

## 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: 13**

The 107 Club *	On a Mission
From Active to Action	Recovery and Beyond
Better Way	Recovery on the Beach
Breakfast Club	Recovery in the Chapel
Clean and Serene	Recovery in the Country
Cookies and Recovery	Recovery in the Lake
Dedication	Recovery is More than Abstinence
Dig Deep	Regardless of Sexual Identity
Edgewood NA	Resurrection
Faith in Recovery	Rockets in Recovery
Free at Last	Serenity/Insanity
Frightening Bottoms	Serenity Maniacs
Foundations for Success	Serenity Plus
Gimme Shelter	Serenity Seekers
Grow or Go	Smith Hill NA
Hardcore Recovery	Start Your Nite Right
H.O.P.E.	Step Sisters
Hope Not Dope	Steppin' Out Wednesday Night
IP Time	Steps in the Chapel
Just for Tuesday Morning	Steps to Freedom
KISS - Hybrid meeting	Straight Forward
Late Nite NA	Surrender or Die

Learn to Live	The Text Message
The Lie is Dead	Under the Bridge
Little Rhody	Who is an Addict?
Living Free	Why R We Here?
Loveline	Why Not Men's Group
The Meditation Meeting	Straight Today *
Men with a Vision	New Life
The Message of Hope	Opt for Life
NA in the Day	Warehouse Meeting
Never Alone Group	Water Place
NASA	Spirit is the Solution - Saturday 12:00pm Bethany Church (New Group) - Closed literature meeting - 3/6/21 first meeting
New Freedom	Spiritual Solutions - women's step meeting - Wednesday 6:15pm Cameron Building - New Meeting
New Normal	

**ADMINISTRATIVE REPORTS:**

**Chair (Bill H.)**

Thank you for coming to the GPA. It is a blessing and an honor to serve NA. There have been a lot of different things going on. I sat down with our treasurer last week to make her job a little easier and teach her what I have been taught. We updated her computer and it took about 17 hours. Johnny Wheels helped me out a lot and we got Quickbooks up and running. I trained Ambur a little bit and we did the best we could. We are going to work on that together to give you the best kind of reports we can. Last but not least, I did pick up all the literature from the church with my good friend Rick, and I hope you all got the email with my phone number stating that I am selling the literature. If you need it my email and phone number is there, I took in about \$1000 in about a week, so there was obviously a need. I hope you guys want me to keep doing that because it seems there was a need. Other than that all is well.

ILS,  
Bill H

**Vice Chair (Chelsea B.)**

This past month I sat in on the BOD committee and their elections. I sat in on PR as an active member of that subcommittee. This coming month the chair, treasurer, and I and a BOD member are going to get together and try and get the bank account updated.

ILS,  
Chelsea B

**Secretary (Mollie B.)**

**Literature Report: (open):**

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

**Greater Providence ASC Treasurer Report**

Report Date: 2/28/2021

Bank Statement Closing Date: <u>1/28/2021</u>	Closing Balance: <u>\$9,172.84</u>
Set Aside and Reserve Accounting	Total outstanding debits: <u>\$0.00</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>\$6,634.00</u>
Prudent Reserve: <u>\$1,700.00</u>	
Set Aside Total: <u>\$6,634.00</u>	

**Beginning Operating Funds: \$2,538.84**

**INCOME**

Total Group and individual Literature Purchases: \$637.94  
 Total Group Donations: \$1,129.23  
 Subtotal: \$1,767.17

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

**Total Income: \$1,767.17**

**EXPENSES**

**Customary Expenses (No motion needed)**

Description	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	\$204.00
Regional Insurance	\$59.00
	\$40.00
Rent	\$16.04
WSO Contribution	\$0.00
0	\$0.00
<b>Subtotal \$1,546.41</b>	

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

**Working balance available for money motions: \$2,759.60** (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
0	\$0.00	0

Total of Money Motions Passed: \$0.00  
 Remaining Working Balance: \$2,759.60  
 Set Asides: \$6,634.00  
**Final Balance: \$9,393.60**

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

I sent out an email to the GSR's about the NAWS fundraising event going on in April. The regional chair's email is in that email if anyone is interested in putting on an event during the month of April. The time slots are most taken up for the weekends. They are asking for the members to host events for NAWS like a speaker jam or something of that nature to raise funds. The second item is that Jim D is now the AD, and him and the RD are going to be coming to member areas in the coming months leading up to the CAR explaining what they do for the region and member areas and groups to answer questions about the CAR and for discussion topics that happen in between conference cycles. They are doing this to make us more familiar and better represent us and will explain what the zonal forum is and what they do. Also, Fellowship Development has a webpage on the regional site that lists all the workshops that they offer and any group can request any of these workshops, as well as the area. That can be set up rather quickly. There was some curiosity about whether we want to link that on our website as well as COVID restrictions should be listed there as a link as well.

