

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 their third anniversary Jammy speakey jam on Sunday December 15th from 12:00 - 4:00 pm. 52 Union Street Attleboro, MA 02703. Patterson Creations. Parking is around back on Crandall Court.
- H.O.P.E. group that meets at the Amos house is looking for speakers and support.
- Regardless of Sexual Identity that meets on Tuesday evening on the Brown University campus will be in room G12 in the Smith Bonano building for the semester.

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED GSR'S IN ATTENDANCE 23

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. need support, need speakers	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
NA in NA	Women of Integrity
New Freedom need support	

ADMINISTRATIVE REPORTS:

Chair (Bill H.)

I am looking forward to serving this area in the best possible way with integrity, compassion and care. Just what's been happening this month. Steph G. and I went to WalMart to pick up the storage container. We are now established at RI WalMart as a non-profit organization with tax exempt status. I met my sponsee at the church to assemble the container. Chelsea B purchased the two laptops, we are also established as non-profit, tax-exempt entity at Raynham, MA WalMart. I set up the literature laptop with quickbooks and everything needed to fulfill the position. I will be taking the treasurer's laptop this month to do the same. Please just give me a few months to set up the new way for reporting. For now the treasurer will continue to use the old Excel spreadsheet for reporting.

In loving service,
Bill H.

Vice Chair: POSITION OPEN

Secretary (Chelsea B.)

I apologize for the delay in getting the minutes out. I will try to be more diligent about reaching out to subcommittee chairs about to get reports on time. Please remember the deadline for subcommittee chairs to submit your report is 10 days after area, so that I may have the minutes sent out by the 15th calendar day. Thank you all for your help.

In loving service,
 Chelsea B and Mollie B

Literature Report: (Rick D.):

GROUP SALES							1446.51
AREA EXPENSES							
AREA SERVICE COMMITTEE							0
ACTIVITIES							0
CONVENTION							0
FINANCE							0
HOSPITALS & INSTITUTIONS:							0
PHONELINE							0
POLICY							0
PUBLIC INFORMATION:							21.6
PUBLIC RELATIONS							0
TOTAL EXPENSES							21.6
TOTAL SALES & EXPENSES							1491.45
NAWS LITERATURE RESTOCK:							1282.75
GPA MEETING LIST RESTOCK (900 MEETING LISTS):							150
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):							0
TOTAL LITERATURE RESTOCK:							1432.75

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I apologize for running out of Just For Today's, they never came in with the order. When I called they said they would get them to me as soon as possible. I still haven't received them. I will deliver them with the last order I receive. At this time I do need to re-sign due to some family issues that I need to be available for. I would like to thank this body for all its support, help & guidance. You all have helped me grow greatly. In loving service Rick D

Treasurer's Report: (Rosalind)

policy every other month. Our current working balance at the time of the minutes being sent out (over and above all prudent reserves) is \$0.00

In humble service,
Ros

RCM Report: (Mike D.) No report given.

Please note that GPA will be hosting region weekend on December 15th and 16th. Flyer attached. There will also be a CAR workshop put on by the region after normal business on Saturday from 3:00 pm to 5:00 pm. The CAR is also attached.

BOD: none given

Activities Report (Sandy S.) none given

Convention report (Rico W)

Hotels and Hospitality: Susan W. met with Jill from Crowne Plaza to go over some of the concerns of the convention committee. We are at 62 rooms out of 218 room nights that are reserved. We are discussing centerpiece ideas and working on hospitality items.

Programming: All speakers have been confirmed with topics for Friday and Saturday's workshops. We are also working on finalizing a taping company for the convention.

Registration: 135 have been sold to date

14 banquet @ \$630.00

8 brunch @ \$160.00

9 Saturday entertainment @ \$135.00

7 Saturday dance @ \$35.00

Registration breakdown: 98 @ \$15 = \$1470

29 @ \$20 = \$580

8 @ \$25 = \$200

Newcomer donations \$267

Total registration funds \$2517

All funds collected \$3477

Merchandising: The committee turned in \$266 and are looking at several quotes with a BOD member to come to a selection of which one will be working with the convention.

