

## 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

### 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 [gailandi@yahoo.com](mailto:gailandi@yahoo.com)
- **Regional Committee Member (RCM):** Mike D. [michaelmaxxmd@yahoo.com](mailto:michaelmaxxmd@yahoo.com) 214-766-8956
- **Activities:** Jillian S. [jsweeney0614@gmail.com](mailto:jsweeney0614@gmail.com)
- **Policy:** Steve W. [s.jos.williamson@gmail.com](mailto:s.jos.williamson@gmail.com) 401-486-6921
- **Convention Chair:** Susan W. 401-480-4835
- **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

**GROUP ANNOUNCEMENTS:**

- Hope Not Dope - having a one year anniversary June 4th

**GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED GSR'S IN ATTENDANCE: 12**

The 107 Club * - virtual	On a Mission
Active to Action	Recovery and Beyond
Better Way	Recovery on the Beach
Breakfast Club - virtual	Recovery in the Chapel - virtual
Clean and Serene	Recovery in the Country
Cookies and Recovery	Recovery in the Lake
Dedication	Recovery is More than Abstinence - virtual
Dig Deep	Regardless of Sexual Identity - virtual
Edgewood NA	Resurrection
Faith in Recovery	Rockets in Recovery
Free at Last	Serenity/Insanity - in person
Frightening Bottoms	Serenity Maniacs
Foundations for Success - virtual	Serenity Plus
Gimme Shelter	Serenity Seekers
Grow or Go	Smith Hill NA
Hardcore Recovery	Start Your Nite Right - in person
H.O.P.E.	Step Sisters
Hope Not Dope - in person	Steppin' Out Wednesday Night
IP Time - virtual	Steps in the Chapel
Just for Tuesday Morning	Steps to Freedom - virtual
KISS - hybrid	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? - virtual
Living Free - hybrid	Why R We Here? - hybrid
Loveline - virtual	Why Not Men's Group
The Meditation Meeting	Straight Today *
Men with a Vision - virtual	New Life
The Message of Hope	Opt for Life
NA in the Day	Warehouse Meeting
Never Alone Group	Water Place
NASA	
New Freedom	
New Normal - in person	

**ADMINISTRATIVE REPORTS:****Chair (Bill H.)**

no report

**Vice Chair (Chelsea B.)**

no report

**Secretary (Mollie B.)**

no report

**Literature Report: (Rick D.):**

LITERATURE SALES FOR THE MONTH OF APRIL 2021	
GROUP SALES:	\$247.85
<b>EXPENSES</b>	
AREA	\$0.00
ACTIVITIES	\$0.00
CONVENTION	\$0.00
FINANCE	\$0.00
HOSPITALS & INSTITUTIONS:	\$0.00
PHONELINE	\$0.00
POLICY	\$0.00
PUBLIC INFORMATION:	\$0.00
PUBLIC RELATIONS	\$0.00
<b>TOTAL GROUP EXPENSES</b>	\$0.00
<b>TOTAL LITERATURE SALES AND EXPENSES:</b>	<b>\$247.85</b>
LITERATURE RESTOCK (APX):	\$620.34
LITERATURE RESTOCK (ORDERED):	
GPA MEETING LIST RESTOCK (850 MEETING LISTS):	\$0.00
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	\$0.00
TOTAL LITERATURE RESTOCK (APX):	\$620.34
TOTAL LITERATURE RESTOCK (ORDERED):	

Not exactly sure on what the restock is due to the fact that I haven't received the last order and what I should presently order. I am already waiting on an order of \$594.04, which is still pending. The difference between the orders is \$26.30.

**\*\*\*\*\*GSRs Please bring this back to your groups\*\*\*\*\***

**You may purchase NA literature on the day of the GPA Service Meeting at:  
The Cameron Building  
68 Falmouth St  
Attleboro, MA. 02703.  
Sales will be conducted between 1:45 to 2:45**

1. We are asking groups to bring back their reusable bags to carry their orders in.
2. Please print neatly when filling in boxes.
3. Please fill in all boxes including item quantities and price totals, literature total, donation, and the total of the literature and donation combined.
4. Please check the math on the order forms.

