

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
- Outreach
- Old Business
- New Business
- Motions (submitted at beginning of ASC meeting)
- Open Forum

GROUP ANNOUNCEMENTS:

- Recovery is More Than Abstinence which meets in the Ray Conference building on the Butler Campus on Sunday nights from 7:00 to 8:00pm will be serving tea prior to their meeting each week beginning at 6:30.
- Men With a Vision will be celebrating their group anniversary on Thursday 2/27 at 500 Hope Street in Providence. Meeting is held from 7:00 to 8:30pm.
- Foundations for Success has a new home! They meet Mondays at 20 High Street in Pawtucket from 7:00 to 8:15pm. They could use addict support in this time of transition.
- The Meditation Meeting that meets Sundays from 6:00 to 7:15pm at the Bell Street Chapel, 3 Bell St. in Providence could use addict support.
- Step Sisters, which meets from 7:00 to 8:30 on Mondays at the Amos House in Providence has changed their format to allow children to attend the meeting on the first Monday of the month.
- IP Time will be holding their group anniversary on Thursday 2/20. They meet from 7:00 to 8:15 at 640 Broad Street in Providence.
- Who is an Addict? that meets on Sunday from 7:00 to 8:15 at 68 Falmouth Street in Attleboro, MA could use addict support.

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED **GSR'S IN ATTENDANCE: 26**

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 afternoon, This past month I spent a lot of time setting up Quickbooks. We have accomplished one of our main goals which was having two laptops working simultaneously at the same time with a different sign in and licenses. The one issue we ran into was that I set this up at my house with that IP address. Once we setup the laptop today it obviously was a different IP address and we had an issue signing into QuickBooks. Please give us some time as we have met twice me, Roz, and Victoria for training, but I need some time working out the kinks. I will come to the church this month to set it up on this IP address. Please just bear with me as this is a lot of work for one person. I also went with Steph G. (PR chair) and Steve W. (Policy chair) to a group that was brought up at region last month. I will let PR chair speak about this. I also sat in on the BOD meeting and Convention committee. If you have any questions please ask now.

In loving service,
Bill H.

Vice Chair (Open)

Secretary (Chelsea B.)

Literature Report: (Victoria M.):

Literature Report 1.26.2020

Thank you to everyone who helped serve the literature subcommittee. Unfortunately I will have to leave the meeting early today.

Some Reminders for GSRs:

The subcommittee **is asking groups to bring their own reusable bags** to carry their orders in.

Also, here are some ways groups could help the sales run as smoothly as possible is to work together **to ensure order forms are filled out properly:**

Please fill in all boxes including item quantities and price totals, literature total, donation, and the total of the literature and donation combined.

Please print neatly when filling in boxes.

Please check the math on the order forms. One tip is to have more than one member checking the math with a calculator.

Here is the literature sales report

AREA EXPENSES	
AREA SERVICE COMMITTEE	\$0.00
ACTIVITIES	\$0.00
CONVENTION	\$0.00
Meeting List expense	\$9.24
HOSPITALS & INSTITUTIONS:	\$17.70
PHONELINE	\$0.00
POLICY	\$0.00
PUBLIC INFORMATION:	\$0.00
PUBLIC RELATIONS	\$0.00

TOTAL EXPENSES	\$26.94
TOTAL SALES & EXPENSES	\$1,731.70
NAWS LITERATURE RESTOCK:	\$1,604.89
GPA MEETING LIST RESTOCK (1000 MEETING LISTS):	\$120.00
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	\$10.00
TOTAL LITERATURE RESTOCK:	\$1,734.89

Treasurer's Report: (Rosalind M.)

Greater Providence ASC Treasurer Report

1/26/20

Report Date: 20

Bank Statement	Closing	\$5,293
Closing Date: 12/22/2019	Balance:	.13
Set Aside and Reserve Accounting		\$1,298
Activities Set Aside: \$250.00	Total outstanding debits:	.89
Insurance Reserve: \$1,284.00	Total of any unreconciled Deposits:	
Prudent Reserve: \$1,700.00	Set Aside	\$3,634
Set Aside Total: \$3,634.00	Funds:	.00
Beginning Operating Funds:		\$360.24

INCOME

Total Group and individual \$1,729
Literature Purchases: .23
\$884.1
Total Group Donations: 5
Subtotal \$2,613
l: .38

Other Income

Description	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Subtotal	\$0.00

Total Income:	\$2,613.38
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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	
Literature Restocking (Groups and individuals)	\$1,751.16
	\$120.00
Meeting Lists	0
Regional Contribution	\$0.00
Regional Insurance	
	\$50.00
Rent	
WSO Contribution	

