

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

September 22, 2019 The next meeting will be held on **October 27, 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:

- KISS is celebrating 32 years! Join us for food, fun and fellowship on Saturday October 26th from 1:00 to 3:00 pm at St Patrick’s Academy, Room 104. 244 Smith St., Providence RI. Flyer attached.
- Foundations for Success planning a speaker Jam on Sunday December 8th. 12:00 to 4:00 pm at Patterson creations at 52 Union Street, Attleboro MA. Parking available in back on Crandall Court. Flyer to Follow.
- Why Are We Here is celebrating 29 years. Join us for food, fun and fellowship on Thursday November 14th from 7:00 to 9:00 pm. Fire Pit and Gathering to follow (weather permitting) at Riverside Congregational Church, 15 Oak Ave Riverside, RI 02915

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED 16 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.)

Announcing that we are having elections and trying to generate support. Please continue to respect each other and remember why we are here and who we are serving.

Vice Chair (Bill H.)

This past month I sat in with the PR committee at their booth in Providence at the Recovery Rally. I need to say that they did a wonderful job not only passing out literature but helping the still suffering addict. I also sat in with literature sales counting money and writing receipts. We are all going to meet this month (myself, Roz, Cyndi and Kerri) to look at QuickBooks and try to simplify the reports. We will be doing this so multiple people are accountable and also for the future of the GPANA treasurer's position. Again, I am available for anyone in the area or subcommittees.

ILS,
Will H.

Secretary (Chelsea B.)

Literature Report: (Rick D.):

LITERATURE SALES & EXPENSES FOR THE MONTH OF APRIL 2019

GROUP SALES	#REF!
AREA EXPENSES	
AREA SERVICE COMMITTEE	#REF!
ACTIVITIES	#REF!
CONVENTION	#REF!
FINANCE	#REF!
HOSPITALS & INSTITUTIONS:	#REF!
PHONELINE	#REF!
POLICY	#REF!
PUBLIC INFORMATION:	#REF!
PUBLIC RELATIONS	#REF!
TOTAL EXPENSES	#REF!
TOTAL SALES & EXPENSES	#REF!
NAWS LITERATURE RESTOCK:	\$881.03
GPA MEETING LIST RESTOCK (900 MEETING LISTS):	\$0.00
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	\$10.00
TOTAL LITERATURE RESTOCK:	\$891.03

960.81 group sales

Restock 881.03

Rml 10

891.03. not including meeting lists.

Treasurers Report: (Rosalind)

GPA Sept 2019 Treasurers report

	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Ordinary Income/Expense			
Income			
1000 - Area Income			
Total 1001 - Group Contributions		682.86	682.86
Total 1002 - Literature Group and Ind Purcha		966.56	1,649.42
Total 1000 - Area Income		1,649.42	1,649.42
Total Income		1,649.42	1,649.42
Expense			
100 - Literature Subcommittee			
Meeting Lists		300.00	300.00

	Restock	881.03	1,181.03
	Regional meeting lists	10.00	1,191.03
	VOID: meeting lists	<u>0.00</u>	<u>1,191.03</u>
Total 100 · Literature Subcommittee		1,191.03	1,191.03
300 · Administrative Expenses			
	Sept 2019 Rent	50.00	50.00
	storage bin	<u>213.41</u>	<u>263.41</u>
Total 300 · Administrative Expenses		<u>263.41</u>	<u>263.41</u>
Total Expense		<u>1,454.44</u>	<u>1,454.44</u>
Net Ordinary Income		194.98	194.98

ASSETS

Current Assets

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
0323 · Set Aside Laptops	605.45
800 · set aside convention committee	<u>937.37</u>

Total Other Current Assets 5,376.82

Total Current Assets 5,376.82

All bank statements to date reconciled. As per motions after minutes are received will reset set asides as required. This report is to be adjusted as the team adjusts to quickbooks... more will be revealed. We appreciate your patience. Note: convention set aside is temporary. Bank made an error and deposited convention funds in GPA account. Needed to deposit in order to reconcile. The money has been transferred to the correct account - set aside is to align with the bank statement until it shows up as a withdrawal. No funds were given to region and there is a zero working balance.

all remaining funds were transferred to laptop set aside

RCM Report: (Jim D.)

The region has not met since our last area meeting.

The next regional meeting, hosted by the Cape Cod Area, will be held October 12th beginning at 11:30 for subcommittees at The First Congregational Church-68 Main Street, Falmouth, MA. The main regional meeting will be held on Sunday, October 13th at 12:00 at West Barnstable Community Building-2377 Meeting House Way, Barnstable, MA. At the main meeting on Sunday, the following positions will be up for election: Vice Chair, RMD, Literature and three board member positions. The Fellowship Development Committee will be presenting a workshop "Attracting Newcomers to Service" on Saturday from 3-4:30, all are welcome to attend. The Fellowship Development committee would also like to know

from our area what workshop they should present at the Providence Convention where they have a one hour time slot. As we prepare to host for December, do we wish to consider putting on an event Saturday night? Some areas have a speaker jam or dance. It's certainly not required but is worth considering.

The Regional Delegate team has asked all areas to take two surveys: one related to Fellowship Development and the other related to the role of Zones. Both surveys have come out of discussions at the Northeast Zonal Forum (NEZF). The NEZF is comprised of 12 member regions, of which the New England Region is one. There continues to be a great deal of discussion at the World Service Conference (WSC) about the role of zones in our fellowship. Currently the NEZF does not provide any services nor is it part of the fund flow stream; it is primarily a discussion body that meets in person twice a year and at other times virtually. To learn more about the NEZF please check out their website at NEZF.org. The two surveys they are looking for input on can be found there. Since the Fellowship Development survey is rather short, it would be a good idea for us to take a few minutes today and submit our responses as an area.

