

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

**The next meeting will be held on January 27 2020**

### 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, Literature Treasurer
- Regional Committee Member Report
- Board of Directors Report
- Subcommittee Reports including: Activities, Convention, Finance, Hospitals and Institutions, Phone Line, Policy, Public Information
- Old Business
- New Business
- Motions (submitted at beginning of ASC meeting)
- Open Forum

### GROUP ANNOUNCEMENTS:

- spiritual awakenings disbanded

### GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED    **GSR'S IN ATTENDANCE 25**

|                           |                                  |
|---------------------------|----------------------------------|
| 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. support          | 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            | Edgewood NA         |

**ADMINISTRATIVE REPORTS:**

**Chair (Bill H.)**

Good evening everyone. Just checking in to let you all know what I have been doing recently as the chair. We are still working on QuickBooks. We will need two licenses working simultaneously to get treasurer and literature on the same page. We have an unused license that was ordered for the convention. Using this system will allow the literature chair to invoice the sales directly to the treasurer. this will eliminate discrepancies and chaos. One license per computer will also be able to be set up for different accounts. This will allow the Convention Committee to use QuickBooks on one of the laptops on their own account, without interfering with the treasury or literature.

I sat in on the convention committee meeting this past month. They are doing a great job! Thank you for making the financial report available. Please everyone push for registrations in the coming months!

Region weekend was a success, thank you to everyone who made it happen!

I will be leaving early today, i have a prior personal engagement. The secretary will take over the meeting as we have no Vice Chair. The members of the executive committee will help. Please remember we are here for the service of NA.

The new literature chair and myself also completed a full inventory of the literature stock this past month.

ILS  
Bill H

**Vice Chair (Open)**

**Secretary (Chelsea B.)**

no report

**Literature Report: (Victoria M.)**

I met with Billy H. and we took a full inventory of our stock. There are some discrepancies between what we have and what the spreadsheets say we have. I'll be investigating this further in the coming months. There were also discrepancies between what was ordered and what NAWS sent to us. Some stuff was over and some was under. I will contact NAWS to get that straightened out.

I would also like to hold a subcommittee meeting with the addicts who have been helping during literature sales to discuss any observations and suggestions they have to help the sales process. I will have a date for that next month.

**GSR's: The committee is asking groups to bring in eco-friendly bags to the literature sales,** as the plastic bags often break. Please and thank you!

Here are this month's sales and inventory numbers:

|   |                     |
|---|---------------------|
| <b>GROUP SALES</b>  | <b>\$1,838.52</b>   |
| <b>AREA EXPENSES</b>  |                     |
| AREA SERVICE COMMITTEE                                      | <b>\$0.00</b>       |
| ACTIVITIES  | <b>\$0.00</b>       |
| CONVENTION  | <b>\$0.00</b>       |
| Meeting List expense  | <b>\$85.80</b>      |
| HOSPITALS & INSTITUTIONS:                                   | <b>\$11.80</b>      |
| PHONELINE   | <b>\$0.00</b>       |
| POLICY  | <b>\$0.00</b>       |
| PUBLIC INFORMATION:   | <b>\$0.00</b>       |
| PUBLIC RELATIONS  | <b>\$0.00</b>       |
| <b>TOTAL EXPENSES</b>                                       | <b>\$97.60</b>      |
| <b>TOTAL SALES &amp; EXPENSES</b>                           | <b>\$1,936.12</b>   |
| NAWS LITERATURE RESTOCK:                                    | <b>\$1,741.16**</b> |
| GPA MEETING LIST RESTOCK (1000 MEETING LISTS):              | <b>\$120.00</b>     |
| REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS): | <b>\$0.00</b>       |
| TOTAL LITERATURE RESTOCK:                                   | <b>\$1,861.16</b>   |

\*\*This figure is the number that was read at area service. The actual Literature Order, after discounts, was **\$1,723.27**

Special thank you to Billy, Brett, Bella, and Melanie for their dedicated service to the subcommittee.

