

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

**The next meeting will be held on July 26th on Zoom**

### **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: 16**

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

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	Little Rhody

**ADMINISTRATIVE REPORTS:**

**Chair (Bill H.)**

Good Evening Gpana,

Thank you for joining us on zoom again this month and being present for our area service committee. I know everyone is chomping at the bit to be able to be in an in person meeting. We just want to reiterate that as an area we are following the governor of our states' guidelines for Covid and social distancing so it's still a lot easier to still meet on Zoom. As of today we are under the impression that the governor will be moving us into phase three hopefully in the next week. As an area we have our policy chair and policy vice chair going to look it over once it is released and try to give our groups the best little outline for us going forward if we do start in person meetings. As an area we want you to be aware though that the 150 person limit is still only outdoors and we will still need to wear masks, Social distance and stay 6ft away. Depending on what her occupancy restrictions are, whether it be 50 percent or 60, make sure you're in contact with the landlord of the facility you are meeting at to find out what the occupancy is for the room you're renting and try to be aware all chairs should be six ft apart. So as of now Area Service will still be meeting via zoom going forward until we speak with our landlord of the church. If you have any concerns or questions please reach out to us. As for business this past month I want to give a huge shout out to our PR sub-committee for putting on a PR presentation for our groups and not doing just one but 2 presentations via zoom. It was very informative for even the few of us who have been involved with service and have been working traditions and concepts. My one concern was this was for our area and our groups and the members and there was little attendance in which during these times this is a perfect opportunity to learn and take the time to sit in for an hour and learn about what our sub-committee has to offer us. If you are a GSR and missed out on this presentation and would like it to be presented to you or help proctoring these questions please reach out to the PR sub Committee. Also in other news H & I is crushing it and they had elections for panel leaders and have filled all spots for Adcare. Last but not least Me ,Roz and Gail went to the bank and changed the signers of the bank to the three of Us and are working with Roz to try and make this transition with Paypal and the account as smooth as possible going forward.

In loving service,  
William H.

**Vice Chair (Nichole H.)**

not present

**Secretary (Chelsea B.)**

Thank you to everyone for submitting your reports last month on the day of area. Please continue to help us out with that, it would be greatly appreciated!

ILS,

Chelsea

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

I spoke with Signature Printing about the discrepancy and they have given us a final clear balance. We are going to see if we can lower that because they printed things we did not order. I am going to email them. I will also reach out to the committee to see if we want to do a curbside pickup in the coming months when groups start to reopen. That is just an idea for the future and what if's.

ILS,

Victoria

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

**Greater Providence ASC Treasurer Report**

Report Date: 7/26/2020

Bank Statement Closing Date: <u>7/26/2020</u>	Closing Balance: <u>\$12,292.31</u>
Set Aside and Reserve Accounting	Total outstanding debits: <u>\$2,631.73</u>
Activities Set Aside: <u>\$250.00</u>	Total of any unreconciled Deposits: <u>\$0.00</u>
Insurance Reserve: <u>\$1,284.00</u>	Set Aside Funds: <u>\$3,634.00</u>
Prudent Reserve: <u>\$1,700.00</u>	
Set Aside Total: <u>\$3,634.00</u>	
<b>Beginning Operating Funds: \$6,026.58</b>	

**INCOME**

Total Group and individual Literature Purchases: \$0.00  
 Total Group Donations: \$0.00  
 Subtotal: \$300.99

Other Income	
Description	Amount
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
Subtotal \$0.00	

**Total Income: \$300.99**

**EXPENSES**

**Customary Expenses (No motion needed)**

	Amount
Bank Expense	\$0.00
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	\$20.00
WSO Contribution	\$0.00
lit rack	\$20.80
<b>Subtotal</b>	<b>\$206.84</b>

The literature amount is an estimate during the ASC meeting based on what is sold. Any amount spent over or under that amount will be put in the Literature adjustment line when the actual amount is known. This is obtained from the literature committee when they purchase and will be sent in the minutes.

**Working balance available for money motions: \$6,120.73** (Does not include any reserves)

**Non Customary Expenses (Motion and Vote Required)**

Description	Amount	Pass/ Fail
0	\$0.00	0
#REF!	\$427.00	pass
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
0	\$0.00	0
0	\$0.00	0

Total of Money Motions Passed: \$427.00  
 remaining Working Balance: \$5,693.73  
 Set Asides: \$3,634.00

**Final Balance: \$9,327.73**

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

I attended the June regional meeting virtually on the 14th and the RD team is having the second WSC virtual the first weekend of August at which time they are going to be disseminating some of the CAR motions. The rest will be voted on at a later session. That may be the last weekend in August. The fellowship development committee has restructured the hosting schedule since Pioneer Valley is no longer an area. August may be the first live region since February. There will still be two dates that the RCM will have to stay over and two dates that will be over 60 miles away. If anyone has any questions, let me know. There is a lot of information released by the region about groups considering reopening that is available on the main page of the regional website.

