

## 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: 14

The 107 Club *	On a Mission
Better Way	Recovery and Beyond
Breakfast Club	Recovery on the Beach
Clean and Serene	Recovery in the Chapel
Cookies and Recovery	Recovery in the Country
Dedication - moving back to a virtual format	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
Hope Not Dope	Step Sisters
IP Time	Steppin' Out Wednesday Night
Just for Tuesday Morning	Steps in the Chapel
KISS	Steps to Freedom
Late Nite NA	Straight Forward

Learn to Live	Surrender or Die
The Lie is Dead	The Text Message
<b>Little Rhody</b> - changed meeting ID, on website, now reading out of the Living Clean	Under the Bridge
Living Free	Who is an Addict?
<b>Loveline</b>	<b>Why R We Here?</b> - new location Haven Church 200 Taunton Ave, East Providence
The Meditation Meeting	Why Not Men's Group
Men with a Vision	Straight Today *
The Message of Hope	New Life
NA in the Day	Opt for Life
Never Alone Group	Warehouse Meeting
<b>NASA</b> - 514 Newport Ave South Attleboro - New location, new name	Water Place
New Freedom	<b>Active to Action</b> - Cameron building 68 Falmouth St Attleboro - Sunday 7:00-8:15pm
New Normal	

## **ADMINISTRATIVE REPORTS:**

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

I don't have much to report this month because a lot of things I did were with subcommittees and they will share that. Me and Steve W sat in with the head of the Health Department about 3 weeks ago, and spoke with them again on Friday. During those two weeks we ask that you keep the meetings to 25% capacity. Please wear your masks. If you are meeting in person please do not eat and drink if possible during the meeting.

ILS,  
Bill H

### **Vice Chair (Chelsea B.)**

This month I sat in on the BOD meeting. Also, I went to the PR H&I learning day, and they did a great job. It was really great, and they had a guest speaker come in and speak on his experience on the Covid squad. Thank you all for your service.

ILS,  
Chelsea

### **Secretary (Mollie B.)**

no report

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

As I announced in September, I will not be taking a second term. I have no nominations. However, please know I am willing to work with whoever the new chair is both when they get the position and when literature sales open back up. I also have done my best to prepare for the transition to literature sales. I have the COVID supplies for literature sales on the way and have typed up guidelines for how sales will be executed. Please note this is not a plan for a reopening date; with the unpredictability of COVID19 and flu season around the corner, a date has still not been set.

I would like to ask again at the ASC meetings for a show of hands of GSRs whose groups are meeting in person and looking to buy literature: (*groups raised hands*)

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/>

I am so happy to have served the committee, and thank you to everyone who helped make my time serving go as smoothly as possible.

ILS,

Victoria M.

**Treasurer's Report: (Ambur F.)**

## Greater Providence ASC Treasurer Report

Report Date: 11/22/2020

Bank Statement Closing Date: <u>11/22/2020</u>	Closing Balance: <u>\$8,658.80</u>	
Set Aside and Reserve Accounting	Total outstanding debits: <u>\$1,432.84</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: \$3,591.96**

### INCOME

Total Group and individual Literature Purchases: \$0.00  
 Total Group Donations: \$159.08  
 Subtotal: \$159.08

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

**Total Income: \$159.08**

### 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	\$11.88
Regional Insurance	\$0.00
	\$0.00
Rent	\$16.04
WSO Contribution	\$0.00
	\$0.00
Subtotal	\$45.91

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: \$3,705.13** (Does not include any reserves)

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

Description	Amount	Pass/ Fail
0	\$0.00	0
#REF!	\$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: \$0.00  
 Remaining Working Balance: \$3,705.13  
 Set Asides: \$3,634.00

**Final Balance: \$7,339.13**

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

no report

### **BOD**

The BOD met and the incoming treasurer attended as well.

We reviewed the current reserves and set asides and wrote a policy for setting prudent reserve. That policy was sent out in writing to the BOD for final review and once finalized will be submitted to the policy subcommittee.

We sent a rough draft of policy for working with set aside accounts out for review to BOD members and will work on that at our next meeting on Dec 07 at 7pm.

Carrie B on behalf of the BOD

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

no report

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

I am still a committee of one, and I know that things are still uncertain. Please announce to your groups that we are looking for a committee so that we can start planning for the upcoming convention, and deciding whether we will skip a cycle or not, etc.

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

Our subcommittee met today at 1:30 with 4 people total in attendance.