Mike D

### **BOD**

Board held election of officers, all positions are filled.

President: Carrie

Treasurer: Gail

Secretary: Cyndi

All state and federal taxes have been filed

Quarterly sales and use taxes are up to date

Annual report is in process

Gail and Chelsea determined their schedules align with Amburs and they will make arrangements to get the signers changed on the area account

Carrie

### **Activities Report (open)**

no report

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

no report

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

Our subcommittee met today from 1:30 – 2:15 pm with 7 people in attendance. We are continuing to hold regular commitments at Adcare. There was one missed commitment this month due to panel leader error.

One panel leader position was filled today, leaving one panel leader position open. The open position is third Sat.

We elected a Vice Chair today. Big thank you to Al N for your service.

I was contacted by a facility about having H&I commitments come in. Unfortunately, we are not able to do so because they do not qualify. I explained that H&I is for facilities where there are addicts who do not have access to regular meetings and this particular facility allows their clients to go to meetings. During "normal times," there are groups that actually meet at the facility. They also allow their clients to have their phones on them so they have the option of logging into a zoom meeting individually, if they so choose. After the conversation, I contacted Steph from PR to consult about the issue in case there was something I missed that I should have told them. We determined that the policy/qualifications for an H&I commitment were adequately explained and there was no further action for me, as H&I chair, to take.

As a reminder, if anyone would like to sign their group or if you would like to attend a commitment individually, please email us [nahandiofri@gmail.com](mailto:nahandiofri@gmail.com). Contact information is on the website under the H&I tab and please include your phone number so we can contact you quicker and easier.

ILS,  
Liz C, Chair

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

There are a couple of things we are continuing to talk about. One of which is the way we continue to hold back money for different purposes. Also, the way that the area lists meetings as they continue to reopen.

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

The subcommittee met with good attendance and opened with the Serenity and Service Prayers.

#### **Topics Discussed:**

**Probation/Parole:** We will be giving a presentation via zoom on March 18th for the RI Probation and Parole department.

**Regional Survey:** The region calculated the statistics from the survey that was put out last month to GSR's with in-person meetings. We attached the statistics to the minutes.

**PSA:** Region put together a PSA that is available for all area's to use to inform the public how to find us. We will be talking more within the next month about getting that out to local television stations in our area.

**Literature Rack Request:** A literature rack was requested by a recovery house in Norton, which is between SEMA and GPANA, we will be contacting Region and get in touch with SEMA and see if they have had a relationship with this facility or we will be coming back next month with a motion for possible literature.

#### **In Person Meetings:**

As the Public Relations chair, a situation was brought to my attention this past month regarding in person meetings. The in-person meetings in this area are often well over the capacity that has been put out by the state. Understandably, there is no real way to regulate how many people show up to a meeting on any given week, some weeks may go smoothly while other weeks are 5 times the limit of capacity. The member groups of this area should take a look at how this paints a picture of Narcotics Anonymous in the public eye.

NA is a responsible and reliable resource for addicts who are seeking recovery from the disease of addiction. We ask that professionals and citizens send their clients or family members to NA so an addict can seek recovery from the disease of addiction and find a new way to live. For example, we are currently building a relationship with the RI probation department; we want to continue to feel comfortable ensuring these facilities that we are a responsible and reliable resource for their clients. However, if we are publicly sending them to meetings that are not following the health guidelines or the Governor's orders, they may not continue to send addicts to our meetings. This is putting future NA members in jeopardy.

A candid discussion about this topic is important. I am not proposing to control whether groups are meeting in person; I am proposing that we'll be faced with a harsh reality if Narcotics Anonymous is found to be flouting the Governor's orders, that we may suffer reputational loss by our neighbors and in our community if we're seen to be hosting meetings that exceed the mandated allowance, and that all we can really do (as groups) is decide whether or not we're publicly endorsing these meetings via the meeting schedule. Does this area think the potential harm done by in-person meetings outweighs the net positive of having those meetings on the meeting schedule until the health department regulations soften?

