

## 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:**

Foundations for Success is having an anniversary “Jammy” speaker jam on 12/8 from 12:00 pm to 4:00 pm at Patterson Creations at 52 Union Street Attleboro, MA 02703. Parking is around back on Crandall Court, off Dunham Street. All are invited for food, fun and fellowship. Don’t forget to wear your Jammies!

Breakfast club is having their group anniversary on Saturday 12/7 at Epworth Methodist on Newport ave in Pawtucket RI. In addition to the regularly scheduled meeting, the group will be serving a full breakfast. All are welcome.

Regardless of Sexual Identity will be meeting in room g12 for the semester. Meeting still takes place Tuesday nights on the Brown Campus.

**GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED 23 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 anniversary friday
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 room g12
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
NA in NA	
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.)**

Storage has not been purchased. Money has been turned over to Steph, who will purchase ASAP and it will be available next month for use. I am so proud of this area for the obstacles we have overcome in the past couple of years. I thank you all for having faith in me at the times when I wanted to walk away. I feel I did my best growing in this position. It has been an honor to serve this area. Thank you for the opportunity.

ILS  
Cyndi

#### **Vice Chair (Bill H.)**

Good Afternoon,

This past month I received the treasurer's laptop from Carrie and Roz. What I did was take all of our literature pricing and descriptions and input the data into QuickBooks. The next thing I would like to do is take the literature computer so I can install QuickBooks using one of the

licenses. What I am trying to do is be able to create a cleaner report and allow treasury and literature to work together more efficiently on QuickBooks. I am also sitting in with the BOD this month to get a better understanding of the roles of the subcommittee so I can help out going forward.

ILS,  
William H.

**Secretary (Chelsea B.)**

**Literature Report: (Rick D.):**

**LITERATURE SALES & EXPENSES FOR THE MONTH OF  
OCTOBER 2019**

<b><u>GROUP SALES</u></b>	<b><u>1867.42</u></b>
<b><u>AREA EXPENSES</u></b>	
<b><u>AREA SERVICE COMMITTEE</u></b>	<b><u>0</u></b>
<b><u>ACTIVITIES</u></b>	<b><u>0</u></b>
<b><u>CONVENTION</u></b>	<b><u>0</u></b>
<b><u>FINANCE</u></b>	<b><u>0</u></b>
<b><u>HOSPITALS &amp; INSTITUTIONS:</u></b>	<b><u>0</u></b>
<b><u>PHONELINE</u></b>	<b><u>0</u></b>
<b><u>POLICY</u></b>	<b><u>0</u></b>
<b><u>PUBLIC INFORMATION:</u></b>	<b><u>0</u></b>
<b><u>PUBLIC RELATIONS</u></b>	<b><u>43</u></b>
<b><u>TOTAL EXPENSES</u></b>	<b><u>43</u></b>
<b><u>TOTAL SALES &amp; EXPENSES</u></b>	<b><u>1910.42</u></b>
<b><u>NAWS LITERATURE RESTOCK:</u></b>	<b><u>1733.23</u></b>

<u>GPA MEETING LIST RESTOCK (900 MEETING LISTS):</u>	<u>150</u>
<u>REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):</u>	<u>0</u>
<u>TOTAL LITERATURE RESTOCK:</u>	<u>1883.23</u>

There were no meeting lists at area this month due to the fact that the person who normally gets them let me know mid Friday afternoon and I was unable to get them at that time. I assumed I'd be able to get them Saturday, made a phone call to the company and heard no response. I sent an email AND messaged them on facebook. After going back and forth with the individual on facebook, I received a phone call at @ 830 this morning. The gentleman whom I spoke with was very rude, condesending and hardly let me finish a sentence. So after about 10 minutes of getting talked at, I said thank you and hung up. I will pick them up tomorrow morning and distribute them as necessary.

In loving service,  
Rick

Area Literature Chair  
[literature@gpana.org](mailto:literature@gpana.org)  
401 230 0061

**Treasurers Report: (Rosalind)**

no report submitted. included are the secretary's notes from the ASC meeting.

2423.64 income

554.74 don  
1868.12 lit  
set asides:  
Activities 50  
Ins 1284  
Hi 300

Pi 300  
Prudent 1700  
Laptop 605.44  
600 nerna set aside

Assets 5376.82 (set asides)  
7846 total balance

### **RCM Report: (Jim D.)**

The last regional meeting was hosted by the Cape Cod Area on October 13<sup>th</sup>. Ten out of thirteen areas were represented at the start of the meeting.