In Loving Service,  
Victoria M.

**Treasurer's Report: (Rosalind M.)**

Greater Providence ASC Treasurer Report  
Report Date: 12/22/2019  
Bank Statement Closing Date:  
11/24/2019 Closing Balance: \$4,832.89  
Set Aside and Reserve Accounting Total outstanding debits: \$1,198.89  
Activities Set Aside: \$250.00 Total of any unreconciled Deposits:  
Insurance Reserve: \$1,284.00 Set Aside Funds: \$3,634.00  
Prudent Reserve: \$1,700.00  
Set Aside Total: \$3,634.00  
Beginning Operating Funds: \$0.00

INCOME

Total Group and individual Literature Purchases: \$1,052.67  
Total Group Donations: \$480.73  
Subtotal: \$1,533.40

Other Income

| Description | Amount   |
|-------------|----------|
|             | \$798.00 |
|             | \$0.00   |
|             | \$0.00   |
|             | \$0.00   |
| Subtotal    | \$798.00 |

Total Income: \$2,331.40

EXPENSES

Customary Expenses (No motion needed)

| Amount  |
|---|
| Bank Expense \$0.00   |
| IRS Payment \$0.00  |
| Literature Adjustment   |
| Literature provided to Subcommittees (H&I), restock cost \$0.00 |
| Literature Restocking (Groups and individuals) \$1,741.16       |

Meeting Lists \$120.00  
Regional Contribution \$0.00  
Regional Insurance  
\$50.00  
Rent  
WSO Contribution  
Anchor lit rack  
Subtotal \$1,911.16

Working balance available for money motions: \$420.24 (Does not include any reserves)

Non Customary Expenses (Motion and Vote Required)

| Description             | Amount  | Pass/ Fail |
|-------------------------|---------|------------|
| fail                    |         |            |
| Copies of GSR Handbooks | \$50.00 | pass       |
| pass                    |         |            |
| pass                    |         |            |
| pass                    |         |            |
| pass                    |         |            |

Total of Money Motions Passed: \$370.24  
Remaining Working Balance: #ERROR!  
Set Asides: \$3,634.00  
Final Balance: \$4,004.24

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

#### DEC RCM REPORT

I wish to thank everyone related to hosting the Dec. NERSC weekend last week. Everyone that attended was very impressed with the GPA hosting. So a special thanks goes to those involved.

Regarding regional business, it is CAR season. The document from NA.org was sent out in last areas minutes. The deadline for group votes to the area is the March ASC mtg, since I have to get them to the RD team at the April RSC. Groups have many options for information on the 16 motions, 1<sup>st</sup> the RD team is doing online workshops every Sunday at 7pm beginning Jan. 5<sup>th</sup> thru March 29<sup>th</sup> via zoom, link will be sent by the secretary along with tally sheets as soon as I get them. CAR workshops are being done during the next 2 regional weekends after subcommittees

on sat of RSC. South Shore area on Feb. 15, see regional calendar. I will attend any groups mtg to help explain any CAR motions and will do one for the area GSRs if they want one. The CAR PowerPoint is available to any GSR for download from NA.org.

2 regional proposals are going to need group votes,

1. Create a Fellowship Development committee at the Northeast Zonal Forum that has 4 parts, please review the history and rational document that will be attached.
2. Support NNRSC proposal to change World Service Conference business practices on the floor of the conference to use time at conference currently being used for IDTs or information discussion topics.

The rest of the region was mostly administrative, Insurance is looking into requests of increasing coverage to 2-4million, NERC BOD approved the theme and logo and will make it available when I have it. There are still need to fill open positions at region, V. chair, Treasurer, Lit. chair, BOD at large to serve til April 2021.

