

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

The next meeting will be held on

### Area Meeting Times:

- Administration: 12:00 to 1:30pm
- Literature Sales: 1:00 to 2:45pm
- H&I Panel Leaders: 1:30 to 2:30pm
- Subcommittees: 2:00 to 3:00pm
- New GSR Orientation: 3:15 to 3:30pm
- Area Service Meeting: 3:30 to 5:30pm

### Area Service Meeting Agenda:

- Meeting called to order / Moment of silence / Service prayer
- Reading of the Twelve Concepts
- Introduction / Roll Call / GSR Reports
- Officers reports including: Chair, Vice Chair, Secretary, Treasurer
- Regional Committee Member Report
- Board of Directors Report
- Subcommittee Reports including: Activities, Convention, Finance, Hospitals and Institutions, Literature, Phone Line, Policy, Public Information
- Old Business
- New Business
- Motions (submitted at beginning of ASC meeting)
- Open Forum

### GROUP ANNOUNCEMENTS:

- Never Alone Group - moving April 5th to 265 Oxford St, Providence, at the Institute of Non-Violence

### GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED    **GSR'S IN ATTENDANCE: 30**

The 107 Club *	On a Mission
Better Way	Recovery and Beyond
Breakfast Club	Recovery on the Beach
Clean and Serene	Recovery in the Chapel
Cookies and Recovery	Recovery in the Country
Dedication	Recovery in the Lake
Dig Deep	Recovery is More than Abstinence
Edgewood NA celebrating first anniversary, info to follow	Regardless of Sexual Identity
Faith in Recovery	Resurrection
Free at Last	Rockets in Recovery
Frightening Bottoms	Serenity/Insanity
Foundations for Success	Serenity Maniacs
Gimme Shelter	Serenity Plus
Grow or Go	Serenity Seekers
Hardcore Recovery	Smith Hill NA
H.O.P.E.	Start Your Nite Right
IP Time	Step Sisters children allowed first monday of the month
Just for Tuesday Morning	Steppin' Out Wednesday Night
KISS	Steps in the Chapel

Late Nite NA	Steps to Freedom
Learn to Live	Straight Forward
The Lie is Dead	Surrender or Die
Living Free	The Text Message
Loveline	Under the Bridge
The Meditation Meeting	Who is an Addict?
Men with a Vision celebrating 3rd year anniversary 2/27	Why R we Here?
The Message of Hope	Why Not Men's Group
NA in the Day	Straight Today *
Never Alone Group moving April 5th - see above	New Life
NA in NA	Opt for Life
New Freedom	

### **ADMINISTRATIVE REPORTS:**

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

Our treasurer was not able to attend today, so PeteR and I filled in for her. I did sit in this church this week on the phone with QuickBooks to set up both laptops, but the security in this church will not allow them to work due to the security of the wifi. We may get a hotspot to access QuickBooks here to make it work.

ILS,  
Bill H.

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

#### **Secretary (Chelsea B.)**

Please clearly print your email address on the sign in sheet to ensure that you receive a copy of the minutes.

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

##### Literature Report February 2020 - Greater Providence Area

To be begin I would like to thank the addicts who volunteer their time and efforts to help make the literature subcommittee possible. I'd also like to thank the groups for being considerate of my last report with their efforts to **print neatly, fill in all boxes, have multiple addicts check math, and make sure to fill in LITERATURE TOTAL, GROUP DONATION, and TOTAL at the end of the order forms.** The little things make the biggest impacts. Also, thank you to the groups who made the effort to bring their own bags – which brings me to my next thank you: Thank you to the convention committee for the contribution of the reusable bags for our Literature Sales! We were able to provide groups with reusable bags in which to carry their literature. **GSRs – please remind your groups to bring back the reusable bags to be used at the March sales.**

Unfortunately there was a mishap at the printing company where we only had about 1/3 of the meeting lists printed. The first 20 or so groups were able to receive 10 meeting lists at sales. *(Edit – the following weeks we were able to pass out the rest of the meeting lists to groups. Thank you to the addicts who helped get the lists to groups Also, there was supposed to be a literature committee meeting on Sunday, March 1, however it was cancelled.)*

Thank you again for everyone’s life saving service.  
 In Loving Service,  
 Victoria M.

