

## 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 - hybrid, bring your own chair	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? - hybrid
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 - new location starting september 14th	Hope not Dope - in person
	Warehouse Meeting - in person

### **ADMINISTRATIVE REPORTS:**

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

Not much to report, hearing a lot about new meetings and trying to meet in person. We have been doing a great job keeping the website up to date. please follow the guidelines as closely as possible.

ILS,  
Bill

#### **Vice Chair (Open)**

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

Good afternoon,

I apologize for my absence. It is my nephew's birthday today. I do intend to be here before the meeting ends.

It was brought to my attention that the current motion form available on the website has portions that were not able to be edited. I created a new form that is able to be fully filled out and sent back to the body and made it available to Paul to update on the website. If anyone has any feedback on the new form please let me know.

At this time I would like to step down from my position as Area Secretary. There is another open position at the area that I feel I would be qualified to fill, and Mollie is more than capable of filling the secretary role until she steps up or the position is filled. Thank you all for allowing me to serve as your secretary for all this time.

In loving service,  
Chelsea

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

Hi my name is Victoria and I'm an addict.

We discussed in the 12:00 meeting how literature will be handled moving forward, as a couple of groups have asked. Right now it doesn't seem practical to hold literature sales\*. However, we will continue to work on how to best execute the sales when they do happen. The other administrative members offered many helpful suggestions and over this month I will come up with a concrete plan of how it will be handled, regardless of when.

I would like to ask by a show of hands at the ASC meeting, to get a better idea of the area's needs: GSRs, which groups are meeting in person and want literature sales to start? Groups can send an email to [literature@gpana.org](mailto:literature@gpana.org) with any questions or suggestions.  
*(only one group raised their hand)*

Until then we advise groups to continue to purchase literature at the world website:

<https://cart-us.na.org/>

A member also informed me that a region in New York also sells NA literature. I am unaware of how the costs compare but here is the link for members who would like to take a look:

<https://newyorkna.org/products/>

\*Some reasons: do the benefits outweigh the cost? With a limited number of groups, we may not qualify for the shipping discount. We will also be paying \$150.00 to cover rent and the cleaning fee should we have sales at Beneficent Church.

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

**Greater Providence ASC Treasurer Report**

Report Date: 8/23/2020

Bank Statement Closing Date: <u>8/23/2020</u>	Closing Balance: <u>\$11,951.52</u>
Set Aside and Reserve Accounting	Total outstanding debits: <u>\$2,652.53</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>	

**Beginning Operating Funds: \$5,664.99**

**INCOME**

Total Group and individual Literature Purchases:	<u>\$0.00</u>
Total Group Donations:	<u>\$706.37</u>
Subtotal:	<u>\$706.37</u>

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

**Total Income: \$706.37**

**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	\$0.00
Regional Contribution	\$0.00
Regional Insurance	\$0.00
	\$16.04
Rent	\$0.00
WSO Contribution	\$0.00
0	\$0.00
Subtotal	\$16.04

The literature amount is an estimate during the ASC meeting based on what is sold. Any amounts 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: \$6,355.32** (Does not include any reserves)

Non Customary Expenses (Motion and Vote Required)		
Description	Amount	Pass/ Fail
0	\$0.00	0
#REF!	\$449.39	pass
H&I laptop	\$449.99	pass
Reimbursement Rachel	\$48.12	pass
NER Donation	\$1,801.95	pass
PT Signs Tablecloth & Bag	\$221.51	pass
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
0	\$0.00	0
Total of Money Motions Passed:	\$2,970.96	
Remaining Working Balance:	\$3,384.36	
Set Asides:	\$3,634.00	
<b>Final Balance:</b>	<b>\$7,018.36</b>	

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

The check from the December region was informed by the treasurer that they were unable to find it, but was found today (check 2888). I recommended that they write a new check and void previous check. Second, the NERC which was scheduled for the Seaport facility in Falmouth next march has been canceled and rescheduled for 2023 since they don't believe that covid will permit them to have a large event in time for the scheduled event that they were going to have next march . more will be revealed. They are going to disband the convention committee and reform when they are ready to start planning the 2023 event. The rd team conducted the business of NA, had done 12 of the CAR and CAP motions and other business that they were able to do. I found out that the conference has ended for this year and the rest of the motions will be discussed at the next conference cycle. I do have some pdfs of the WSC events and motions discussed and how our RD team voted for the region if any members are interested in seeing them. I suggest that we create covid response fund and establish this before the next regional service meeting.