In Loving Service,

Mike D. GPA RCM

### **BOD**

no report, next meeting in January (4th Saturday)

### **Activities Report (open)**

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

61 room nights booked out of 215 required  
all speakers confirmed with topics for friday and saturday. Programming is working on proposals for taping companies.

registration all funds collected is \$3477

161 registrations sold

14 banquet = \$630

8 brunch = \$160

9 saturday entertainment = \$135

7 saturday dance = \$35

REGISTRATION BREKDOWN

98@15= \$1470

29@20= \$580

8@25= \$200

Newcomer donations= \$267

F&E working on fashion show

Merchandising had received a check as a downpayment for merchandising for the convention.  
closing balance \$7396.80

ILS

Rico

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

### **H&I: (Rachel)**

Our subcommittee met in its usual manner today at 2:00 with ten people in attendance. there were 12 missed commitments this month due to some miscommunication. There is one open panel leader position sill- the first saturday at Phoenix house.

I attended region on saturday 12/14 and received some donated literature. our regions WSR (Working steps representative) is looking for more people to get involved either by helping her organizing and or writing steps with inmates. If you want to get involved please see me afterwards, i have her contact information.

At region i was approached by a house manager in the area about hosting a commitment at their facility. after looking into it it was determined that the house does have access to regularly scheduled meetings, so im going to let them know that we will not be holding a commitment there.

during open forum we discussed some ideas for hosting a more successful learning day this upcoming year.

We also discussed the information that was brought to our PR chair regarding addicts going on commitments who are on DRT. One of our requirements to go on an H&I commitment is to be free of DRTs. I reminded all panel leaders how important it is that we read the Do's and Dont's before carrying the message in any facility.

ILS

Rachel C

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

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

The policy subcommittee is putting forward a motion to approve, print, and distribute the revised GSR orientation document (pamphlet). This pamphlet was distributed in October and has been attached to the area minutes for the last two months. There has been some positive feedback but no questions or suggestions for changes during that time.

As such we are asking that the document be printed and made available in coordination with the literature subcommittee.

In loving service,  
Steve W

## **Public Relations Report (Steph G.)**

PR Subcommittee Report December 2019

The PR Subcommittee met on December 22, 2019, with 6 members in attendance. Opened with the Service Prayer and 12 Concepts.

Topics Discussed:

Central High School Phone Interview: The area phonenumber received a call that was directed to the PR subcommittee regarding a request for an interview with Central High School students. I reached out to the contact person and spoke with the journalism teacher whose students were interviewing non-profit organizations. We set up a phone interview for December 11th at 1:15 pm. Dave E and I took the conference call and answered 10 questions for the 2 students in regards to Who, What, Where, and Why about NA, etc.

Regional Sub-Committee Meeting December: At the Regional PR Subcommittee meeting in December, a few members of GPANA brought to the subcommittee's attention a meeting in the Providence area that has allowed a member to openly share on DRT's from the front, celebrating multiple years clean, and also concerning members on DRT going on commitments. I informed the H&I chair and she was bringing it to the subcommittee as well. The Regional sub-committee was concerned because these actions make the group non-recognizable as a Narcotics Anonymous meeting. They suggested we delegate a few members to visit the group's business meeting in the following month to gather information and let them know the other group's concerns. It was discussed that in this case if they choose to continue to proceed in a contradictory manner to the program of Narcotics Anonymous they should be taken out of the meeting list. Myself, Billy H., and Steve W. have volunteered to meet with this group, and more will be reported next month.

Phonenumber: was discussed at the regional subcommittee and the conclusion was it is basically each area's preference if they would like to have the phonenumber subcommittee chair position or not. Some areas had it under PR, and some had a subcommittee. I can say that we do have a phone line representative that is a delegate from the regional subcommittee and is willing to continue filtering the phone calls. I am willing to get an accurate report from her if that's what the groups want more information. But as far as a phone line chair my opinion based on the information gathered would be that it is an unnecessary position at this point.



Providence Housing Presentation: Region sent us a request that was sent through the Regional website from Providence Housing for a presentation from Narcotics Anonymous. I have been in contact with them and I am waiting to hear back on a date that works best for both of us.

