

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

The next meeting will be held on May 24, 2020. Zoom Access Code is 7190367110

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:

-

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED GSR'S IN ATTENDANCE: 14

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.)

It's a pleasure to serve this area. If you're not receiving emails please put your email in the group chat. Working hard for NA. Sat in for HI and PR. Wish everyone the best.

ILS,
Bill H

Vice Chair (Nichole H.)

Secretary (Chelsea B.)

Please put your information in the chat box so that it is saved. Thanks!

Literature Report: (Victoria M.):

Still getting things squared away with Signature Printers. Not all checks from last month have cleared as of yet.

Treasurer's Report: (Rosalind M.)

Greater Providence ASC Treasurer Report

Report Date: 5/17/20
20



Bank Statement Closing

Date: 5/17/2020 Closing Balance: \$6,072.64

Set Aside and Reserve Accounting | Total outstanding debits: \$2,631.73

Activities \$250.00 Total of any unreconciled Deposits: \$0.00
Set Aside:

Insurance \$1,284.00 Set Aside Funds: \$3,634.00
Reserve: 0

Prudent Reserve: \$1,700.00
0

Set Aside \$3,634.00
Total: 0

Beginning Operating Funds: -\$193.09

INCOME

Total Group and individual Literature Purchases: \$0.00

Total Group Donations: \$0.00

Subtotal \$0.00
:

Other Income

Description Amount

0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
Subtotal	\$0.00

Total Income: \$0.00

EXPENSES

Customary Expenses (No motion needed)

Amount

Bank Expense

\$
0.
0
0

IRS Payment **\$0.00**

Literature Adjustment **\$0.00**

Literature provided to Subcommittees (H&I), restock cost **\$0.00**

Literature Restocking (Groups and individuals)	\$0.00
Meeting Lists	\$150.00
Regional Contribution	\$0.00
Regional Insurance	\$0.00
	\$16.04
Rent	\$0.00
WSO Contribution	\$0.00
Anchor lit rack	\$0.00
Subtotal	\$166.04

Working balance available for money motions : -\$359.13 (Does not include any reserves)

Non Customary Expenses (Motion and Vote Required)

Description	Amount	Pass/ Fail
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0	\$0.00	0
0	\$0.00	fail
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0

Total of Money Motions Passed: \$0.00

Remaining -\$359.1

Working Balance: 3

Set \$3,634.

Asides: 00

Final Balance: \$3,274.

87

0

RCM Report: (Mike D.)

NE Region met last weekend. I attended fellowship development on Saturday. They discussed developing guidelines and format for fellowship development workshops for groups having difficulties with Zoom meetings. The next meeting may 2nd and the presentation on May 10th. Will forward info once I receive it. The main meeting was met virtually last Sunday. They have developed a crisis response team for COVID-19 situations affecting the NE Region members and groups. Anyone wishing to participate is more than welcome to. Look at your email for the next meeting. The NESNA meeting conference being scheduled for next year has now picked a theme and logo. About half of the area have virtual h&i areas going on and regional PR is looking into doing virtual PR meetings until restrictions are lifted due to COVID-19. I also mentioned to them about the outstanding check from December and they told me that they could not get the mail after the December RSC for some reason. They were unable to get into the mailbox. They deposited everything from the PO box after the February RSC. It should have cleared by now. They suggested we submit a motion to address it as we see fit. I suggest we contact their treasurer to discuss. The RD team is meeting virtually at the WSC this weekend and next. You can view this virtually via YouTube if you would like.

There were 12 groups who submitted tally sheets to the RD team from the NE region in response to the CAR report. Will ask for a list of who responded to see who from our area sent theirs in. Deadline has been pushed back if groups would still like to send their tally sheets to the RD team.

BOD

Activities Report (Sandy S.) not present

Convention report (Rico W.)

Susan W gave the report.

Ended the last meeting in February with a balance of 18098.01, but since then we have some bills that we need to pay. \$59.00 to PO box and Crowne Plaza \$285.48. \$17753.53 balance after that.

We were planning on meeting in March when everything got shut down. We need to let everything clear and we will discuss possible recommendations for chair and things like that. We have some business to complete. We would possibly use this Zoom. We will keep you posted with the date and time.

PeteR - were able to export two reports from the tablets after resetting the Square accounts.

Finance Report: (Open)

H&I: (Rachel P.)

Our subcommittee met today from 1:30- 2:15 pm via Zoom with approximately 10 people in attendance. Since we met last month, I have been communicating with our PR chair Steph and both of us have separately reached out to all 3 facilities we hold commitments in. Multiple messages were left for Phoenix House, Adcare and Roger Williams. As of right now, no one has gotten back to us from Roger Williams Hospital or from Phoenix House. And as Steph just mentioned, she will be reaching out to the ACI this week.

This past Friday it was brought to my attention that Adcare has a new contact, who I spoke with and had a conversation about holding H&I commitments via Zoom. They are eager for this happen and we agreed to continue to hold them every Wednesday and Saturday night from 7-8:00 pm. This was discussed with the members who attended the subcommittee today, and everyone is willing and able to be of service. It was agreed upon that I will be the "Host" of every commitment we hold right now. Meaning I will use our Area's Zoom account, log in and then allow the panel leaders and speakers to conduct the commitment as they normally would. We believe this is the easiest way to run this process.

