information and a check to get that done. I'm trying to tie up loose ends over the next couple of month's for the in coming chair. An inventory was done of storage by the area chair and a BOD member.

In Loving Service Cyndi W

Vice Chair (Bill H.)

Secretary (Chelsea B.)

Sorry I was unable to attend the ASC meeting today. Thank you to Steph G. for filling in in my absence. Please make sure all subcommittee chairs send in their reports in a timely manner for prompt dispersal of the minutes.

Literature Report: (Rick D.):

LITERATURE SALES & EXPENSES FOR THE MONTH OF APRIL 2019							
GROUP SALES							\$1,156.40
AREA EXPENSES							
AREA SERVICE COMMITTEE							\$0.00
ACTIVITIES							\$0.00
CONVENTION							\$0.00
FINANCE							\$0.00
HOSPITALS & INSTITUTIONS:							\$23.70
PHONELINE							\$0.00
POLICY							\$0.00
PUBLIC INFORMATION:							\$0.00
PUBLIC RELATIONS							\$0.00
TOTAL EXPENSES							\$23.70
TOTAL SOLD							\$1,180.10
NAWS LITERATURE RESTOCK:							\$938.15
GPA MEETING LIST RESTOCK (900 MEETING LISTS):							\$142.00
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):							\$0.00
TOTAL LITERATURE RESTOCK:							\$1,080.15

After receiving the Laptop I put all the info together, I found I needed to enter 3 more orders, this is what I came up with...I had mentioned to Cindy about having a point of accountability for the laptops and a general way of setting them up, I set this one up as literature@gpana.org and all things regarding literature and/or literature sales. Anyone has any questions please see dont hesitate to call or message me. In Loving Service, Rick D, literature@gpana.org, 401 230-0061

Treasurers Report: (Rosalind)

Sep 5, 19

ASSETS

Current Assets

Checking/Savings

0317 · Bank of America 253.56

Total Checking/Savings 253.56

Other Current Assets

0318 · Set Aside Activities 250.00

0319 · Set Aside Insurance 1,284.00

0320 · Set Aside H and I 300.00

0321 · Set Aside PR 300.00

0322 · Prudent Reserve 1,700.00

0324 · Set Aside Storage Bin 213.41

Total Other Current Assets 4,047.41

Total Current Assets 4,300.97

TOTAL ASSETS 4,300.97

LIABILITIES & EQUITY

Equity

30000 · Opening Balance Equity 5,767.62

Net Income -1,466.65

Total Equity 4,300.97

TOTAL LIABILITIES & EQUITY 4,300.97

RCM Report: (Jim D.)

I received notice from Jim on the Friday before RSC that he wasn't going to be able to be at region due to sudden illness.

The Aug NERSC was held in Worcester with 7 of 13 areas in attendance.

The NERC Conv. BOD has 3 at large openings and needs willing members to step up. They had a list of 5 hotels being considered for the next NER convention.

The NEZSSS proposal passed and the RD will be heading a work group to plan for this event in the summer of 2020, I have joined this work group and encourage those that want to help to contact me or the RD.

The RD team will be going to Erie, PA for the NEZF, the RDA submitted a questionnaire for each area and groups to answer so the NEZF fellowship Development committee. GPA needs to decide to have the RCM answer the questionnaire or the groups answer at area, this should be submitted before the next RSC. Go to nezf.org under new updates, any group or member is also encouraged to answer the questionnaire.

Open positions of asst. secretary, and PR chair were filled, Vice Chair is still open.

South Shore brought an area motion for NERSC not accept anonymous donations from non members, which failed.

Finance committee now can pick up mail for region before each NERSC.

Jeremy F was submitted for regional and zonal referral to the WB

PR received 2 money motions of \$155.00 for the upcoming Cape Cod professional event. GPA PR is encouraged to attend next regional PR mtg in Oct.

RD team received \$1700.00 set aside for NEZF.

I attended the GPACNA X mtg to address a few items

A possible service workshop slop on sat morning with programming, 8-9am has been made available and NER FD needs to know what service topic the GPA groups would like for this workshop. Tell us what you want and we will make it happen.

Requested additional registrations to make available to other areas during next 2 NERSCs.

Posting events on NERC event calender.

Due to job training I will forward this report to Jim since I cant be at area this month.

In Loving Service,

Mike D. GPA RCMA

BOD

Activities Report (Sandy S.)

Convention report (Rico W)

Meeting opened with the serenity prayer and a moment of silence for the addict who still suffers. In addition, we read the 12 traditions, 12 concepts and our service prayer.

HOTELS AND HOSPITALITY: Susan W has been wearing many hats and has been doing a great job chairing H&H until we can get a chair in place. The final payment for the hotel has been made. We have also reached out to our contact to schedule our next meeting at the Crowne Plaza on Sept. 15.

All other committees are doing very well and have been working together to make this convention one of the best.

As I mentioned the chair position for Hotels and hospitality is open.

PROGRAMMING: working on times and slots for the convention.

REGISTRATION: sold 115 to date

MERCHANDISING: sold 45 T-shirts at the field day.