We put on a virtual learning day on Dec 12th in conjunction with PR. There were 12 of us in attendance. Overall we are happy with how the event went and would really like to encourage more participation from this area as a whole going forward.

We discussed having another conversation with our contact at Adcare about the difficulties we've been experiencing with them showing up for every one of our commitments.

Right now we have 2 official open panel leaders: the first and second Wednesday of every month.

We also have elections for all panel leader positions next month in December. so if you're looking to serve or be re-elected into a panel leader position please come to the H&I subcommittee meeting from 1:30 -2:15 pm.

We also had a conversation about an issue that was brought to our attention about a speaker at a commitment who mentioned having their medical marijuana card. We have since handled this situation and have a plan going forward to address this. If anyone has particular questions or concerns we encourage you to attend the H&I subcommittee meeting every month.

As the outgoing chair of this subcommittee I would just like to say it's been a pleasure serving our area in this way. Thank you all for your support and help during the past year.

ILS,  
Rachel C

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

no report

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

The PR Subcommittee met on November 22nd with good attendance, we opened with the serenity prayer, the service prayer, and the 12 traditions.

#### **Topics Discussed:**

**ADHOC:** An adhoc is being formed to discuss our relationship with the department of corrections in RI. The first meeting will be held on December 2nd at 7pm via zoom. Please see attached flyer for zoom code.

**In Person Meetings:** As discussed in the meeting there are some meetings open and they are doing a great job. Some pointers given from people who have attended and feel the meeting is being run safely are temperatures at the door, covid tracing with a point person being an addict from the meeting who will contact people if necessary, 6 foot distancing, no refreshments, and masks worn at all times.

**Please also be aware of the restrictions being held as of November 30th in RI, we are still considered Venues of Assembly and will be asked for 25% capacity for a minimum of 2 weeks, so continue to look at those guidelines for Venues of Assembly as we move back and forth through the Phases in RI.**

**Learning Day:** The learning day was held this past month and we were met with light attendance. We consider a good turn out as any new person trying to get involved however we do hope for more attendance next year. It seems that as the years go on it is a great concern of this area to continue putting on these learning days, and they take time and participation from each subcommittee and we would like to continue to do so, but we do ask for more participation from those that would like to continue to have them. Having more people that want to be

involved is always welcomed but again, one new person is all it takes to have a successful day and we did have a successful learning day!

We spent the rest of the time reading and discussing the 11th tradition service portion of the Guiding Principles.

In Loving Service,  
Steph G.  
PR Chair

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

On the financial statement it shows that we paid our website fees so we are good for a little while. Everyone has been talking about the meeting lists, and the website is only as good as the info I receive. If anything changes please let me know so that I can update the website.

## Motions back to groups

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

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

- **Motion:**  
**Date:**  
**Maker:**  
**Seconded By:**  
**Motion:**

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

## **Administrative Motions:**

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

## **Old Business:**

Alternate RCM open  
Alternate Secretary open



Alternate Treasurer open

Convention open positions:

Convention Vice Chair  
Convention Treasurer  
Convention Secretary

**New Business:**

BOD - one member position open. We will vote on a new member next month.

Subcommittee Elections

Activities chair - open  
H&I chair - Liz C. nominated, accepted. Voted in.  
Policy chair - open  
Website chair - Paul P. nominated. Voted in.  
Public Relations chair - Steph G. nominated, accepted. Voted in.  
Literature chair - open

**Open Forum:**

- Ambur F - Better Way group is looking for a breakdown of where the money for the set aside and the prudent reserves are. What exactly are we bringing back to the groups for voting?
- Joe C - what we are basically asking ourselves in the difference between concepts 2 and 3. We don't want to bog down the group's business meetings, so the majority of our discussions are between whether we should send it back. One way to look at it is does it affect the groups directly? Administrative items are kept mostly between the area body.
- Ambur F - so we don't have specific things that go back to the groups? Like money motions? A couple of months ago there was a money motion that did not go back to the groups.
- Joe C - some of these things have already been pre approved by the groups. The literature committee has already been delegated enough authority to make decisions for itself.
- Ambur F - my group feels like the money motion for literature sanitation supplies should have gone back to the groups.
- Joe C - for instance if PR wants the area to do the recovery rally. If you have to go into the prudent reserve for that it may have to go back to the groups.
- Chelsea B - does your group have the most recent area policy?
- Paul P - it is on the website
- Ambur - Literature did actually purchase all of the supplies that she was going to on Amazon. I am still waiting on the receipt from Victoria.