## **BOD**

All members present except Penny

- Welcomed new member James M.
- Sully D. voted in as new president
- Convention committee square equipment and treasurer's laptop purchased for a total purchase amount of \$1,663.77. Final convention figures are:

The final balance after all expenses was \$17,744.53 - \$9,500.00 (seed money) - \$630.00 (pre-registration money) - \$1,663.77 (equipment purchase) = \$5,950.76 excess funds that was deposited into the area checking and has cleared and is available to the area.

- Carrie performed an audit of the Convention Committee finances and the results were sent to the area chair. She made some minor error corrections but everything looks good and it passed the audit. It is a very detailed report so I will break it down and update the groups at the next area meeting. If any group or member would like a copy they can contact the area chair or myself.
- We have been discussing at the executive meetings the need for gpana.org email addresses for all committees and members that need an email address to conduct gpana business. We will be submitting a motion today that policy be developed to provide guidance and procedures concerning area email accounts.
- We ask that Area develop some guidance for the groups concerning the reopening of meetings.
- All BOD business (i.e. taxes, licenses, insurance, federal & state filings etc.) are current to date. The SOS Annual Report is due and I need a check for \$20 for that.

ILS

Gail

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

We had our first virtual speaker jam on June 20th, with roughly 40 people total in attendance.

We are planning on meeting virtually next Sunday, July 5th @ 4pm on zoom using our code.

We intend to use the same flyer as last month (attached) with updated dates and times for a speaker jam in lieu of the picnic we had originally had set for July 18th. We will be in contact again once we have met, and are working to make sure the information is on the area website.

The committee can use support, so anyone interested in getting involved is urged to do so.

The Zoom ID is 2074002164  
Password 0000

### **Convention report (Susan)**

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

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

H&I Subcommittee Report 6/28:

Our subcommittee met today from 1:30- 2:15 pm with 7 people in attendance. We are still only doing virtual commitments for 1 facility- Adcare. This month there was 1 unfilled commitment. The panel leader was busy that night, as were the 4 other people that I asked to fill in. So unfortunately we were not able to fulfill that commitment, but we did let them know 3 hours ahead of time. There was also 1 week that Adcare did not show up on Zoom for the commitment, I reached out to them right away and they apologized and said they were having some technical difficulties on their end that night.

Today, we held elections for all panel leader positions. I am happy to report that all 8 of them have been filled, so as of right now we do not have any open panel leader positions. We're still allowing and encouraging homegroups to sign up for commitments and the best way to do that is to reach out to me and/or Liz C, our Vice Chair.

I will mention that all of our newly elected panel leaders were previously just in that position, so it's great that this group of addicts continue to be interested in being of service, but it is also my hope that H&I will see some new faces who want to get involved and hopefully become panel leaders in the future. If anyone wants to get involved, there are opportunities to do so, reach out to me afterward.

ILS,  
Rachel C, Chair

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

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

no report

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

I apologize for my absence as I am just getting back to work and I could not get the day off, the vice-chair held the subcommittee meeting today.

We put together a list of supplies as the Chair requested that the PR subcommittee would need to function at full capacity for the upcoming terms and we are submitting 5 motions for those supplies as well.

#### **Topics Discussed:**

Supplies that are necessary for the PR subcommittee:

Tablecloth: A member of Minnesota sells tablecloths for \$150.

Laptop: Lenovo Ideapad s340 Amazon \$447 (it is the same one all subcommittees are purchasing from a previous motion)

Literature Rack: NAWS.org \$20.80

Tote: Target \$59.99

Sign Holders Vertical: Staples  $\$7.20 \times 2 = \$14.40$

Sign Holders Horizontal: Staples  $\$4.32 \times 2 = \$8.64$

Total Costs: Approximately \$700.83 before tax

The Subcommittee took the rest of the time to write the motions for these items.

In Loving Service,  
Steph G.

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

In May 4,900 hits on the website, down from April. 680 new visits last month. 41 meetings online, down from 47 due to closures.

## Motions back to groups

- **Motion: 20200524-01**

**Date:** 05/24/2020

**Maker:** Edgewood NA

**Seconded by:** Susan W.

**Motion:** To abolish the Finance Committee

**Intent:** The Finance Committee is no longer useful as the BOD has assumed all the financial responsibilities once held by this committee

**Count:** Yes: No: Abstain:

Area has not had a finance committee for 4 years and that position continues to be unfilled. The Greater Providence Area Board of Directors is a 5 person board made of NA members with a minimum of 5 years clean time that serve a 3 year term on the board. Their responsibilities are filing state and federal taxes, coordinating with the Secretary of States Office on corporate matters, performing financial audits of the Greater Providence Area Treasurer and Convention Treasurer, representing the Area in financial, legal and contractual matters. So all of the responsibilities of the Finance Committee have already been the responsibility of the Board of Directors.

