

## 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:

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### GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED    **GSR'S IN ATTENDANCE: 11**

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	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
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	Why R We Here?
The Message of Hope	Why Not Men's Group
NA in the Day	Straight Today *
Never Alone Group	New Life
NA in NA	Opt for Life
New Freedom	

## **ADMINISTRATIVE REPORTS:**

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

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

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

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

discussed in the admin meeting, no in person lit sales, groups have the option to order directly from world if they need literature. trying to get electronic copies of literature for the website.

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

6963.52 closing balance  
 2751.73 outstanding checks  
 3934.00 set aside

expenses  
 230.00 meeting lists  
 10.00 ri permit  
 558.00 insurance  
 798.00 total expenses

-520.21 working balance

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

April RSC is now a Zoom meeting. Please send CAR tally sheets directly to RD/RDA. Regarding check that hasn't cleared - they will pick up the mail before the next region and deposit the check. I will bring this up again to the treasurer at the next RSC because they said they have

already deposited this. I posted links on the email that I sent to the secretary regarding virtual meetings. There was a tutorial done this morning regarding how to run a virtual meeting. Contact Kris R from region regarding virtual meetings if you have any questions.

## **BOD**

A late notice was sent out today for a virtual BOD Meeting to occur just before today's Area Meeting. In attendance was myself, Penny B and Bill H. Our first topic of discussion was the status of GPACNA X. A general summary of the success of the convention was discussed. An understanding of what the ballpark figure might be for the funds to be forwarded to Area. This led to a review of the invoices/payments that need to be processed.

State filings for the Corporation are up-to-date:

Quarterly Sales Excise Tax Filing

2019 Annual Reconciliation

A compilation of the data has been completed for the Federal Corporate Tax Return. Access to the online account needs to be provided to the current Board in order to complete the electronic filing. The original deadline was May 15 th ; however, it is likely to be extended due to the pandemic. At any rate, we should be able to have it completed before our next scheduled.

A motion is being submitted to the Area to change the title of our subcommittee to Board of Trustees vs. Directors to more closely align to our 9 th Tradition which states, "we create an atmosphere of responsibility that serves our fellowship and its primary purpose as well." [It Works How and Why, English, page 192].

Lastly, a nomination is going to be submitted for an individual to fill my position, which is currently being extended beyond the term. Not sure how this is going to be handled considering the situation at hand.

ILS,

Peter

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

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

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

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

Today our subcommittee met virtually from 2:00- 2:30. There were 10 people in attendance- 2 of which were panel leaders and another 2 of those 10 were panel coordinators.

I briefly brought up something that happened last month- 1 of our panel coordinators brought an issue to my attention. We had an addict share at a facility and was breaking one of our DONT'S. I had a conversation with the panel leader about what happened and what we could do differently next time. I also had a respectful conversation with the addict, who ultimately decided he does not want to try and follow that particular DON'T when sharing at an H&I commitment. So he agreed to not do any H&I commitments at this time.

I believe everyone is aware that we are not currently going into any of the 3 facilities due to the health crisis. I attended a Regional H&I and PR Zoom call this morning and after some discussion it was suggested that we reach out to the facilities and send them to NERNA's updated website which has a list of all virtual meetings right now. The purpose of that would be for the facilities to tell discharged patients where to go to find virtual meetings.

During our subcommittee meeting we decided and agreed that PR will start by reaching out and calling the 3 facilities that we go into- Phoenix House, Adcare and Roger Williams Hospital.

We're going to work together with PR to draft an informative letter to the facilities letting them know that we are thinking about this, and we're talking about and brainstorming how we can virtually carry the message into these facilities. We'll ask if first if the facility to be open to this and if they are, explain to them and potentially help or explain to them get set up with a Zoom account. We are unsure right now of how this will work logistically with each facility but this something we will discuss with each of them.

One important thing we're keeping in mind is the difference between a meeting and an H&I commitment and we don't want to confuse the two. Our plan is to reach out to the 3 facilities as soon as possible and then work on hopefully carrying the message virtually. This is definitely a fluid situation that will continue to change, so clear and ongoing communication is going to be really important.

ILS,  
Rachel C

**Phone Line (Open)**

**Policy (Steve W.)**

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

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

**Poll** - *To add "In response to the spread of COVID-19 the Greater Providence Area is working to support the groups moving toward a virtual format. The area asks that all NA groups monitor and respect all state and local directives for the protection of public health. In compliance with those directives, we expect that the majority of our groups will continue to meet online for the time being."* to the website

**IN FAVOR - 19, OPPOSED - 0, ABSTAIN - 1 → PASSED**

**Poll** - *To disable the meeting list (of physical meetings) from the GPA website and link instead to a list of virtual meetings and GPA statement on COVID-19 until state and local bans are lifted*

**IN FAVOR - 21, OPPOSED - 1, ABSTAIN - 2 → PASSED**

## **Motions back to groups**

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

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

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

## **Administrative Motions:**

- **Motion:**  
**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:**

Alternate RCM open  
Finance open

Convention open positions:

See convention minutes above

**New Business:**

### **Open Forum:**

- Austyn - it was being talked about in group chats how groups are taking donations. What do we want to tell groups to do?
- Bill H - that goes straight to world. We don't have an area venmo.
- Paul - we could add the info for them to add the area to make a donation through venmo
- Bill - We have a paypal that we could use for the 7th tradition?
- Paul - yes
- Bill H - moves to make a poll
- **POLL - motion to put paypal payment for groups to make a donation to area, IN FAVOR - 15 , OPPOSED - 2 , ABSTAIN - 2 → PASSED**
- Send Zoom links to the secretary
- Peter - i have a motion i would like to submit.
- Tom - pay system we used in the convention. asking groups to donate using paypal because then groups have to set up a bank account where individuals would be easier than groups.
- Mike - motion that was tabled last month for RCM travel expense was tabled. should it be voted on this month?
- Bill - we are tabling it again until we meet in person or you need the expense
- Roz - just want some clarity on when the groups open it up for when the group opens up the meeting do you want us to go through the area?
- Bill H - as of right now groups are going through their own accounts.
- D'Lanor - SEMA is not paying for individual groups to use zoom. Each group is responsible for getting their own zoom account.
- Peter - submitting motion via email to go back to groups in the minutes re: changing the name of the BOD
- Bill H - with a premium zoom account multiple meetings can occur at the same time.
- Nichole - who is responsible for the zoom account?
- Bill H - I would think the website?
- **POLL - GPA open a Zoom pro account for GPA business, IN FAVOR - 11 , OPPOSED - 1, ABSTAIN - 5 → PASSED**
- William N - you can add licensed users for pro zoom accounts so you don't need to be present and the only point of contact as the host of the meeting
- Victoria M - what does the pro account have?
- D'Lanor - the basic account cuts you off at 40 minutes, the pro does not, the premium has lots of little bells and whistles that aren't available in the basic account. tech soup allows you a discounted yearly zoom rate.
- Peter - we have a tech soup account which would allow us to get the discounted zoom rate
- Mike D - even if you have a regular meeting via zoom you can have this available even when you're having regular in person meetings. its an added benefit

- Nichole - so it sounds like we are all kind of for this, should we give Paul the green light to sign us up for a month? Should we make Paul the point person?
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## 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.