The regional minutes from the August meeting have been posted to the regional website and can be found at NERNA.org under 'regional information'.

In grateful service,

Jim D. and Mike D - RCM Team

BOD

The BOD met today. In attendance was the Area Chair -Cyndi, Carrie and PeterR.

We discussed the current status of our State filings. The only item required before the next Area meeting will be the third quarter's Sales & Use Tax filing. This will be filed electronically in October.

Log ins are being addressed by website committee. Need to follow up on policy – for log ins noting that financial log ins could use a policy for resetting passwords on a regular basis.

Convention Committee:

Convention QuickBooks need to follow up with Rico – Carrie says there was technical difficulty with opening QuickBooks on the treasurer's computer.

From the Inventory taken recently of the Area storage, of the items accounted for were the shirts from previous conventions. There was some confusion on the number of t-shirts received by the committee after the motion was approved last month (20 vs 32 shirts). This resulted in a proper accounting of the merchandise turned over.

The Fund Raising & Entertainment sub committee has provided 3 proposals for DJ. Approval of the subcommittee's recommendation

107 club lease. Recommend getting the insurance, possibly BOD can sign. Ask church if they would be satisfied with simply the insurance.

Programming: There were some issues with a prior vendor that has been brought to our attention. This was to remind the committee not consider inviting them back.

Activities Report (Sandy S.)

I spoke with John/ Convention Committee fundraising and entertainment regarding scheduled events. We would like to put on a fall event that does not conflict with the fundraising events. Canvassing addicts for what type of events they would like to see for the fall.

ILS,
Sandy S

Convention report (Rico W)

The convention committee met on September 15th at the Crowne Plaza.
H+H- as of now we have 30 rooms booked for the convention
Programming- All of the speakers have been chosen along with topics for the Friday and Saturday workshops. All speakers are being informed to register. We have also spoken to mike about his request for a time slot Saturday morning for a service workshop.
Fundraising and Entertainment- up to this date we are excited to have a speaker jam on September 21st. the speaker jam went very well, after the event the chair of F+E reported that after the seed monies the event brought in 604.74. Great Job, F+E and Programming!
Merchandising- 31 shirts were confirmed to this writer by the chair Ron R., we have also bought more long sleeved shirts for the events leading up to the convention.
Convention Info- Wanda B reported that the mailings for the treatment centers and the other facilities will be going out before the next scheduled meeting October 20th.
Registration- 131 Pre-registrations sold. 115 in donations have been collected.
Our next committee meeting is October 20th, at 134 Matthewson Street, Providence at 4:00 pm. Open positions are hotels and Hospitalities chair, secretary, and arts and graphics chair.

Closing balance: 8709.39

Finance Report: (Open)

H&I: (Mike F.)

The H&I subcommittee met in its usual manner opening with the service prayer and 12 concepts. All commitments are going well and being filled. I plan to attend the regional H&I subcommittee meeting in October. At Octobers H&I subcommittee meeting we will be holding panel leader elections. We are looking for 24 people to fill positions. The position consists of filling a commitment once a month for 6 months. Please announce that elections will be held at 2:00 pm next month.

ILS,
Mike F.

Phone Line (Open)

Policy (Steve W.)

The Policy subcommittee met on 9.22.19 at 2pm to continue work on the new GSR Introduction Pamphlet. We hope to have a proposed document for the ASC meeting in October. We will be having our next meeting on Thursday, October 10th at 6pm. Please call, text, or email me if you would like to attend.

ILS,
Steve W
(401) 486-6921

Public Information Report (Marissa J.)

Rally4Recovery- The subcommittee fulfilled two obligations at the Warwick and Providence Rally4Recovery. Providence had 3 volunteers and 2 subcommittee members in attendance and Warwick had 2 subcommittee members. We have out a combined 60 white booklets and countless number of conversations and GPANA website referrals.

The only literature that will need to be replenished for the subcommittee are white booklets which are not needed immediately and will wait until the area's financial situation is worked out.

Future Events-

Rally4Recovery / Waterfire Panel- I will be chairing the Water fire recovery panel as part of Rally4Recovery's recovery month activities. This panel will have members from multiple recovery organizations speaking about their program and experience in recovery. This event will take place at 6pm Wednesday September 25th.

Brown University- the PR subcommittee will be giving a presentation October 11th.

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:** 2019922-01
Date: 9/22/19
Maker: Steve W.
Seconded By: Rosalind M.
Motion: To clarify section V (5) of the policy manual (other policies) to specify that “when money, supplies, or merchandise changes hands between ASC, subcommittees, or BOD an accounting/inventory should be done together.
Intent: to reduce confusion in transferring money and or merchandise/ supplies between subcommittees.
Count:27 Yes:24 No:0 Abstain:3
- **Motion:** 2019922-02
Date: 9/22/19
Maker: Steve W
Seconded By: Rosalind M.

**Motion: to allocate \$780 to purchase two laptops for general use of area, superseding the already approved purchase of two laptops and to create a set aside to that effect.
Intent: to provide ASC with necessary resources to function efficiently**

Count: 25 Yes:23 No:1 Abstain:1

- **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:

Outreach- Mike F and Joe C. have formed an Ad Hoc committee to research and assemble an Outreach subcommittee. They are looking for willing participants to get involved and learn what Outreach does. Please contact Mike F. for more information and meeting times. 774-314-5434 or mtflagg@gmail.com

Open Forum:

- Area activities vs. fundraising and entertainment. Conventions are put on to be a celebration of recovery. Fundraising should raise money for conventions. Activities are

designed to give members of the local fellowship something fun and exciting to do.
Discussion of Activities chair working with F&E to put on activities together.

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 401-486-6921
- *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 774-314-5434
- *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 an 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.

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 fills; 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.