In closing, understandably we all miss our friends, our family members, and the members of Narcotics Anonymous. We all miss the hugs and energy of one another sitting in a room talking about recovery. That has not gone unnoticed. The fellowship as a whole has gone through a drastic year alongside the rest of the world. Yet, we do have a virtual platform, we are not being told that we can not meet, we are just meeting differently than we once were. We

have faith this fellowship will endure online until we can meet again because we have faith in the NA message and that message can be delivered on any platform.

In Loving Service,  
Steph G.  
PR Chair

**Website Chair (John F.):** [www.gpana.org/wordpress](http://www.gpana.org/wordpress)

## 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:** 20210228-01  
**Date:** 2/28/21  
**Maker:** Carrie  
**Seconded By:** Chelsea  
**Motion:** to reimburse Carrie B \$150 paid to storage America  
**Intent:**  
**Count:** Yes: 17 No: 0 Abstain: 0
  
- **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:

## **Group Concerns:**

- Spirit is the Solution - Saturday 12:00 Bethany Church (New Group) - Closed literature meeting - 3/6/21 first meeting
- Spiritual Solutions - women's step meeting - Wednesday 6:15pm Cameron Building - New Meeting
- Keep It Simple Saturday - Hybrid meeting

## **Old Business:**

Alternate RCM open

Alternate Secretary open - Gina nominated, accepted. Voted in.

Alternate Treasurer open

Activities chair open

Literature chair open - Rick D nominated, accepted. Voted in.

Website chair open - John F nominated, accepted. Voted in.

Convention open positions:

Convention Vice Chair

Convention Treasurer

Convention Secretary

**New Business:**

**Open Forum:**

- Mike D - groups are going to do what they are going to do. Many groups meet now and they have restrictions on the amount of people who attend their meeting based on the facility that they meet at. They also meet in a hybrid manner. They also have a person who lets people know when they are at capacity and lets people know to sit in their car and join virtually. I don't know of any groups that are meeting with more than 20 or 25 people. These talks about 50 or 60 people being outside a facility I think are a little exaggerated. I think we just need to mention to groups that are that large that there are guidelines that are available on the area and regional websites that must be followed until restrictions are lifted.
- Peter R - There are 3 meetings that I attend on a regular basis, that are not stated on the website that they are in person meetings. We are following all guidelines, masks, cleaning, social distancing.
- Tom C - the thought of getting to an in person meeting is a novel idea and see our fellow addicts that it's awful to see that we are breaking state guidelines. all i can think to say is that we must tell people that they check the guidelines and ask people to step outside and allow newcomers to stay in the meetings. The people that have a little more time and are familiar with time recommend that they go to zoom or to other meetings so that someone new can attend a meeting.
- Rick D - Do we all know what the guidelines are for the state? It says that we are supposed to wear masks and be 6 feet away from each other. At Cottage Street we try and abide by these guidelines, its something that we have to go by. This affects NA as a whole and we have the right as an area to go and say that groups can't do this stuff. How much longer is this going to be going on? It may be close to being over by the time we are done talking about this. It is important that the groups know the guidelines and follow them.

- Gina - In MA they are still considered social gatherings so obviously we don't want to turn away addicts. Steph, where were these concerns coming from?
- Steph G - so it was brought to my attention, and I spoke with other addicts, and some of my own opinion. I wanted to see how the area felt about it.
- Corey - For those running hybrid meetings - if I were a newcomer and you told me to leave and go do the meeting via zoom I would probably not do it. it sounds like turning someone away.
- Liz C - in the executive committee we talked about maybe making an ad hoc to discuss this. We don't know if everyone is going to be vaccinated in 2 months or if we are going to have another 8 months of this. we should have a plan for if this continues to go on and on.
- Steve W - This is the kind of thing we are not going to resolve right now. What is the advice that we are giving the groups? What are the suggestions we are making to the groups? And at what point do we decide to list or not list in person meetings? This is what an ad hoc can do. What are we going to do beyond that? We are not talking about shutting down or not shutting down meetings. What resp[obnsibility to we have as an area that the meetings we list are safe for people to go to? Maybe we should see about getting the regional list of guidelines, which are more comprehensive, dialed in on our website. We really don't know where we are gonna be in a few months time. Maybe we could digest the guidelines from the region and see where we are in a month.

### **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:** John F. [john.fallon1@verizon.net](mailto:john.fallon1@verizon.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:**
- **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: Liz C. 908-875-9300 [liz.couture85@gmail.com](mailto:liz.couture85@gmail.com)**
- **Area Literature Chair: Rick D. 401-230-0061 [richarddelano2@yahoo.com](mailto:richarddelano2@yahoo.com)**
- **Public Relations: 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.