Anchor lit rack
 \$1,921.
Subtotal 16

		Working balance available for money motions:	\$1,052.46
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(Does not include any reserves)

Non Customary Expenses (Motion and Vote Required)

Description	Amount	Pass/Fail
		fail
Copies of GSR Handbooks	\$0.00	pass
Storage, Peter Rocha	\$0.00	pass
		pass
		pass
		pass

Total of Money Motions \$557.4
 Passed: 6
 Remaining Working Balance: \$ERRO R!
 Set \$3,634
 Asides: .00

Final Balance: \$4,191.46



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RCM Report: (Mike D.)

JAN GPA RCM REPORT

Greeting to all GSRs and Area officers, CAR talley sheets were sent out, use only first 3 pages, the rest is the Literature survey to be completed on NA.org. Zoom links are attached with the area minutes for RD/RAD sponsored workshops on Sunday nites at 7pm est thru March 29th, CAR workshops will be held at the next 2 NERSC in Springfield and Martha's Vineyard. Talley sheets need to be turned in at the March ASC.

The two regional motions were also sent out with the area minutes as well, we need GRS votes on Motio 1 today and motion 2 next month.

Details for the next NERC conv will be coming from next region as well as more info about NESSNA.

Mike D. GPA RCM

BOD

The BOD met today. In attendance was the Area Chair -Bill H, Sully D, Gail, Rico W and PeteR. Most of the discussions centered around the upcoming convention and the involvement the Board has had assisting the Committee. In particular, assistance to the registration and merchandise subcommittees and the Treasurer. Additional support will be needed to iron out inconsistencies with the vendor providing the various merchandise still not received and the balance owed to this vendor. We are in receipt of a statement from the state of Rhode Island requiring us to complete annual reconciliation. An online account has been established and the filing will be completed electronically. This is in addition to the quarterly filing for sales and use tax. Lastly, information was presented regarding the ending of service term for two of the members of the board of directors. The details are being researched and we will discuss possible extension if necessary until replacement members have been selected.

ILS,

BOD Chair PeteR

Activities Report (Sandy S.)

The activities committee including myself, Roz, Cyndi and John communicated this month via phone and text to determine a set of goals for the upcoming year. It is our intention to have a spring event at the end of March or early April. We intend to have one event in the works and two or three in the planning stages to provide recovery related events throughout the course of the upcoming year.

Proposed events include a Speaker Jam and cookout and an NA art contest culminating in a gallery showing. we are looking into the possibility of using the artwork as the logo for the next convention and providing convention packages as prizes for the top entries. in addition we hope that some of the artwork might be made into tshirts to support the next convention.

ILS
Sandy

Convention report (Rico W.)

Our hotel room count is up to 184, we have met the minimum count.

We currently have 157 registrations. 32 Banquet, 16 Brunch, 18 Comedy show, 17 Saturday Dance, and 120 newcomer packets from donations.

\$8710.42 is the current treasury balance

All other committees are set and ready for convention weekend.

Please come out and support our Area Convention.

Programming is looking for NA members with 1 year or more clean time to open and chair the workshops at the convention. If interested please see the Programming table at the convention to sign up.

ILS,
Rico W

Finance Report: (Open)

H&I: (Rachel P.)

Our subcommittee met in its usual manner today at 2:00 with 10 in attendance. There was 1 missed commitment this past month. During new business we voted in a panel leader for the one open position, all panel leader positions filled. We also discussed this year's upcoming learning day in conjunction with PR, will create an ad hoc which will meet here on 2/23 at 1:00pm, in conjunction with Area Service. Everyone is welcome. We will be reaching out to subcommittee chairs to discuss their involvement in our learning day.

ILS,
Rachel C

Policy (Steve W.)

Old Business: We still need to coordinate with literature to figure out the best way to get the New GSR pamphlets printed.

New Business: Policy was asked at the Executive Committee meeting to come up with a proposed policy for RCM travel expenses. After doing some research on other areas' policies, the committee drafted a proposed policy and will be sending that back to groups today. This is to establish a set aside with the understanding that the full budget will only be necessary when the Regional Meeting is over 60 miles away. As with other expenditures, receipts will be provided and only the actual cost will be reimbursed.

In loving service,
Steve W.

Public Information Report (Steph G.)