<b>LITERATURE SALES &amp; EXPENSES FOR THE MONTH OF APRIL 2019</b>	
GROUP SALES	<b>\$1,385.58</b>
<b>AREA EXPENSES</b>	
AREA SERVICE COMMITTEE	<b>\$22.00</b>
ACTIVITIES	<b>\$0.00</b>
CONVENTION	<b>\$0.00</b>
Meeting List expense	<b>\$0.00</b>
HOSPITALS & INSTITUTIONS:	<b>\$0.00</b>
PHONELINE	<b>\$0.00</b>
POLICY	<b>\$0.00</b>
PUBLIC INFORMATION:	<b>\$0.00</b>
PUBLIC RELATIONS	<b>\$0.00</b>
TOTAL EXPENSES	<b>\$22.00</b>
TOTAL SALES & EXPENSES	<b>\$1,407.58</b>
NAWS LITERATURE RESTOCK:	<b>\$1,432.84</b> (special orders and subcommittees)
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>\$1,552.84</b>

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

**Greater Providence ASC Treasurer Report**  
**Report 2/23/2**  
**Date: 020**

<b>Bank Statement</b>		<b>2/23/2</b>	<b>\$5,44</b>
<b>Closing Date:</b>		<b>020</b>	<b>Closing Balance: 0.35</b>
<b>Set Aside and Reserve Accounting</b>		<b>Total outstanding debits:</b>	<b>\$1,84</b>
		<b>Total of any unreconciled Deposits:</b>	<b>8.89</b>
<b>Activities Set Aside:</b>	<b>\$250.00</b>	<b>Set Aside Funds:</b>	<b>\$3,63</b>
<b>Insurance Reserve:</b>	<b>\$1,284.00</b>		<b>4.00</b>
<b>Prudent Reserve:</b>	<b>\$1,700.00</b>		
<b>Set Aside Total:</b>	<b>\$3,634.00</b>		
<b>Beginning Operating Funds:</b>			<b>-\$42.54</b>

**INCOME**

<b>Total Group and individual Literature Purchases:</b>	<b>\$1,385.58</b>
<b>Total Group Donations:</b>	<b>\$533.59</b>
<b>Subtotal:</b>	<b>\$1,919.17</b>

<b>Other Income</b>	
<b>Description</b>	<b>Amount</b>
	<b>\$1.00</b>
<b>Bank Count</b>	<b>\$1.00</b>
	<b>\$0.00</b>
	<b>\$0.00</b>
<b>Subtotal</b>	<b>\$2.00</b>

<b>Total Income:</b>	<b>\$1,921.17</b>
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**EXPENSES**

<b>Customary Expenses (No motion needed)</b>	<b>Amount</b>
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<b>Bank Expense</b>	<b>\$0.00</b>
<b>IRS Payment</b>	<b>\$0.00</b>
<b>Literature Adjustment</b>	
<b>Literature provided to Subcommittees (H&amp;I), restock cost</b>	
<b>Literature Restocking (Groups and individuals)</b>	<b>\$1,432.84</b>
<b>Meeting Lists</b>	<b>\$120.00</b>
<b>Regional Contribution</b>	<b>\$10.00</b>
<b>Regional Insurance</b>	<b>\$120.00</b>
	<b>\$50.00</b>
<b>Rent</b>	
<b>WSO Contribution</b>	
<b>Subtotal</b>	<b>\$1,900.84</b>

		<b>Working balance available for money motions:</b>	<b>-\$22.21</b>	<b>(Does not include any reserves)</b>
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**Non Customary Expenses (Motion and Vote Required)**

<b>Description</b>	<b>Amount</b>	<b>Pass / Fail</b>
		<b>fail</b>
<b>BOD Report</b>	<b>\$0.00</b>	<b>pass</b>
<b>Sec. Laptop</b>	<b>\$0.00</b>	<b>pass</b>
<b>Lit. Laptop</b>	<b>\$0.00</b>	<b>pass</b>
<b>Lit. Supplies</b>	<b>\$0.00</b>	<b>pass</b>
<b>H&amp;I PR Learning Day</b>	<b>\$0.00</b>	<b>pass</b>
	<b>\$0.00</b>	
	<b>\$0.00</b>	
	<b>\$0.00</b>	
	<b>\$0.00</b>	
<b>Total of Money Motions</b>		
	<b>Passed: \$0.00</b>	
	<b>Remaining Working Balance: 21</b>	
	<b>\$3,63</b>	
	<b>Set Asides: 4.00</b>	
	<b>\$3,61</b>	
<b>Final Balance:</b>	<b>1.79</b>	