A total of \$7,189.59 was received in area and group donations. At the end of the day the prudent reserve was full at \$2,512.00 and a donation was made to NAWS in the amount of \$1,867.59. The finance committee is developing a new treasurer's report and will be making a video that will be available to all area treasurers. A detailed treasurer's report will be in the minutes.

Greater Providence received a \$600.00 check for December hosting. Much thanks to Gail and the Ad Hoc for securing a location for the regional meetings in December.

The New England Regional Convention Corporation had a meeting where it was decided that the Sea Crest Beach Hotel in Falmouth, MA will host the 2021 convention! The vote was unanimous. There are currently two open board member positions whose term would end in April 2020. The Corporation also set an early bird registration price of \$15 that will be available until June 14<sup>th</sup>.

The convention committee reported that there will be a fundraiser called "NERC's Got Talent" where there will be a speaker meeting followed by an open mic night for NERC XIX on December 7<sup>th</sup> at 11 Gibbs Ave-Wareham beginning at 6 PM. The committee is currently in need of a chair for Arts & Graphics as well as an assistant secretary and an assistant treasurer.

Greater Providence's concern about the phone line was discussed; the Cape Cod area had the very same issue. Since no one from the phone line was present it was decided that a detailed explanation of responsibilities of the new phone line will be had at the December regional meeting.

Policy is working on updating the document and hopes to have it for review at the next regional meeting.

Fellowship Development and the delegate team gave an update on the Service Symposium that they hope to hold in the summer of 2020. Northern New England and the New England Region are on board but CT still needs to make a decision. The Conference Agenda Report (CAR) will be available at the end of November. There will be 11 regional motions and 5 world board

motions. The delegate team will present it on Saturday of the December regional weekend, right here in Providence.

Elections were held and the open positions remaining are: Vice Chair, Regional Meeting Directory and Literature.

The next regional meeting will be held December 14<sup>th</sup> and 15<sup>th</sup> hosted by Greater Providence at

120 High Street-Pawtucket, RI

Thank you for allowing us to serve.

In grateful service,

Jim D. and Mike D. - RCM team

### **BOD**

The regularly scheduled bi monthly meeting was held today with full attendance by all BOD members.

Discussion regarding the support being provided to the convention committee was reviewed. Over the last two months proposals for the DJ and entertainment were presented to the BOD and vendors were selected.

Assistance was provided to the Ad Hoc subcommittee to locate a facility to host the December regional meeting. We were successful in obtaining a suitable location in Pawtucket.

With the changes that will be required after Area voting, the BOD will be looking to tightening restrictions to the Area Convention bank accounts.

ILS,  
Peter  
BOD Chair

### **Activities Report (Sandy S.)**

Currently attempting coordination of open dates, venue for a fall event. projecting early to mid december.

ILS,  
Sandy S.

### **Convention report (Rico W)**

Closing Balance: 9256.17

Hotels and Hospitality- to date there are 42 rooms rented.

Programming- all speakers and topics have been confirmed for friday and saturday workshops.

Registration- to date there are 130 registrations sold

Merchandising- doing very well working with the BOD and chair to select merchandise for the convention.

Fundraising and Entertainment- doing an outstanding job.

OPEN POSITIONS- secretary, arts and graphics chair, hotels and hospitality chair

Next meeting will be held 11/17/19 at 4:00 pm at the Crowne Plaza in Warwick RI

### **Finance Report: (Open)**

### **H&I: (Mike F.)**

We opened in the usual manner with the serenity and service prayers and 12 concepts. All commitments were filled except for one at AdCare due to a group cancelling. Elections for panel leaders were held today. there were 16 panel leader positions filled. There are 9 open panel leader positions, including Phoenix House friday night and saturday morning, AdCare saturday and Roger Williams thursday. If everyone could please announce the open positions at the groups they attend and encourage anyone interested to please attend the H & I subcommittee meeting next month at 2:00 pm.

ILS,  
Mike F.

### **Phone Line (Open)**

### **Policy (Steve W.)**

We met on 10/24/2019 and went over the New GSR orientation pamphlet that we have been developing. We have made revisions and have copies of the revised document available for GSRs today. We are requesting that everyone look this document (see attached) over and circulate it as widely as possible. If anyone has comments or suggestions they should submit them to [s.jos.williamson@gmail.com](mailto:s.jos.williamson@gmail.com)

Depending on the feedback on this pamphlet we will put forward a motion for its approval in the next two months.