Public Relations Sub Committee Report January 25, 2020

The public relations subcommittee met on January 25th with 6 members in attendance. We opened with the serenity prayer followed with the 12 traditions.

The subcommittee discussed a few topics today,
This included:

- Some materials that the subcommittee could benefit from going forward for presentations. Such as a possible projector, tablecloth, and banner.
- We discussed the upcoming presentation at the providence housing authority that myself and Marissa will be attending on February 11th. We will be filming ourselves as a reference for PR training in this are of what a presentation looks like going forward so we can get more members involved and prepared for events.
- We also discussed a Learning Day. The committee then went up to meet with H&I and bounce ideas around. A possible date was discussed and getting more sub-committees involved, H&I is reporting more on that.

As a follow up to my report last month, myself, Billy, and Steve visited a group as discussed regarding a member sharing on drug replacement therapy to gather more information for the groups that were concerned. We attended their business meeting and asked what had transpired within the group to come to this decision. We presented them with some information and we asked that they spoke about it as a group and brought some more information today to the area. We discussed in the executive meeting and it seemed as though the group made an exception for an individual member and they stand by their decision. However, we spoke with another member afterward and they said that the group did not get a chance to speak about it

and will be speaking about it this week and will have more information on their decision next month.

In Loving Service,
Steph G.

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

Motions back to groups

- **Motion:** 20200126-02
Date: 1/26/20
Maker: Steve W.
Seconded by: Joe C.
Motion: To provide the acting Regional Committee Member with a set aside of \$120.00 for travel to Regional Committee Meetings to cover mileage and (only in the case of Regional Meetings more than 60 miles away) lodging expenses. And to amend the policy manual accordingly. To be reimbursed at the federal mileage rate.
Intent: To support the work of the area and not place an undue burden on trusted servants.
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:** 20200126-01

Date: 1/26/20

Maker: Mike D

Seconded By: Steve W

Motion: To provide a set aside of \$120 for the RCM for February of 2020 to attend the RCM meeting in Springfield, MA to cover mileage and lodging.

Intent: To aid in the fulfillment of area business and not place an undue burden on trusted servants.

Count: 28 Yes: 28 No: 0 Abstain: 0

- **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

Alternate RCM open

Finance chair open - Marissa J. nominated, respectfully declined.

Convention open positions:

Convention Secretary open

Group inventory: was supposed to be brought back to groups this past month, and discussed this month at ASC. No GSR's wanted new inventory sheet.

New Business:

Open Forum:

Al B. - Programming looking for people to chair workshops at the convention, need 50 people. See programming table at the convention.

Earl - Never Alone Again meeting at Roger Williams Hospital on Sunday nights may not be at the hospital much longer, having problems with security, received some suggestions from other members, will discuss at business meeting tonight. Feels that now is the time to create a GPANA space of our own. Have roughly 50-60 people at their meeting.

Doug - Maybe public libraries are another option for meeting spaces, PR could maybe do presentations to open that door.

Paul - if the group leaves, the commitment in the detox goes to, correct? It's our responsibility to police ourselves and make sure that we are policing ourselves. We cannot have outside entities dictating to us the traditions, but we are responsible for our behavior. There have been incidents in the past where we have lost spaces for the bad behavior of some members. You have options to find other meeting places, but the commitment doesn't have to go to.

Earl - it's sad that we have to constantly tell members not to smoke on the property. The head of security has been hostile. We cannot control the individual members. Security has sat in on our meetings before. They have been told that they need to go directly to the counseling department of the hospital.

Steph G. - do you have a contact person? or is it just a security officer?

Earl - the head security officer is named Frank.

Joe C. - maybe it's time for a change and find a new location. the members make the group, not the location.

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: PeteR peteris@cox.net**
- **Regional Committee Member (RCM): Mike D. michaelmaxxmd@yahoo.com 214-766-8956**
- **Activities: Sandy S. sandyshed@hotmail.com**
- **Policy: Steve W. s.jos.williamson@gmail.com 401-486-6921**
- **Convention Chair: Rico W. 401-771-3074 21blackbears@gmail.com**
- **Convention Vice Chair: Susan W. 401-438-2375**
- **Area Finance chair: Open**
- **Hospitals and Institutions Chair: 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 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 fills; and advises the Chair on cash supply, income flow, and rate of expenditures.

E. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.

F. Each check should require two signatures. Additionally, a complete Treasurer's report within three months after the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.

G. A periodic review of all financial records should be made by the sponsoring service area. The records should be reviewed at the time of the actual fund distribution in accordance with the Treasurer's financial statement requirements.