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

**FEB RCM REPORT TO GPA**

Greetings from the Feb. NERSC. regarding the outstanding donation to region, the Tresurer only checks mail before region and makes deposits

after that. If GPA wants it deposited in a timely fashion I recommend giving the check to the RCM to allow deposit in a timely manner.

I informed region of the Sat note mtg name change for the RMDs.

9 areas were present for region, Pioneer Valley has dissolved, and their hosting slot in Aug. will require that will need a different area to host. South Shore said they may be able to host. FD said they will look into adjusting area rotation.

FD reported that the Marriot in Peabody has a contract needing to be signed for May 21-23, 2021 for 45 room notes for \$109.00 a note on Fri and Sat. for NESSNA. FD is also asking areas to submit service related topics for the programming of this event.

Regional motions consisted of 2 PR money motions for upcoming event and RD/RAD set aside for WSC air fare.

Open regional positions are V. Chair, RMD chair, Lit. chair, Asst. Treasurer. Anyone interested can set qualifications on NERNA.org.

Just a reminder that CAR talley sheets are due next area.

WCNA 38 in Melbourne, Australia dates are Sept. 9-12, 2021, WCNA 39 in Washington D.C. Aug. 29- Sept. 1, 2024.

The 2nd batch of input for Spiritual Principles a Day project is due March 1, 2020 at na.org/spad.

If any groups have any question, feel free to contact me or to assist with group CAR votes during the month.

Mike D. GPA RCM

**BOD**

Next BOD meeting 2:00-3:00 in March

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

The activities committee met on Sunday February 9th. Present was Rosm Mike P., Darielle, Katie, Al and myself. we have tentatively scheduled several events including 3 speaker jams/dances, a BBQ/family day in Warwick Park, a campout, a halloween party and an NA recovery art contest.

Darielle volunteered to serve as secretary. It was really exciting to be a part of an enthusiastic and energetic group. We are currently in the process of securing a facility for our first speaker jam/dance which we have scheduled for march 21.

tentative schedule is as follows

march 21 speaker jam/dance  
May 16 at Freedom Hall is a Speaker Jam/Dance  
July 18th at Warwick Park is a BBQ/Family Day  
August 8th at location TBD is a campout  
NA recovery art contest September 16

\*culmination of the art contest will be a gallery night where all artwork submitted will be displayed. voting for best in show will take place on that evening and the winning entry will be the logo for the next convention. 1st place will receive a convention package. other top entries will be made into area T-Shirts. Proceeds to convention committee.

ILS  
Sandy

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

17592.36 ending balance  
almost 800 registrations sold  
more detailed report next month  
3/15/2020 4-6pm 134 Mathewson Church Providence will be the next committee meeting

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

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

We met today at 2:00 pm in our usual manner with 12 people in attendance. there were a few miscommunication issues with panel leaders at different facilities. Myself and members spoke to those panel leaders and i believe the issues will be resolved going forward. as of right now all panel leader positions are filled, but i would like to encourage groups to continue to sign up as



there have been about 10-13 commitments left the past few months. Also, H & I and PR have started an Ad hoc committee to begin planning this years learning day. we will meet every month from 1:00-2:00 in the upstairs room where H & I meets and encourage everyone to attend.

ILS  
Rachel C

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

no report

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

PR Subcommittee Report February 2020

Opened with the serenity prayer and 12 concepts with 6 members in attendance.

Topics Discussed:

Providence Housing: We gave a presentation at the Providence Housing Authority on February 11th. The presentation went well and we received good feedback. They are interested in literature racks in the administrative locations, which we discussed as a subcommittee and will be ordering racks and place a literature order for those locations. They also requested Spanish informational pamphlets which I will be dropping off next week.