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

**GPA Treasurers Report**

Date	4/25/2021	Closing Balance	\$ 10,545.36
Bank statement closing date	4/25/2021	Total of outstanding Debits(Uncashed Checks):	\$ 3,861.36
		Any Credits Outstanding (Deposits not reconciled):	\$ -
		Set aside Funds:	\$ 6,684.00

Set Aside and Reserve Accounting:		
Account	What is set aside in bank account	What policy says we set aside
Activities	\$250.00	\$250
H and I set aside	\$150.00	\$300.00
PR set aside	\$300.00	\$300
Covid Relief	\$3,000.00	\$3,000
Insurance Reserve	\$1,284.00	\$1,284
Prudent Reserve	\$1,700.00	\$1,700
<b>Set Aside Total:</b>	<b>\$6,684.00</b>	

Beginning Operating Funds: \$ -

**INCOME**

Total Group and Individual Literature Purchases	\$ 495.85
Total Group and Individual Donations	\$ 523.00
<b>SUBTOTAL</b>	<b>\$ 1,018.85</b>

Other Income	
Description	Amount
0	\$ -
0	\$ -
0	\$ -
0	\$ -
<b>Subtotal</b>	<b>\$ -</b>

**TOTAL INCOME: \$ 1,018.85**

**EXPENSES**

**CUSTOMARY EXPENSES (No motion required)**

Expense	Amount
Bank Expense	\$ -
IRS Payment	\$ -
Literature Adjustment	\$ -
Literature provided to Subcommittees (for example H&I)	\$ -
Literature Restocking (Groups and Individuals)	\$ -
Meeting Lists	\$ -
Zoom	\$ 16.04
storage	\$ 40.00
Rent for Literature	\$ 10.00
0	\$ -
0	\$ -
0	\$ -
<b>Total:</b>	<b>\$ 66.04</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: \$ 952.81 Does not include reserves

Non Customary Expenses (Motion and Vote Required)			
Description	Amount	Pass/Fail	General Account Remaining
0	\$ -	pass	\$ 952.81
0	\$ -	fail	\$ 952.81
0	\$ -	0	\$ 952.81
0	\$ -	0	\$ 952.81
0	\$ -	0	\$ 952.81
0	\$ -	0	\$ 952.81
0	\$ -	0	\$ 952.81
0	\$ -	0	\$ 952.81
0	\$ -	0	\$ 952.81
0	\$ -	0	\$ 952.81

Total of Money Motions Passed General Account \$ -  
 Donation to region (odd months only) \$ -  
 Remaining Working Balance: \$ 952.81

**Final Balance \$ 7,636.81**

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

Few things from region, first there is a NAWS webinar that is being promoted as a service oriented presentation. They are encouraging members of NA to at least join in for this event. They are having speakers on various related fellowship development and service related topics. Second, the NE region has been participating in the month long caring and sharing event to promote funds for NAWS during the month of April. They passed a motion that the NE region will host this event next year. For more information please contact the regional chairperson. This past month there have been time slots allotted to different groups and regions, so we encourage anyone who would like to get involved with that to contact the region. The annual financial report is finally available on na.org so anyone interested in knowing what the final numbers for 2020 were can find that. We know that NAWS didn't do as well as they normally do since the office was closed much of the year. Member, group, and regional donations are up about 20% from the previous year. If you would like more information please contact your RD at [RD@newenglandregionna.org](mailto:RD@newenglandregionna.org). The final piece of business is that the region's finances were in the negative, and there are some events coming up for PR, FD is sending someone to an event later this year, and the particulars of the breakdown for the RD team was submitted for the upcoming conference cycle. Any of those reports are available, just contact me directly.

### **BOD**

Carrie, Ambur, and Chelsea met informally to go over the treasurer's spreadsheet.

### **Activities Report (Jillian)**

no report

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

GREATER PROVIDENCE AREA CONVENTION OF NARCOTICS ANONYMOUS—GPACNA XI

IS SEEKING COMMITTEE MEMBERS

OPEN POSITIONS ARE

V CHAIR	5 yrs of continuous clean time
TREASURER	5 yrs
ALT TREASURER	4 yrs
SECRETARY	2 yrs

ALT SECRETARY          2yrs

If anyone is interested please contact me @ 401-480-4835 & or come to our next area committee meeting that meets the 4th Sunday of every month on zoom, meeting code 7190367110 PW-0000.

We are also looking for ideas for a convention logo & theme. You do not need to be a committee member to submit ideas.

YOUR GREATER PROVIDENCE AREA NEEDS YOUR SUPPORT

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I connected with the Crowne Plaza Hotel in February & they said they were basically not doing any hospitality business at that point in February. I will be checking with the hotel again in April before the next area meeting to see how business is at that point with them.

I would like to ask everyone to please be announcing the open convention positions (v chair, treasurer, alt treasurer, secretary) in all meetings. If anyone is interested please contact me at (401) 480-4835 and or come to our next area committee meeting. I would like the convention committee to begin working on a logo & theme so that if & or when we are able to move forward with the convention we are ready.

Hopefully by June we have a enough information & a committee to be able to decide whether or not we will be able to have an in person convention in early 2022. We can at that point figure out how we want to move forward with GPACNA XI.

ILS

Susan W

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

Our subcommittee met today from 1:30 – 2:15 pm with 6 people in attendance. There was a fire at Adcare this past week, so this week's commitments were cancelled.