Our first commitment will be this upcoming Wednesday April 29th from 7:00- 8:00 pm. We also want to allow any groups interested in being a part of this opportunity to do so. As of right now we're asking any group or group members to reach out to me and/or Liz C- the panel coordinator for Adcare asking us what the availability to do a commitment is right now. These Zoom commitments will be conducted as they would in person, with vetted NA speakers and abiding by all H&I Do's and Don'ts. If you anyone has any questions, concerns or is interested in getting involved with Zoom commitments, I encourage you to reach out to me or any member of our subcommittee.

ILS,
Rachel C

Policy (Steve W.)

no report

Public Relations Report (Steph G.)

The PR subcommittee met virtually at 2:15 on 4/26 with good attendance, we opened with the serenity prayer.

We opened with a brief agenda of what is to come and what we have been doing.

Topics Discussed:

- Reaching out to the ACI to send a letter to be printed out for inmates upon release so they know where to find NA meetings online at this time.
- The region is putting together a Public Service Announcement, so we have put together a list of news channels to reach out to upon that being finished so we can get our message out to the public of where to be found during COVID-19 pandemic.
- PR week: Pr week is the first week of June. It is a week the NA program has dedicated to bringing awareness to Public Relations, "We all are PR". We have decided as a subcommittee to put together a PR workshop via zoom bridging the gap between PR and the groups. We suggest GSR's attend so please look for the upcoming flyer and tell your groups! We put together ideas and will be meeting in a week or so to discuss more and put finishing touches on the presentation. We will have a final date and will attach the date and a flyer for the workshop with the minutes. If you would like to be involved please feel free to email me at gpanapublicrelations@gmail.com.
- Region PR: Region is putting together PR Training presentation for new subcommittees as well as a PR training presentation on public speaking which our subcommittee is planning on utilizing in the area when they are finished.
- We then went over the beginning portion of the PR Basics which we will continue to do at the end of each meeting going forward.

We closed with a moment of silence followed by the serenity prayer.

In Loving Service,
Steph G.
GPANA PR Subcommittee Chair
gpanapublicrelations@gmail.com

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

43 zoom meetings in our area every week. Our average visits are 5000 per month. Last year 3000 per month, and in January 4000. Separate list of zoom meetings, which we did. We have switched to a meeting list to share with the region. Only meetings on the lists are zoom meetings. All the meetings are still there, they just aren't published. We did do a thing with paypal so groups can donate, it is on the website. We are going to be bringing up other forums we might use for donations. Thank you to Johnny Wheels for all of his help.

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 Chair open

BOD open - PeteR nominates James M. Accepted and qualified. Elected.

Convention open positions:

Alternate Treasurer

Secretary

New Business:

Make motions by typing in the chat box and seconding it.

PeteR - we did receive a discount on this year's insurance.

Paypal: we did start a paypal account. We only currently only offer paypal. We cannot use Venmo as a nonprofit. We already have Zelle. We will do more research on what the fees will be with other services. There is a 2% fee with paypal. We have BofA which does not charge for Zelle transactions. We need to do more research to check if Zelle will work with a business account, and into all platforms before we use them. We will also accept checks mailed to PO Box 72792, Providence RI 02907. If the groups want more options please let us know.

All subcommittees will have access to the Area Zoom account. We will create a schedule to make sure we are sharing the time with each subcommittee. Convention committee meets third sunday, H&I will be using wednesday and saturday for commitments. Overlapping times is possible, but probably not necessary if we schedule properly.

Open Forum:

- Mike- remind everyone that FD will be working on guidelines for Online meetings. especially policy or website might want to get involved.
- greg- even though im not a GSR am i allowed to question nominees for positions?
- billy- you have a voice the entire time, you just are not allowed to vote. great question.
- PeteR- with me stepping down as a member of the BOD, i would like to thank the area for trusting me. i will still be around for the transition. i have things that belong to the area i will coordinate with the BOD members. i still have the BOD meetings scheduled just not on the areas account, but its usually the same time as other subcommittees so maybe its not feasible.
- bill- send a group chat to members and we can figure out a different time or day.
- peteR- isn't there an ability to create seperate rooms in a zoom meeting.
- Bill- there is and it is complicated. i haven't been able to grasp that. if anyone knows someone who knows how to do it and can explain it i will take that advice.
- PeteR the next scheduled meeting of the BOD is the fourth sunday of may at 2pm.
- Darielle- i have been in a virtual convention that tried to split into breakout rooms. it turns out you cant select where people go, they just randomly were assigned a room. so it might not work for our purpose.
- Carrie- D'Lanor and Chris from region are both fabulous at Zoom. They ran region this past month and it went very smoothly.
- Bill- D'Lanor ran our meeting last month, I have both of their contact info. I will reach out.
- PeteR- Motion to close

Meeting Adjourned

Administrative bodies contact

- **Chair: Bill H. 401-248-3337 williamh110287@gmail.com**
- **Vice Chair: Nichole H. nhennigan1990@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 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.