Learn To Cope: Reached out to the south shore PR chair for a contact person for their Attleboro meeting that is held and it falls under GPANA so I reached out and they are looking for a presentation at one of their meetings going forward. I am still in contact with them and will be getting back to them with a date.

Adhoc: we discussed having an Adhoc within the subcommittee to teach our newer members on what a presentation looks like. Marissa was delegated the responsibility of putting together a script and presentation to put together for an upcoming date TBD.

Flyer Hanging Day: potentially PR week June 1st- June 7th. Discussed depending on attendance where to hold the flyer hanging day, potentially a large portion of Providence Area, possibly Johnston and Warwick if attendance is large enough.

Phoneline: The phone line has been discussed at region as I stated in the past few reports on how different areas deal with their phone lines, it is majority that the PR chair is the contact person between phone line and the areas so I reached out to our phoneline contact person for

the GPANA and going forward will be receiving a monthly summary on the phone calls that come in.

Elections: We held elections within our subcommittee for a Vice-Chair and James S. was elected.

Meeting list check: We discussed going through meeting lists within this month as individuals to see which meetings are still open and who has attended which meetings to verify and we will be coming together next month and any meetings we do not know are still open we will be looking into further for our annual meeting list check.

In closing, I have a final report from the group that had a member celebrate on drug replacement therapy. They provided the Area with a statement:

To: GPANA

We, the Living Free Group of Narcotics Anonymous, did bote for one of our members on DRT's to speak on his 2nd anniversary. No one, that we are aware of, has before or will celebrate, on DRT's again.

Just remember, if you can't help an addict, don't hurt one. Our meeting was started as "Freedom Hall" and still remains that way today. So any addict has a place to call home and feel safe from judgment and persecution.

Respectfully,

The Living Free Group of Narcotics Anonymous

In Loving Service,  
Steph G.

Please bring back to your groups how your group thinks the area should handle something like this (group allowing a member to celebrate on DRT's) happens again. Tabled. Moved to open forum.

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

no report

**Motions back to groups**

- **Motion: 20200126-02**

Date: 01/26/20

Maker: Steve W.

Seconded by: Joe C.

Motion: To provide the 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:**

Date:

Maker:

Seconded By:

Motion:

Intent:

Count: Yes: No: Abstain:

- **Motion:**

**Date:**  
**Maker:**  
**Seconded By:**  
**Motion:**  
**Intent:**  
**Count: Yes: No: Abstain:**

- **Motion:**  
**Date:**  
**Maker:**  
**Seconded By:**  
**Motion:**  
**Intent:**  
**Count: Yes: No: Abstain:**

- **Motion:**  
**Date:**  
**Maker:**  
**Seconded By:**  
**Motion:**  
**Intent:**  
**Count: Yes: No: Abstain:**

### **Old Business:**

Motion 20200126-02 sent back to groups. Motion tabled until next month, more than a third abstained.

Vice chair open, Nichole H nominated, qualified, elected.  
Alternate RCM open  
Finance open  
**BOD position open**

Convention open positions:

See convention minutes above

### **New Business:**

Peter has finished his term with us. Thank you for your hard work with us. This position is now open. Please let your groups know and read the qualifications. We will be voting on this next month.