- **Motion:**

**Date:**

**Maker:**

**Seconded By:**

**Motion:**

**Intent:**

**Count:** Yes: No: Abstain:

## Administrative Motions:

- **Motion:** 20200628-01

**Date:** 6/28/2020

**Maker:** Steph G

**Seconded By:** James S

**Motion:** The PR Subcommittee would like to purchase a Lenovo Ideapad s340 for \$427 from Amazon. This is the laptop that the rest of the area subcommittees have ordered.

**Intent:** Currently PR does not have a laptop for subcommittee which is needed for the following duties:

- 1) giving presentations to facilities and GPANA groups
- 2) developing trainings
- 3) develop service materials: flyers, service motions and reports
- 4) maintaining communications with facilities and requests from gpana.com web box



The subcommittee feels that ownership of a laptop should not be a deciding factor in leadership on the PR subcommittee and that the area should supply the resources so that our trusted servants can effectively communicate with the public.

Count: Yes: 14 No: 0 Abstain: 2

- **Motion:** 20200628-02

**Date:** 6/28/2020

**Maker:** Steph G

**Seconded By:** James S

**Motion:** The PR Subcommittee would like to purchase a literature rack from NAWS.org for \$20.80.

**Intent:** To display and present literature at presentation and tabling events for public relations.

Count: Yes: 11 No: 1 Abstain: 2

### **Old Business:**

Alternate RCM open

Finance open

#### Convention open positions:

Convention chair open, Susan W nominated, voted in

Convention vice chair open, Joe C nominated, declined

Convention treasurer open, Marissa J nominated, declined

Convention secretary open, Darielle nominated, declined

### **New Business:**

#### **Open Forum:**

- **when you send a donation through paypal please include your group name in the notes section**
- The body has decided to replenish the laptop that policy passed on to the Treasurer.
- Gail - As a body we all have to participate and put in motions to shape policy. If we look at our policy now there isn't much there. Do we have in policy right now that this money has to go to NE region at a specific time? No. We can keep this money for 3 months if we have to. let's take our time. Let's get what we need here at area first.
- billy H - With this money coming in we all want the same thing we all want to give to our area first what i'm trying to do is make this even until it is written in policy that we don't

have to. we are all butting heads on this three quote thing, but make a motion to make it policy if its not clear. we have to remember that this is a new policy because we want to make this policy better. speak up. make a motion, let's get it into policy.

- Joe C - when we asked for input and recommendations about policy for three months. we also had a committee that spent an excess of funds that didn't put a motion in for it. we all want the same thing and just have a different idea of a way of having it happen. i think there should be a cap of maybe \$200 and three different bids or why this one is the one that you want.
- Mike D - from time to time we run across situations where we end up butting heads with one another. the thing that we always fight over the most is money. it will probnably always be this way. some of us think there is always something better to spend it on. I think we should have a regular area inventory. including how we spend our money and the services we provide to our groups. Sometimes we ask them to give three different bids sometimes we don't. it's our fault for not being consistent with that. if it needs to be in policy then that's the reason that we add it to it.

### **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:** Gail L [gaillandi@yahoo.com](mailto:gaillandi@yahoo.com)
- **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:** Susan W. 401-438-2375
- **Convention Vice Chair:** Open
- **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. [gpanapublicrelations@gmail.com](mailto:gpanapublicrelations@gmail.com) 401-422-5877**

# Addendum

## **Greater Providence Area Service Committee (GPASC) Administrative Positions:**

- Chairperson Vice Chairperson Secretary
- Alternate Secretary Treasurer
- Alternate Treasurer
- Regional Committee Member (RCM) Alternate RCM
- Board of Directors

## **Qualifications of General Service:**

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

- Willingness and a desire to serve.
- A level of recovery that reflects their ability to apply the 12 steps to their personal lives and the twelve traditions to their personal interactions with other.
- The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- The suggested clean time requirement as established for the individual office.
  - Chairperson Four (4) years
  - Vice Chairperson Three (3) years Secretary One (1) year
  - Alternate Secretary Six (6) months Treasurer Three (3) years Alternate Treasurer Two (2) years RCM Three (3) years
  - Alternate RCM Two (2) years BOD Five (5) years
- Prior service experience on a group level and working knowledge of the elected office.