Future Goals:

Possible RI College literature rack

Going through PR Basics as a subcommittee

Annual Meeting List Check

Learning Day

Flyer Hanging Day

In Loving Service,

Stephanie G.

[gpanapublicrelations@gmail.com](mailto:gpanapublicrelations@gmail.com)

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

no report

**Ad-hoc - Region (Gayle):**

**Ad-hoc - Outreach (Joe C.):**

**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: 20191222-01**

Date: 12/22/2019

Maker: Mike D

Seconded By: Chelsea B

Motion: Policy committee develop and make available an area inventory form and a group inventory form

Intent: To have a form available for area and group inventories should the GPA or its groups choose to have an inventory of services

Count: Yes: No: Abstain: **TABLED - MOVED TO OPEN FORUM**

- **Motion: 20191222-02**

Date: 12/22/2019

Maker: Policy Subcommittee Chair

Seconded By: Joe C.

Motion: To adopt the new GSR pamphlet submitted to area in October and to allocate \$50.00 for printing (to be coordinated with literature) and to include one pamphlet with each packet of meeting lists

Intent: To provide the area with updated information and to make GSR position better understood across the area.

Count:22 Yes:22 No: 0 Abstain: 0

- **Motion:** 20191222-03  
**Date:** 12/22/2019  
**Maker:** Mike D  
**Seconded By:** Bill H

**Motion:** update Public Information sections of the Area Policy to Public Relations

**Intent:** Public Information became Public Relations when the handbook was adopted by the fellowship.

**Count:**22 **Yes:**21 **No:**0 **Abstain:**1

- **Motion:** 20191222-04
- **Date:** 12/22/2019
- **Maker:** Steph G

**Seconded By:** Rachel C

**Motion:** to dissolve the phonenumber position because a member at region is successfully filling the position

**Intent:** get rid of an unnecessary position

**Count:**22 **Yes:**22 **No:**0 **Abstain:**0

### **Old Business:**

Vice Chair open - Calvin nominated, declined. Al B nominated, declined. Mark nominated, declined. Cindy offers to help in the interim until a vice chair can be found. Rick nominated, declined.

Alternate RCM open

Finance open

Phone line open

Activities Chair open - Sandy willing to serve, nominated, accepted. Voted in.

Convention Secretary open

### **New Business:**

### **Open Forum:**

- **Group inventory form**

Joe C - groups may not think its necessary, literature contains inventories that are more than sufficient

Steph G - could policy compile information from what is already available, or does Mike want them to scrap it all and start from scratch?

Mike D - no, just wants a form available

Joe C - maybe this motion should go to website to make the form available in a pdf on the website. Makes it easier for the area.

Steve W - there is a form online that is tailored for groups, and the area website could make that available. As for the area, that is a separate question since it would be different than the group inventory. Do we want the groups to take an inventory of area? That would be something else altogether, and not necessarily a bad idea. Send it back to groups, maybe have it be a question to go to outreach ad hoc.

Joe C - I think an area inventory is necessary at this point.

Chelsea B - bring this information back to your groups, and find out what they would like to do as far as a group and/or area inventory list so that you can bring that information back here next month.

### **ACI Women's Prison**

Rachel - We are not currently back in the prison. We do have to redo our training even if we have completed in the past

### **Literature**

Victoria M - the bags we have are unreliable, so GSR's please bring reusable eco-friendly bags.

## **Meeting Adjourned**

### **Administrative bodies contact**

- **Chair:** Bill H. 401-248-3337 [williamh110287@gmail.com](mailto:williamh110287@gmail.com)
- **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):** Mike D [michaelmaxxmd@yahoo.com](mailto:michaelmaxxmd@yahoo.com) 214-766-8956
- **Activities:** Sandy S [sandyshed@hotmail.com](mailto:sandyshed@hotmail.com)
- **Policy:** Steve W. [s.jos.williamson@gmail.com](mailto:s.jos.williamson@gmail.com) 401-486-6921
- **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
- **Hospitals and Institutions Chair:** Rachel C 518-421-1774
- **Area Literature Chair:** victoria m 401-744-1809

- **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 and distribute all Area mail from the GPA PO box in a timely manner, prior to the GPASC meeting.