### **Open Forum:**

- Discuss PR report and groups relating to DRT
- Nichole H - good to have a presentation done by region on what they have out on news stance on MAT. There is a bulletin and info on the CAR about MAT. Would be good to get all the knowledge available to give groups all the info available to get groups opinions, and allowing all to feel welcome. This would be beneficial
- Mike D - the IDT was done by fellowship development and i have no problem asking them to come and put on a presentation for this area. This would be informational and does not take a position one way or the other. NA would not weigh in one way or another
- Rachel C - H&I and PR would be open to having this be a learning topic at the learning day if that would be helpful and needed by the area
- Joe C - i think what we were asking the groups is how to handle a situation where a group with this info still decides to carry a message contrary to NA and what we should do about that.
- Sandy - This is very personal for me because I sponsored a young man on who this excluded, there were a couple of people who felt it was necessary to say something and this person felt excluded and he went out and died. Our primary purpose is to support addicts so that addicts seeking recovery need not go out and die. I absolutely feel that you are not clean but you don't need to be treated like you have leprosy. that just my feeling on that because it hurts to lose someone that you sponsor
- steve w - i think we need to take a moment and formulate whwta we're asking the groups. we're concerned about the groups allowing someone to share and celebrate saying they are celebrating 2 years clean on methadone for example. clean versus not clean on drts is where the line gets crossed. I don't think we should rush this conversation. We need to make sure we find the best possible way to make sure that everyone feels as welcome as possible and loved.
- jacinto - deep down personally this is a hard one. I look at it this way there is a lot of people who promote drt, and we have to keep it on principles before personalities. the message is clear cut, and the policy is written down and that's what i go by NA. if you really want it you earn it. you do what we do. you are a member when you say you are. It's the NA way or the highway.
- Steph G - i agree with everything that's been said and i think that this area is dealing with lack of information or misinformation. We need to come up with a way to inform people with a learning day or a way of bringing info back to our groups to make sure that there isn't a lack of unity and making sure that there aren't two different sides. if we have a unified way of handling the situation and coming to a consensus so that everyone is on the same page so that no one hears different things from different people.
- tony - it's a touchy subject. This subject has evolved in na from 20 years ago. All of a sudden there are all these drts that are available to people. this is not the only subject that's going to come up in this fellowship. groups are autonomous, groups can do whatever they want. If a group is going to be a member of na then they have to take

things and start balancing them. I can understand clearly sandy losing someone. I've been around for awhile and lost someone because they couldn't take pain meds. This subject needs to be clearly defined and that the groups understand clearly what they are discussing. We need to understand what the area is saying about it too. Please be very careful as to how you approach this and be sure that the message that you're bringing back to the group is the right message.

### **Meeting Adjourned**

#### **Administrative bodies contact**

- **Chair:** Bill H. 401-248-3337 [williamh110287@gmail.com](mailto:williamh110287@gmail.com)
- **Vice Chair:** Nichole H. [nhennigan1990@gmail.com](mailto:nhennigan1990@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:** PeteR [peteris@cox.net](mailto:peteris@cox.net)
- **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 an distribute all Area mail from the GPA PO box in a timely manner, prior to the GPASC meeting.

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

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

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

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

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

The stated qualifications of general service apply to this position.

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

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



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

**Qualifications of the Area TREASURER:**

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

**Responsibilities of the Area TREASURER:**

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

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

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

**Responsibilities of the ALTERNATE TREASURER:**

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

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

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

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

- Attend each meeting of the Regional Service Committee (RSC) and GPASC.
- If unable to attend an RSC or GPASC meeting it is essential to ask the Alternate RCM to assume said responsibilities.
- Suggested involvement with a Regional Subcommittee to promote the RCM participations with the region.

- In keeping with the Seventh Tradition of N.A., deliver the Area donation to the Region.
- Carry Greater Providence Area Conscience on all matters affecting the GPA or N.A. as a whole.
- Keep the Region informed in a written report of all GPA activities, strengths, and problems.
- Inform the G.P.A. in a written report of all business, activities, all finances and special needs discussed at the R.S.C. meeting.
- Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.
- Distribute informational flyers at the ASC meeting (Distribution thereafter is left to the discretion of the RCM.)

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

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

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

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

- The stated qualifications of general service apply to this position.
- Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]

Bookkeeping and/or accounting skills.

- Ability to organize and keep financial records.
- A Board Member may not hold another area-level financial position.

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

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

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

The stated qualifications of general service apply to this position.

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

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

Attend each meeting of the GPASC.  
If unable to attend the ASC meeting, asks the Alternate GSR, or in the Alternate's absence, another group member to assume the GSR responsibilities.

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

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

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

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

### **Subcommittee Positions: Chairperson**

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

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

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

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

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

- The stated Qualifications of General Service apply to these positions.
- Clean time requirements for subcommittee officers: Activities, H&I, Literature, Phone Line, Policy, PI:  
Chairperson Two (2) years  
Finance: Chairperson Five (5) year's Convention: Chairperson Five (5) years  
Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) years

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

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

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

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

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

- In keeping with the Fifth Tradition of N.A., carry the message to the addict unable to attend regularly scheduled meetings.
- Coordinate and distribute specific H&I commitment to hold meetings at existing facilities and to be keenly aware that all said obligations are fulfilled.