## **Qualifications of the Area CHAIRPERSON:**

- The stated qualifications of general service apply to this position.
- Four (4) years continuous abstinence from all drugs.
- Prior service experience as Area Service Committee (ASC) officer, subcommittee CHAIR, or GSR
- The ability to conduct an ASC meeting with a firm yet understanding hand.
- Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- Tolerance and objectivity with those who are unable to see beyond the needs of their groups.
- Working knowledge of the Greater Providence Area (GPS) Guidelines and the N.A. 12 Traditions.

## **Responsibilities of the Area CHAIRPERSON:**

- Preside over the GPASC meetings and remain throughout.
- Set the ASC agenda prior to the ASC meeting. C. Preside over the Area Administrative Committee Meeting.
- Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines.
- Maintain the GPASC archives.
- Conduct orientation including distribution of the Greater Providence Area GSR Introduction Booklet prior to the start of the ASC meeting.
- Is available to the GSRs as a resource of information pertaining the ASC meeting.
- In the absence of an Administrative Officer (Treasurer, Vice Chair, Secretary, etc.) fulfill or delegate the responsibilities of said office.
- Fulfill all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.
- Compile reports and files from the GPA Vice Chair, Treasurer, and Secretary.
- Must be a signer of the GPASC bank account. L. Does not vote at the GPASC meeting.

## **Qualifications of the Area VICE CHAIRPERSON:**

- The stated qualifications of general service apply to this position.
- Three (3) years continuous abstinence from all drugs.
- The ability to conduct an ASC meeting with a firm yet understanding hand.
- Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- Tolerance and objectivity with those who are unable to see beyond the needs of their group.
- Working knowledge of the GPA Guidelines and the N.A. 12 Traditions.

#### **Responsibilities of the Area VICE CHAIRPERSON:**

- Is a member of the Area Executive Committee, which meets prior to the GPASC meeting.
- In the absence of the Area Chair; preside over the Area Executive Committee; formulate the ASC agenda prior to the ASC meeting; and preside over said meeting, remaining throughout.
- In the absence of the Area Chair, fulfill or delegate the responsibility of any Administrative Officer (i.e. Area Treasurer, Secretary, or Subcommittee Chair).
  - In the absence of the Area Chair, conduct the GSR orientation including distribution of Greater Providence Area GSR Introduction Booklet, prior to the start of the ASC meeting.
  - Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines, and fulfill all other reasonable responsibilities that the ASC Chair may deem necessary.
  - Develop personal knowledge of the inner workings of all ASSC Subcommittees. Act as a resource, and help to maintain the structure, and integrity of all ASC Subcommittees, without being a voting member of those committees.
  - In the absence of the Subcommittee Chair fulfill or delegate the responsibility of said office from within that committee. [When applicable.]
  - Maintain a line of direct communication between ASC Subcommittees and the ASC Chairperson.
  - Assist the Area Chair in conducting the GPASC meeting. Conduct the review and confirmation of Area Subcommittee reports during the ASC meeting and distribute to the Area Secretary at the end of the ASC meeting.
  - In the absence of the Area Chair fulfill or delegate all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.
  - May be a signer of the GPASC bank account. L. In the absence of the Area Treasurer, pick up and distribute all Area mail from the GPA PO box in a timely manner, prior to the GPASC meeting.

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

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

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

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

- May vote on administrative motions only.
- Care for and maintain the laptop provided for the Area Secretary position.
- Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these available at the ASC meeting.

**Qualifications of the ALTERNATE Area SECRETARY**

The stated qualifications of general service apply to this position.

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

**Responsibilities of the ALTERNATE SECRETARY:**

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

**Qualifications of the Area TREASURER:**

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

**Responsibilities of the Area TREASURER:**

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

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

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

**Responsibilities of the ALTERNATE TREASURER:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Attend each meeting of the GPASC.

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

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

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

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

### **Subcommittee Positions: Chairperson**

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

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

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

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

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

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

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

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

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

- Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.
- Assist the Area Treasurer in compiling quarterly balance sheets, profit and loss statements.

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

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

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

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

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

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

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

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

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



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

- Uphold the integrity of the Eleventh Tradition of N.A.
- Maintain: Distribution and sales of meeting lists to rehabilitation centers as well as the general public. Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.
- Arrange all public information speaker commitments.
- Conduct a minimum of one public information workshop per year.
- Meet one hour prior to the GPASC meeting as often as the subcommittee deems necessary to fulfill its responsibilities.
- Elect a Web Coordinator responsible to the PI Subcommittee.
- Attend GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

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

### **Purpose**

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

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

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

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

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

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

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

- Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, & provide help when needed.
- Helps resolve personality conflicts.
- Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.
- Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.
- Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.

- Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- Votes only to break a tie.
- Chairs the Convention Committee meeting as well as the convention.
- Gives a monthly detailed report—in person to the body at the GPASC meeting and in writing for inclusion in the Area minutes—to the supporting Area Service Committee. Included in this report: all committee activities and all financial activity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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