Fundraising and Entertainment: The Halloween speaker jam/dance went well, all in all the group profited \$604.74. We are working on several things going forward, such as the fashion show, and possible speaker jam/dance for New Years Eve.

Convention Information: working on reaching out to treatment centers to give out information about the convention.

In addition, as requested last month, I have provided a spreadsheet detailing all finances for the convention. It is attached to these minutes.

In loving service,
Rico W.

Finance Report: (Open)

H&I: (Rachel P.)

The subcommittee opened in its usual manner today at 2:00 pm with 15 in attendance. All commitments were filled this month with the exception of 4 due to different scheduling reasons. We elected new panel leaders and filled 7 commitments leaving 1 panel leader position open, first saturday of the month at Phoenix House. We had contact with the Corrections Coordinator who reported that Medium Security and Maximum are being filled, but Minimum is not. He will submit applications this week to the ACI, if you are interested please fill one out on the website and email to Tommy. We also elected a secretary today.

ILS,
Rachel P

Phone Line (Open)

Policy (Steve W.)

We continue to seek feedback on the proposed GSR introduction pamphlet. Next month we will be putting in a motion to adopt it and get copies made. A PDF version is attached for your review.

In Loving Service,
Steve W.

Mike: do you have an area/group inventory form available?

Steve: we can get one, not something we carry on hand. Could add to website for download.

Attached to these minutes is the group inventory form found on NAWS.org

Public Information Report (Marissa J.)

Past:

Cape Verdean Center Health Fair- Attended the health fair 11/17, we received limited foot traffic and gave away approximately 5-10 pieces of literature.

Upcoming:

No scheduled upcoming commitments

New Business:

I ordered 40 "Am I an addict" and 40 "Introduction to NA Meetings" since we have run out of almost all literature, at a cost of \$21.60.

Recommendations:

I think the future ASC would benefit from a PR subcommittee policy which was discussed at the subcommittee meeting. Looking to develop that over the next year.

Final parting thoughts:

It has been a pleasure serving on this body, I took this commitment having come in as a die-hard H&I service member that was very reluctant to switch gears into a public facing service. The amount of knowledge and growth I have experienced in this commitment has far surpassed any expectation I have had. Taking this commitment has taught me a renewed focus on our readings, primary purpose, and the traditions of Narcotics Anonymous.

Our eleventh tradition states "As NA groups, service boards, and committees, we deliberately and energetically cultivate good public relations, not as an incidental result of our normal activity but as a way to better carry our message to addicts. Narcotics Anonymous is not a secret society; Tradition Eleven speaks to personal anonymity. The better known we are by the public, the more likely it is an addict seeking recovery-or their friends, relatives, or co-workers- will think of us and know where to find us when they decide to seek help."

Like all NA service public relations requires members to freely give of their time and talents. If you are someone who like public speaking, wants to learn public speaking, got to NA through a health care professional and wants to give back in the way Narcotics Anonymous was given to them please consider checking out the PR subcommittee at 2pm the day of area. The body is in need of members as the requests for information and presentations have been increasing and we need never do service alone. We promise to give you a crash course in tradition work and never to send anyone on a commitment they are not prepared for. We will be putting a nomination forward for PR chair but there is no current vice chair.

In Loving Service,

Marissa J.

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

Last weekend a perfect technological storm arose when the service which hosts our website did an update to its operating system. This update is similar to android or ios updating the systems on our phones. As a result of the update, the application on our website which retrieves the information from region about the meetings in our area failed and no information about meetings was available.

A repair of the application took longer than expected, so, in consultation with the Area Chair, a reprint of the October Meeting List was ordered in order to have Meeting Lists available. During the repair, there were times when the entire website was unavailable.

The website is now up and running with access to information about meetings. However, the "print meeting list" function is still not working and continues to be worked on.

There is a link at the bottom of our website to the New England Region website where all the information about meetings in our area and beyond are available, nerna.org.