### **BOD**

no report

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

no report

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

no report

### **H&I (Rachel C.)**

Our subcommittee met today via Zoom from 1:30- 2:15 pm. There was only 1 panel-leader plus myself until the chair of PR joined us. Last month, the vice-chair and I both attended Region via Zoom, with nothing new to report from that meeting. In the past month, there were 2 missed commitments, 1 due to a miscommunication between a panel leader and our speakers, and the other was unfortunately because a group canceled very last minute. Both times I reached out to Adcare to apologize and let them know that we would not be able to fulfill the commitment.

Today we spent our time discussing this year's learning day that H&I will put on with the help from our PR subcommittee. We have decided it will be a virtual learning day via Zoom. We have agreed on Thursday, November 12th from 7- 8:00 ish pm, more details to come. H&I and PR will be getting together to brainstorm ideas and begin planning for the learning day sometime in the next few weeks. We'd like to encourage everyone who has ideas or is interested in participating in the upcoming learning day to reach out to either myself or Steph G, the chair of PR.

ILS,

Rachel C

**Policy (Steve W.)**

no report

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

The PR Subcommittee met on August 22nd with good attendance. We opened with the serenity and service prayer.

Topics Discussed:

The PR subcommittee reached out to the state representative that is sponsoring the bill for 12 step fellowships to be deemed essential in future state of emergencies. We are in correspondence and have given some information on the Narcotics Anonymous program.

We will be meeting the next area to go over the presentation that we give in-person to get familiar so we are ready as a subcommittee to present to the public in the future.

H&I and PR will be putting on a learning day, the tentative date is Thursday, November 12th at 7 pm and we will be meeting in the next few weeks to discuss logistics of the learning day. We bounced some ideas around in PR that I will be bringing to the meeting.

Rally4Recovery will be having a rally in person in September and a virtual platform, I have not heard back from the contact person on some questions of pricing and logistics of this event, however we did put in a motion to have the authorization to spend up to \$250 of our set aside as we have in the past on this event if this area would like us to be a part of it this year.

We also briefly discussed looking at the meeting lists more frequently as they are continuing to be updated with hybrid, in-person, and virtual meetings to make sure they are as accurate as possible going forward.

We closed with the Serenity Prayer.

In Loving Service,  
Steph G.

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

If you are involved with a meeting in person or hybrid, please let me know so that I can put that information on the website. Thank you.

## 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:** 20200823-01  
**Date:** 8/23/20  
**Maker:** Rachel C  
**Seconded By:** Billy H  
**Motion:** To have H&I Zoom account monthly free of \$16.04 be a standard customary expense going forward that does not need to get voted on.  
**Intent:** To not continue to charge the Chair's personal checking account  
**Count:** Yes: 17 No: 0 Abstain: 1
- **Motion:** 20200823-02

**Date: 8/23/20**

**Maker: Rachel C**

**Seconded By: Billy H**

**Motion: To approve the purchase of a laptop for our H&I Subcommittee. The cheapest laptop on Amazon as of 8/18 is \$419.99 + \$29.40 tax = a grand total of \$449.39 and if I find a cheaper laptop before, I will purchase that or give any leftover funds back to Area.**

**Intent: To be more organized and efficient as a subcommittee**

**Count: Yes: 17 No: 0 Abstain: 0**

- **Motion: 20200823-03**

**Date: 8/23/20**

**Maker: Rachel C**

**Seconded By: Billy H**

**Motion: To get reimbursed for the first 3 months of Zoom charges. \$16.04 per month, bringing the total to \$48.12**

**Intent: To have all of our subcommittee expenses paid**

**Count: Yes: 17 No: 0 Abstain: 0**

- **Motion: 20200823-04**

**Date: 8/23/20**

**Maker: Steph G**

**Seconded By: PR Subcommittee**

**Motion: To be authorized to spend the \$250 in our set aside to participate in the Rally4Recovery as we have in the past.**

**Intent: To spread the Narcotics Anonymous message to the public and to reach the still suffering addict.**

**Count: Yes: 13 No: 1 Abstain: 1**

- **Motion: 20200823-05**

**Date: 8/23/20**

**Maker: Steph G**

**Seconded By: Joe C**

**Motion: To contribute half of our working balance funds, at the close of business today, to Region and to keep the other half in GPANA account for the time being until our area is taken care of with COVID relief related expenses.**