FUNDRAISING AND ENTERTAINMENT: had a successful field day as you know and is having a speaker jam on September 21st.

ARTS AND GRAPHICS:

We did put a motion in to have access to the storage units to get past convention T-shirts for resale.

ILS,
Rico

Finance Report: (Open)

H&I: (Mike F.)

The subcommittee met in its usual manner opening with the serenity prayer followed by the 12 concepts. All 3 panel coordinators reported all commitments were filled except for one at Adcare where there was a mix up with the panel leaders phone number. The problem has been resolved and there shouldn't be any issues moving forward. The corrections coordinator reported that commitments at the ACI are going well and he is accepting applications for the women's facility. Website will post the application under H&I that can be downloaded and filled out for anyone wanting to do commitments at the ACI. The vice chair attended the regional H&I subcommittee meeting and received 20 Reaching Out pamphlets. Half were given to PR to have on hand and the other half were kept to be given to treatment facilities. There are currently 4 open panel leader positions, 2 at Phoenix house Friday night, 1 at Phoenix house Saturday morning and 1 at Roger Williams Saturday Night.

ILS,
Mike F

Phone Line (Open)

Policy (Steve W.)

We had a preliminary meeting to discuss the idea of a new welcome package/brochure for the ASC orientation. We will schedule another meeting in the coming month.

Public Information Report (Marissa J.)

Rally4Recovery- This year in celebration of recovery month's 30th anniversary the Rally4Recovery has teamed up with Waterfire for the Providence rally. So this year the main portion of the rally will be 4-

7pm at the Turkshead building instead of the usual location of Roger Williams Park and tables are given the option to stay even later if they would like to continue tabling through Waterfire. There is a motion that I have put in for today's business in the amount of \$350, there was a \$100 price increase this year due to the cost of the tables from Waterfire. In the budget for the year we had planned and set aside the usual \$250 cost of the table to the \$100 is the additional expense over our budgeted cost. This cost would allow us to have a table at all four of the Rallies if we chose to do so (Providence, Warwick, Newport, and Middletown). Part of the upside and draw to partnering with Waterfire is that the Rally typically draws about 7K people to the event while Waterfire typically experiences 70K guests (those are statistics given by the RiCares Rally committee and I have not verified them independently). This would possibly allow us access to a greater community base that may not have typically attended the Rally4Recovery in the past. Currently if we decide to go forward with the Rally I will be able to attend the Warwick and Providence Rallies and have reached out to the PR chair at SEMA to see if they would be interested in doing any tabling at Middletown and Newport since the groups in that area belong to SEMA and they are on weekends I have commitments. If anyone is interested in helping out and tabling at the Rallies please let me know and I can coordinate timing for volunteer slots as these events are a lot of work for a small subcommittee.

The subcommittee met on 8-21-19 to take an inventory of all literature available for these events. It appears we should have enough for the two rallies but that will really depend on the volume of traffic at Waterfire that would want literature since we have never experienced an event with that many people.

Future Events-

Rally4Recovery / Waterfire Panel- We were also approached by the organization to speak on a panel with other recovery programs to give information about each recovery program. I can fulfill this commitment for us as the PR Chair but I also wanted to keep that open in case there was someone else with a strong understanding of the 11th tradition that feels like they would really like to serve on the panel.

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

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Motions back to groups

- **Motion: 2019825-03**
Date:
Maker Mike F.
Seconded by: Bill H.
Motion: To lower h&i set aside from \$300 to \$100

Intent: To free up GPANA funds
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: 2019825-01**

Date: 8/25
Maker: Rico
Seconded By: Steph
Motion: To get shirts for convention out of storage.
Intent: For 2020 convention
Count: Yes:18 No:0 Abstain: 0

- **Motion: 2019825-02**

Date: 8/25
Maker: Marissa J
Seconded By: Steph G
Motion: For \$350 to pay for Recovery Rally
Intent: To fulfill our 11th tradition and be of maximum service to the still suffering

addict.

Count: Yes: 17 No: Abstain: 1

- **Motion:** 2019825-03

Date:

Maker: 107 Club

Seconded By:

Motion: To direct the GPA RCM to obtain the responsibilities of the RI Phone line rep

Intent: To inform this area's policy so that we may appropriately update the responsibilities and qualifications in the current policy.

Count: Yes: 17 No: 0 Abstain: 0

- **Motion:**
- **Date:**
- **Maker:**

Seconded By:

Motion:

Intent:

Count: Yes: No: Abstain:

Old Business:

Finance open

Alt. Secretary Mollie B. voted in. 😊

Phone line open

Convention open positions:

See convention minutes above

New Business:

Discussion on contributions to region. Clarification on bi-monthly contribution.

Open Forum:

- Discussion on hosting Region in December. Talk about using Woodridge Congregational possibility, or Coventry recreational. Needs to be handicap accessible. Ad hoc started by Gail to look for possible places.
- Vincent read 8th Concept.
- Mike F. and Joe C. formed Ad hoc to get information on starting outreach sub committee
- Spanish speaking meeting is looking for a meeting location but it is in the works and will have somewhere by next month.
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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 – 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 an 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 and 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.