Respectfully submitted,
Paul P, Website Coordinator

Billy: can you clarify the 3 charges to the paypal account last month from the website?

Paul: semi annual posting (happening in october and april), annual certificate every october, annual domain name every october.

Outreach (Joe C):

The outreach ad hoc committee met on November 17th with 6 members in attendance. We read from the Outreach Handbook. We will continue to study and gather information and will be meeting on December 15th at 1:00 to go over Bulletin #2. Our hope is to put on a presentation for the area in the coming months. If anyone is interested in getting involved with the committee please see Joe C. or Mike F.

In loving service,

Joe C.

Ad Hoc for Region in December (Peter):

Location secured. Food confirmed. Gail and Cindy responsible for food. Will reach out today to confirm when monies will change hands.

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:** 20191124-01
Date: 11/24/19
Maker: Chelsea B
Seconded By: Mollie B
Motion: To spend \$21.22 on wireless mice (2) for the new laptops
Intent: to help trusted servants perform their duties efficiently
Count: Yes: 26 No: 0 Abstain: 1
- **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:

Vice Chair open

RCM: Mike D was nominated, seconded. Voted in.

Alternate RCM open. Victoria M nominated, respectfully declined.

Finance open

Phone line open, waiting on info from region

Convention open positions:

See convention minutes above

New Business:

Subcommittee Chair Elections

Activities Chair: Sandy nominated and seconded. respectfully declined. POSITION OPEN

Convention Secretary: no nominations

Policy Chair: Steve W. nominated and seconded. accepted. Voted in.

H&I Chair: Rachel nominated, seconded. accepted. Voted in.

PR Chair: Steph G nominated, seconded. accepted. Voted in.

Literature Chair: Victoria M nominated, seconded. accepted. Voted in.

Website Chair: Paul P nominated, seconded. accepted. Voted in.

Open Forum:

- Kerry: Come to region on Saturday to see how finance committee and PR committee operates. there has been some resentment between GPA and region, so come check region out since it will be in GPA in december and see what it is all about. I strongly encourage attendance, despite the problems that region may have, they work through them just like we do. Saturday subcommittees meet, and Sunday RSC meets, both at at 11:00 am at 120 High St, Pawtucket.
- Earl: would like to see more interaction between GPA and convention committee as far as activities go.
Steve W: continuity makes subcommittees successful, but there is not a lot of continuity in activities committee in convention off years. possibility of setting up fundraising subcommittee as convention activities committee during on years, and activities subcommittee during off years.
Chelsea B: without activities the convention is still in the black and can function without extra fundraising
Sandy: activities is not about fundraising it is about fellowshiping in NA. for the committee to jump in and only fundraise is a conflict of interest.
Peter: there needs to be an activities committee that is strictly for social events that people are not required to pay to get into that our strictly for NA members, not for fundraising.
Roz: We could come together, activities chair and convention committee, and in the convention offseason.
Mike D: other areas have area events all the time, despite having their own conventions. members would potentially support events that were not related to convention.
Bill H: someone needs to make a motion for next month on what they think is the best way to move forward with activities.
- Nichole H: NA.org, the group inventory is available on the NA website
Mike D: put in motion for next month to have a group inventory form available on the GPANA website to print for groups if they would like to do an inventory. I think that we should be doing a yearly inventory as an area, according to our traditions to carry the message to the addict that still suffers.
Nichole H: I don't think that an inventory is an outreach issue, not an area issue.
Chelsea B: will add a group inventory to the minutes to make it available to all groups

Meeting Adjourned

Administrative bodies contact

- **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): Mike D michaelmaxxmd@yahoo.com 214-766-8956**
- **Alternate RCM – OPEN POSITION**
- **Activities: OPEN POSITION**
- **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 POSITION**
- **Hospitals and Institutions Chair: Rachel P. 518-421-1774**
- **Area Literature Chair: Victoria M. 401-744-1809**
- **Phone Line: Open**
- **Public Information: Steph G. 401-422-5877**

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 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.