**Intent: To be able to offer financial COVID relief to groups for unexpected expenses in the months coming up as we transition back into in-person/hybrid meetings.**

**Count: Yes: 12 No: 2 Abstain: 1**

### **Old Business:**

Alternate Treasurer open, Ambur F nominated, voted in  
Alternate RCM open



### Convention open positions:

Convention Vice Chair  
Convention Treasurer  
Convention Secretary

### **New Business:**

Vice Chair open, Chelsea B nominated, voted in  
Secretary open

Joe C - Roz, Literature put in a motion for a laptop, and policy had a laptop in the box and gave it to literature. Did the money for a policy laptop ever get set aside?

Roz - no, that money never got set aside

Steve W - it was decided that every subcommittee should have their own laptop. Take the amount we would spend on a laptop and set it aside for a policy laptop.

Bill H - I will have Rachel order two laptops, one for policy and one for H&I  
oz \$898.

### **Open Forum:**

- Joe C - the discussion that peter brought up about keeping track of the laptops i think is a must. I think we need an area inventory. I definitely think that we should be keeping track of these so that there is accountability.
- Carrie - there is a spreadsheet in the storage facility and gail has the key and the inventory sheet.
- Joe C - i thought that was already in the works so that's good
- Mike D - i was under the imp[ression that the BOD oversees the equipment assigned to the convention i didn't think they were overseeing the equipment assigned to the area as well. Is there somewhere it states in policy that it says that?
- Joe - the convention is part of the area. Why would we duplicate our efforts? having one body handle it
- Steve - the BOD was always the BOD of the greater providence area. they have always been the site of financial responsibility of the GPA. Internally we may have functioned differently, but they oversee the whole GPA.
- Mike - is there somewhere in our policy that states that they oversee the equipment of the GPA?
- Susan - i don't think there is. It might be something that would be a good idea to add it. It wasn't a part of that when the BOD started. As we have come along and it has evolved and all the work we have done, i don't remember that being put in any of the guidelines. Something to think about
- Bill H - multiple times we've had this conversation. Make a motion to add this policy if you would like it in there. As members of this body we are responsible to make the policy better and not so open ended.

- Steve - much of what the new policy is just what was written in the old policy carried over. We didn't innovate anything great. there are a lot of holes in it. It says that the BOD are responsible for filing the tax returns and finding misappropriations and that would include NA property. We should probably include something that they also oversee NA property when not in use as well.
- Carrie - I just wanted to say that the next task that Gail and I are looking at is looking through the guidelines and policies that the BOD is using and update and streamline them. I apologize that we have not gotten started. Once we get them a little more current we will work with policy, get them to everybody and make them more transparent.
- Mike - I was just going to say that since the BOD is the overseer of the property of the equipment that at the next BOD meeting that they discuss this to have something made up in writing so we know the specific point of accountability.
- Carrie - I would be happy to take action, but we are not ready to rewrite everything yet. But we can discuss and report to the body on the status.
- Joe C - I'm looking at the policy and it does say that the BOD does coordinate storage and maintenance of GPANA legal documents and it could be easily changed to include assets.
- Bill H - because you are amending the policy it would have to go out to groups
- Christine M - do you have insurance on the laptops? I know a lot of times when people are given laptops that they have to sign a contract for use. Just throwing ideas out.
- Bill H - I think that's a great idea.
- Rosalind - For the Rally4Recovery we paid \$350. Chelsea bought 2 last October, Steph bought one in June, then two more with H&I and Policy.
- Steph G - i know that in the past the BOD had talked about there was a sign in and sign out sheet in storage. Maybe chairs should sign out laptops when they are voted in. We are trusted servants so maybe not signing contracts, but just signing out the laptop when you are voted in as chair then signing it back in when you give up the position.

### **Meeting Adjourned**

#### **Administrative bodies contact**

- **Chair:** Bill H. 401-248-3337 [williamh110287@gmail.com](mailto:williamh110287@gmail.com)
- **Vice Chair:** Chelsea B 508-838-0891 [cbow1990@yahoo.com](mailto:cbow1990@yahoo.com)
- **Secretary:**
- **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:**
- **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 and 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.