### **Qualifications of the Area SECRETARY:**

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

### **Responsibilities of Area SECRETARY:**

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

- Provide a Group Announcement page to be published in the Area minutes.
- May vote on administrative motions only.
- Care for and maintain the laptop provided for the Area Secretary position.
- Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these available at the ASC meeting.

#### **Qualifications of the ALTERNATE Area SECRETARY**

The stated qualifications of general service apply to this position.

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

#### **Responsibilities of the ALTERNATE SECRETARY:**

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

#### **Qualifications of the Area TREASURER:**

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

#### **Responsibilities of the Area TREASURER:**

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

#### **Qualifications of the ALTERNATE Area T REASURER:**

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

#### **Responsibilities of the ALTERNATE TREASURER:**

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

#### **Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):**

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

**Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):**

- Attend each meeting of the Regional Service Committee (RSC) and GPASC.
- If unable to attend an RSC or GPASC meeting it is essential to ask the Alternate RCM to assume said responsibilities.
- Suggested involvement with a Regional Subcommittee to promote the RCM participations with the region.
- In keeping with the Seventh Tradition of N.A., deliver the Area donation to the Region.
- Carry Greater Providence Area Conscience on all matters affecting the GPA or N.A. as a whole.
- Keep the Region informed in a written report of all GPA activities, strengths, and problems.
- Inform the G.P.A. in a written report of all business, activities, all finances and special needs discussed at the R.S.C. meeting.
- Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.
- Distribute informational flyers at the ASC meeting (Distribution thereafter is left to the discretion of the RCM.)

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

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

**Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:**

**Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:**

- The stated qualifications of general service apply to this position.
  - Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]
- Bookkeeping and/or accounting skills.
- Ability to organize and keep financial records.
  - A Board Member may not hold another area-level financial position.

**Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:**

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

**Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):**

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

**Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):**



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

## **Subcommittee Officers: Qualifications & Responsibilities**

### **Greater Providence Area Service Committee (GPASC) Subcommittees:**

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

### **Subcommittee Positions: Chairperson**

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

### **Qualifications of General Service:**

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

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

### **Qualifications for GPASC Subcommittee Officers:**

- The stated Qualifications of General Service apply to these positions.
- Clean time requirements for subcommittee officers: Activities, H&I, Literature, Phone Line, Policy, PI:

Chairperson Two (2) years

Finance: Chairperson Five (5) year's Convention: Chairperson Five (5) years

Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) years

### **Responsibilities of the ACTIVITIES SUBCOMMITTEE:**

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

### **Responsibilities of the FINANCE SUBCOMMITTEE:**

- Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.

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

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

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

#### **Responsibilities of the LITERATURE SUBCOMMITTEE:**

- In keeping with the Sixth Tradition of N.A., maintain an accurate inventory of literature on hand to supply all the needs of the GPA.
- Coordinate the sales, and inventory count and reorder, of the literature inventory.
- Meet prior to the GPASC meeting to sell literature to groups and as often as the subcommittee deems necessary.
- Review and supply input on literature submitted by the World Service Committee Literature Committee (WSCLC).
- Submit literature to the WSCLC from Area groups and individual addicts.
- Make the starter kit:  
One (1) of each  
One (1) Group booklet  
One (1) group starter kit checklist  
Fifty (50) meeting lists
- To have access to a computer in order to maintain inventory.
- Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

#### **Responsibilities of the PHONE LINE SUBCOMMITTEE:**

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

#### **Responsibilities of the POLICY SUBCOMMITTEE:**

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

### **Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:**

- Uphold the integrity of the Eleventh Tradition of N.A.
- Maintain: Distribution and sales of meeting lists to rehabilitation centers as well as the general public. Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.
- Arrange all public information speaker commitments.
- Conduct a minimum of one public information workshop per year.
- Meet one hour prior to the GPASC meeting 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.