We started holding commitments on Thursdays at Phoenix House. We should start seeing all three wings (Mens, Womens, Detox) logging in to the commitments this month. We are looking for 2 Panel Leaders. The 2 nd and 4 th Saturday at Adcare are open. We are in desperate need of support. Only one group has been regularly showing up and signing up for commitments. We would appreciate everyone announcing at their meetings that we have open positions and need support. I would be helpful for H&I reps to start coming to the subcommittee to participate. There was talk about forming an ADHOC for a service themed Speaker Jam to get people more involved with H&I and service work in general. Please contact me (Liz C – H&I Chair) for more information. 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 quickly and easily.

ILS,  
Liz C, Chair

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

no report

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

The PR Subcommittee met on April 25th with good attendance.

Topics Discussed:

**Phone line Position: OPEN.** Our current phone line rep has stepped down from the position and we are looking for an addict that is willing to step in. This position requires some training. This position answers phone calls that are screened through the regional phone line to our area, and the addict gives information on NA meetings, info, etc.

**PR Week:** The region will be participating in annual PR week, June 6th through June 12th. There will be presentations every night of the week, “We are all PR”. Each night will have a different topic. GPANA will be hosting Sunday June 12th, however all others will be available via zoom as well for the entire week.

**Serenity Center:** We were contacted by The Serenity Center in Woonsocket, and they are looking for a day time meeting for NA to fill. If any groups or addicts are interested in starting a meeting between 12 and 4 on a day during the week (Tuesday through Thursday) once a week, please contact me and I can give you the contact information.



**After Drug Stories:** We talked about After Drug Stories that are commonly given in PR presentations, we have a presentation this week that we will be giving one and we asked an addict to attend and we practiced.

**ADHOC:** We are still waiting on contact from the Women's ACI to schedule a presentation.

**Providence Housing Pres:** We will be giving a presentation on April 28th for Providence Housing clients during a wellness group.

**Probation Presentation:** The presentation was rescheduled for May, we will be giving the presentation this month.

In Loving Service,  
Steph G.  
GPANA PR Chair

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

Good afternoon

I made a few updates to meetings and did some general maintenance to our site.

I have not yet purchased the Lifetime support for the Theme we use on our site. I should be able to complete this by the next ASC meeting. This is just an FYI for accounting.

In loving service

John F.

## 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:**

### **Group Concerns:**

Southside NA Annual Cookout - we have been meeting., there is a committee. We have a date and have put it on the website. August 8th, 2021. We have the permit already, and can have as many as 500 people. This should not be a problem. The one thing we have been talking about is the ability to have it with the funds that we have and try and budget out, we will be selling tshirts, but we may ask the committee to help us out as we did a few years ago. Our next meeting is may 1st, it is immediately following KISS regularly schedule meeting at 3:15 same meeting ID as KISS.

KISS - meets Sat from 1-3pm located at , put in a donation this month. I would like to mention that we lost a member, Earl, that passed from a heart attack this past Tuesday. We feel a big loss and just wanted to put that out there for people to reflect on. Our lives are very valuable so, i just wanted to bring that forward to everybody. Also, just a reminder ours is a hybrid meeting.

Why R We Here - 200 taunton ave at the woodhaven church around the back, not wheelchair accessible. 7:30-8:30 Thursday

### **Old Business:**

Alternate RCM open  
Alternate Treasurer open

#### Convention open positions:

Convention Vice Chair  
Convention Treasurer  
Convention Secretary

### **New Business:**

#### **Open Forum:**

- Carrie - Mike brought up the reason why we need to do an area inventory which is that we dont mentor people into their roles. there is an area polkanning tool that exists. are we doing the best thing that we can to serve our membership? I don't care if we just do an inventory or use the area planning tool. I would like to take stock in light of the fact

that we don't get a lot of GSR's and group concerns is always crickets, that probably is not accurate in my opinion. i'm sure that groups need help with things. Are we helping our groups to create the atmosphere of recovery? maybe they don't have gsr's who come here because they don't have gsr's. we first have to look at ourselves. I personally like what SEMA does which is the first month they have a regular area meeting then the next month they have a workshop on various topics. Maybe we could do something different.