In loving service,

Steve W.

## **Public Information Report (Marissa J.)**

### **Past:**

**Rally4Recovery/ Waterfire Panel-** The panel for peer recovery support groups was held and we received excellent feedback from the group moderator. Had a wonderful time answering questions to the public about what NA is and what we have to offer.

**Brown University-** The PR subcommittee gave a presentation October 11<sup>th</sup> to the public health college. This was a standard presentation on Narcotics Anonymous and was received well by the audience with many questions. We handed out membership service pamphlets to everyone in attendance.

### **Upcoming:**

**CACD-** health fair going to be three volunteers 11-3pm November 16<sup>th</sup> please contact Steph G if you are interested in volunteering. There will also be a brief 10-minute presentation to the public about what NA is and what service we provide and how to find us.

I ordered 20 white booklets and spent \$17.20 to replace literature given out at the Rally's and other presentations. I wanted to order 40 but they were not in stock.

I did not make it to the Regional subcommittee I had wedding that day, I updated the chair after the meeting as he also could not make region.

**Website Chair (Paul P.):** [www.gpana.org/wordpress](http://www.gpana.org/wordpress)

## **Motions back to groups**

## **ALL MOTIONS WERE TABLED UNTIL NEXT MONTH DUE TO TIME RESTRAINTS.**

- **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

### **Outreach AD HOC:**

The committee met October 20th. There were 6 members in attendance. We discussed many different ideas, such as menus to offer the groups for different services. We also went over Outreach Bulletin #1. We will be meeting again on November 17th from 1-2. If you are interested in joining this committee, please reach out to Joe C. or Mike F.

ILS,  
Mike F.

### **REGION AD HOC:**

Location has been secured. There was some discussion as to who would actually open the facility for the regional meeting and who would be responsible for providing lunch on Saturday and Sunday. Executive committee stepped up in the past. Not sure if we will continue that practice.

### **New Business:**

#### **Elections**

Chair: William H. nominated and voted in

Vice Chair: Joe nominated and declined

Jim D nominated and declined

Vincent nominated and Declined

Victoria M. nominated and declined

**POSITION OPEN**

Secretary: Chelsea B nominated

Alternate Secretary: Mollie B nominated and voted in  
Andrea Nominated

Treasurer: Rosalind M nominated and voted in

Alternate Treasurer: Sarah nominated and voted in

RCM: Victoria nominated and declined

Nicole H nominated and declined

**POSITION OPEN**

Alternate RCM: no nominations

**POSITION OPEN**

**ALL MOTIONS WERE TABLED UNTIL NEXT MONTH DUE TO TIME RESTRAINTS**

**Open Forum:**

- 

**Meeting Adjourned**

**Administrative bodies contact**

- *Chair: Bill H. 401-248-3337 [williamh110287@gmail.com](mailto:williamh110287@gmail.com)*
- *Vice Chair: OPEN POSITION*
- *Secretary: Chelsea B 508-838-0891 [cbow1990@yahoo.com](mailto:cbow1990@yahoo.com)*
- *Website: Paul P [paulpratt@netzero.net](mailto:paulpratt@netzero.net)*
- *Treasurer: Rosalind M. [rosalindwallace1995@gmail.com](mailto:rosalindwallace1995@gmail.com)*
- *Board of Directors: .*
- *Regional Committee Member (RCM): OPEN POSITION*
- *Alternate RCM – OPEN POSITION*
- *Activities: Sandy S [sandyshed@hotmail.com](mailto:sandyshed@hotmail.com)*
- *Policy: Steve W. [s.jos.williamson@gmail.com](mailto:s.jos.williamson@gmail.com)*
- *Convention Chair: Rico W. 401-771-3074 [21blackbears@gmail.com](mailto:21blackbears@gmail.com)*
- *Convention Vice Chair: Susan W. 401-438-2375*

- **Area Finance chair: OPEN POSITION**
- **Hospitals and Institutions Chair: Mike F. [mtflagg@gmail.com](mailto:mtflagg@gmail.com)**
- **Area Literature Chair: Rick D. 401-230-0061 [richarddelano2@yahoo.com](mailto:richarddelano2@yahoo.com)**
- **Phone Line: OPEN POSITION**
- **Public Information: Marissa J. [mlj.uconn@gmail.com](mailto: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, provide 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.