- Marissa - Steps to Freedom group looking for feedback on hybrid meetings that are going well. Please reach out to me with info. Also, what does the convention committee look like in the pandemic, and what is policy regarding any new information for this convention cycle?
- Marissa - I think Susan answered some of my questions. What is the convention committee going to do for this convention cycle? Susan mentioned that they aren't looking at facilities yet for this cycle. Could we ask the convention committee to come here first before they come up with a date?
- Carrie - I would be happy to bring that up at the next BOD meeting and add that to the agenda. If you want to bring that back to your group the convention chair is making sane and rational decisions and has not made any actions to move forward with this convention cycle.
- Victoria M - show of hands for which groups need literature - 2 groups. serenity seekers and active to action
- **D'Lanor H - I wanted to pop in and let you know that the NE Region is looking forward to hosting winter Narcathons and is looking for area support. We are looking for more people to get involved. We are opening up 2 hour time slots, and looking for areas to fill those. Greater Providence is taking 1-3pm on November 26th Narcathon, will be hybrid. Next Narcathon mtg will be December 12 at 7 pm. Mtg code 869 - 2449 - 4783 No Pw If you have any questions please call me at 508-415-4471**
- Steph G - some ideas of how maybe this area can become more unified and attractive via zoom. Myself Joe and Rachel sat in on another area's meeting and took some notes. We had a few ideas. One was maybe breaking down and reading a concept each month, The more we know the more we grow. Another was that they didn't do roll call. Instead they put their names as their position and group. Also, I wanted to know if anyone here has any ideas. How can we make this more attractive and efficient? How can we make more people want to serve? We have a lot of open positions right now.
- Marissa - can you explain the difference between the roll call and what they do?
- Steph G - they took it out completely and ask if there is anyone with less than 6 months service experience and if they needed any help. There was a time to address group concerns, such as new locations, new times, etc.
- Carrie - I really like the idea of change. I'm just not sure that that is the exact change that we want. Why don't we just pick an area and get all of our ducks in a row and do an inventory? Find out what are our needs and how do we meet those in a new way?
- Rachel C - I kind of just wanted to second the same thing that Steph said. I liked what Carrie said about doing an inventory for this area. Today seemed to be pretty efficient. There are also some new faces here. Maybe just have us all a little bit more enthusiastic about being here. It would be great to hear other people's input as well.
- Chelsea B - we do have a lot of new faces today and maybe any one of them might want to give us their feedback on their brand new experience was. What they liked or didn't like. It might be good to have a different perspective.
- Brian S - this is my second area meeting. The only constructive criticism that I have is when roll call is happening, I think that that information is really helpful to hear how each group is doing, but it doesn't seem like that is the best time for that to be heard. A little bit more organization might be good.

- Gina Z - i agree with what Brian just said,. this is my first area meeting ever. I was just trying to take all of the information in. It is hard to make it more enthusiastic since its Zoom. I definitely agree with the beginning being all over the place. DFor the next month I will think about how to improve. It's zoom and everyone is sick of it.
- Bill H - if there is a way to minimize the roll call... in person this is so much smoother. At the end of roll call we could say that you can look at GPANA.org for the information about each group if thats what people want
- D'Lanor H - one thing that i love about my area, we only conduct formal business on the off month. The other month we do breakout rooms, or do different kinds of topics, or group support. We may do an entire ASC on how to do an inventory. This month we are spending the GSF workshopping what a "zone" is. In my experience people like it a lot more when people feel like they are involved, so we try and make them more involved.
- Darielle - stating the date time and format may not be necessary, but a change is important and should be addressed during roll call.
- Ed - Would it be easier if each individual area, when doing roll call, separating it by area?
- Bill H - we don't separate ourselves that way
- Marissa - one of the things i think would be helpful would be renaming ourselves by position.
- Bill H - if we all think this is a great idea we should all rename ourselves when we join the ASC meeting. As the area chair i will do my due diligence to look at it with my vice chair and secretary and ask members to rename themselves if we need to. Let's just say that I like all of these ideas. You guys need to put these things into action if we think its a good idea.
- **Marissa - what if we said next month, open forum would be an area inventory of ideas on how to make this meeting better?**
- Bill H - Marissa and I will meet to get a list together of things to discuss.

### 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: Mollie B. 781-492-6815 [mjbarker14@gmail.com](mailto:mjbarker14@gmail.com)*
- *Website: Paul P. [paulpratt@netzero.net](mailto:paulpratt@netzero.net)*
- *Treasurer: Ambur F. 508-298-4319 [afalcone02509@gmail.com](mailto:afalcone02509@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, provide 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.