- Vincent - I support the idea of having an area inventory, if I remember correctly we had one roughly 10 years ago where we had a whole day of activities surrounding the area. There are a whole lot of activities we need to review and look at and we need to take the time and do an inventory.
- Tom C - as it said in the fourth concept we seek out knowledge, and i'm new to this, and i have heard of an inventory, where can i find the information on that? i don't know what is involved with an area inventory?
- Mike D - The area learning tool is in the section on na.org called the NA toolbox that has several things in there that areas and groups can use to improve the way that they provide services. so, anybody can go on na.org and look at that stuff. I suggested before the covid shutdown that we incorporate an area inventory once a year and it didn't pass. At the time there didn't seem to be enough interest. i think the majority of us need to get in a room together and have a conversation about the stuff that we need to look at. not all of us are going to see things the same way. we are going to have different ways of accomplishing different solutions. being honest about the services we are providing as an area is important, and the issue of mentorship when we have experienced members step away from positions and newer members step in and the new person is not given the guidance and training that they need to be successful in the position. it's on us not giving them the tools they need to be successful. I make myself available every month and have yet to be contacted by any GSR's to find out about what's going on in the fellowship. It's kind of on us to see what we want to do with this whether we want to provide services better than we are right now.
- Susan - I just want to say that I support it, I don't know a lot about exactly as how to do it. I think that especially coming out of the year we just had we have no idea what groups need. Some groups may need more help than others. And where all of this is leading us it might be a really good time to seriously think about doing this.
- Tom C - Seeing that a lot of us in the area have not done an inventory but are recommending it can the area body do a learning day around this?
- Carrie - I think that we can reach out to our region for help here, not just our delegates. Maybe we can task Mike to reach out to our region and see if someone can come and give us a jump start and teach us how to implement this process because we don't have any experience with an area inventory. Maybe even part of the process we can write up what happens and create a tool to pass on to those after us.
- Mike D - If i encourage members from region to come here are we going to get a limited response or participation? We need to have an interaction of ideas, a give and take, and some brainstorming of what is not working, what is broken and find some solutions to fix it. You can provide all the information in the world but the people who need to take advantage of that information don't do anything with it, the information just sits there.

The solution is that you have to get people to realize that there is a significant enough problem that people seek a solution for it and implement it.

- Vincent C - There was a whole day of activities when we did the inventory we talked about leadership we talked about service, we sold t-shirts. there was a combination of activities that went on that day. I know it was over 10 years ago. I wonder if we could go into our archives and find a record of what was done back then.
- Carrie - I'm just thinking that if we could get someone from region to just describe some different experiences they've had and could maybe walk us through some ideas of what has maybe happened previously we could maybe send out some information out to groups and take it from there. People could look over the document and bring it back.
- Chelsea - maybe we can set some time aside next month and everyone could come back next month with some questions or ideas and we can start making a plan and figure out how we are going to bring this to life.
- Mike D - The New England region Fellowship Development has a meeting in May and i can bring it up then and see if someone from FD can come to our next area meeting.
- Steph G - I have someone in mind that has lived in many different areas and done inventories and we could ask them to come. I will hopefully have more information about that soon.

### **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 [gailandi@yahoo.com](mailto:gailandi@yahoo.com)
- **Regional Committee Member (RCM):** Mike D. [michaelmaxxmd@yahoo.com](mailto:michaelmaxxmd@yahoo.com) 214-766-8956
- **Activities:** Jillian S. [jsweeney0614@gmail.com](mailto:jsweeney0614@gmail.com)
- **Policy:** Steve W. [s.jos.williamson@gmail.com](mailto:s.jos.williamson@gmail.com) 401-486-6921
- **Convention Chair:** Susan W. 401-480-4835
- **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 an distribute all Area mail from the GPA PO box in a timely manner, prior to the GPASC meeting.

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

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

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

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

- Provide a Group Announcement page to be published in the Area minutes.
- May vote on administrative motions only.
- Care for and maintain the laptop provided for the Area Secretary position.
- Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these available at the ASC meeting.

**Qualifications of the ALTERNATE Area SECRETARY**

The stated qualifications of general service apply to this position.

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

**Responsibilities of the ALTERNATE SECRETARY:**

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

**Qualifications of the Area TREASURER:**

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

**Responsibilities of the Area TREASURER:**

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

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

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

**Responsibilities of the ALTERNATE TREASURER:**

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Subcommittee Positions: Chairperson**

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

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

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

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

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

- The stated Qualifications of General Service apply to these positions.
- Clean time requirements for subcommittee officers: Activities, H&I, Literature, Phone Line, Policy, PI:

Chairperson Two (2) years

Finance: Chairperson Five (5) year's Convention: Chairperson Five (5) years

Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) years

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

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

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

- Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.

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

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

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

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

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

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

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

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

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

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

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

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

### **Purpose**

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

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

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

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

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

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

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

- Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, & provide help when needed.
- Helps resolve personality conflicts.
- Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.
- Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.
- Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.

- Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
- Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- Votes only to break a tie.
- Chairs the Convention Committee meeting as well as the convention.
- Gives a monthly detailed report—in person to the body at the GPASC meeting and in writing for inclusion in the Area minutes—to the supporting Area Service Committee. Included in this report: all committee activities and all financial activity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**D.** Responsible for all monies—including revenues from registration and banquet tickets: pays all fills; 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.