- Research and develop as many new institutional meetings as possible.
- Provide a monthly account to the GPASC of all literature disbursed.
- Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibility.
- Elect an H&I Correctional Facilities Coordinator, accountable to the GPA H&I Subcommittee.
- Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

**Responsibilities of the LITERATURE SUBCOMMITTEE:**

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

**Responsibilities of the PHONE LINE SUBCOMMITTEE:**

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

**Responsibilities of the POLICY SUBCOMMITTEE:**

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

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

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

- Elect a Web Coordinator responsible to the PI Subcommittee.
- Attend GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

All Greater Providence Area Convention Executive Committee positions will be nominated and elected at the GPASC meeting. This is to take place in July prior to the beginning of the Convention cycle.

### **Purpose**

The Convention Subcommittee Executive committee executes the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic and special-subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees that may need extra help. The Executive Committee also makes regular reports to the Area Service Committee sponsoring the convention. The members of the Executive Committee discuss the performance of Subcommittees as well as the convention budget and other matters that affect the convention. The results of these discussions are included in reports at the convention committee meetings.

### **Qualifications of General Service for Convention Subcommittee Officers:**

#### **Clean time requirements for Convention Subcommittee Officers:**

- Chairperson Five (5) years
- Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) year
- Subcommittee Chairs Two (2) years
  - Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
  - Willingness to give the time and resources necessary.
  - Ability to exercise patience and tolerance.
  - Active participation in Narcotics Anonymous.

#### **Qualifications of the GPA Convention Subcommittee CHAIR:**

- Five (5) years continuous clean time.
- Demonstrated stability in the local N.A. community.
- Administrative abilities.

#### **Responsibilities of the GPA Convention Subcommittee CHAIR:**

- Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, & provide help when needed.
- Helps resolve personality conflicts.
- Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.
- Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.
- Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
- Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- Votes only to break a tie.
- Chairs the Convention Committee meeting as well as the convention.
- Gives a monthly detailed report—in person to the body at the GPASC meeting and in writing for inclusion in the Area minutes—to the supporting Area Service Committee. Included in this report: all committee activities and all financial activity.

#### **Qualifications of the GPA Convention Subcommittee VICE CHAIR:**

- Four (4) years continuous clean time.
- In order to serve as a liaison between the subcommittees and hosting community, must demonstrate approachability and familiarity with all committee members.

### **Responsibilities of the GPA Convention Subcommittee VICE CHAIR:**

- Acts as Chair if the Convention Chair is unavailable.
- Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
- Works closely with the Chair to help delegate responsibilities to subcommittee Chairs.
- Makes a report to the hosting service committee on the progress of convention planning.

### **Qualifications of the GPA Convention Subcommittee SECRETARY:**

- Two (2) years continuous clean time.
- Accurate typing ability.
- Demonstrated responsibility that indicates ability to ensure that accurate minutes are distributed to the Convention Committee Members.

### **Responsibilities of the GPA Convention Subcommittee SECRETARY:**

Keeps minutes of each Convention Committee meeting and all subcommittee reports. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting may be attached to the minutes if it will help the committee function. Maintains a list of names, addresses, and phone numbers of committee members for committee use. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence. Mails a copy of the minutes to the Greater Providence Area Service Committee.

### **Qualifications of the GPA Convention Subcommittee TREASURER:**

- Five (5) years continuous clean time.
- Demonstrated stability in the local N.A. community.
- Accounting skills. Service experience with conventions or other large scale Fellowship activities.
- Accessibility to other committee members, especially the Registration Subcommittee.

### **Responsibilities of the GPA Convention Subcommittee TREASURER:**

**A.** Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of the four signatories (Convention Subcommittee Chair, Vice Chair, Secretary, and Treasurer. The cards and account information are filled out at the committee meeting.)

**B.** Works with the Chair and Vice Chair to prepare a budget for the convention that is used for planning fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.

**C.** Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.

**D.** Responsible for all monies—including revenues from registration and banquet tickets: pays all bills; and advises the Chair on cash supply, income flow, and rate of expenditures.

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

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

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