

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:

-

Administrative bodies contact

- **Chair:** Bill H. 401-248-3337 williamh110287@gmail.com
- **Vice Chair:** Chelsea B 508-838-0891 cbow1990@yahoo.com
- **Secretary:** Mollie B. 781-492-6815 mjbarker14@gmail.com
- **Website:** John F. john.fallon1@verizon.net
- **Treasurer:** Ambur F. 508-298-4319 afalcone02509@gmail.com
- **Board of Directors:** Gail L gaillandi@yahoo.com
- **Regional Committee Member (RCM):** Mike D. michaelmaxxmd@yahoo.com 214-766-8956
- **Activities:** Jillian S. jsweeney0614@gmail.com
- **Policy:** Steve W. 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
- **Area Literature Chair:** Rick D. 401-230-0061 richarddelano2@yahoo.com

- **Public Relations: Steph G. 401-422-5877**

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED **GSR'S IN ATTENDANCE: 9**

The 107 Club *	On a Mission
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	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	
New Freedom	
New Normal	

ADMINISTRATIVE REPORTS:

Chair (Bill H.)

no report

Vice Chair (Chelsea B.)

This month the Chair, Treasurer, BOD member and I met at the bank to update the signers on the bank account. The treasurer and I also met twice to simplify her roles and routines. I was able to support literature sales today, which have increased over last month as groups begin to reopen, or become aware of in person sales. Please remember to communicate to the website chair any changes that are happening with groups as we navigate reopening so that he may keep the website as up to date as possible. Thank you!

In loving service,
Chelsea B.

Secretary (Mollie B.)

no report

Literature Report: (Rick D.):

GROUP SALES:	\$582.30
EXPENSES	
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
TOTAL GROUP EXPENSES	\$0.00
TOTAL LITERATURE SALES AND EXPENSES:	\$582.30
LITERATURE RESTOCK (APX):	\$1,071.67
LITERATURE RESTOCK (ORDERED)	\$1,083.68
GPA MEETING LIST RESTOCK (850 MEETING LISTS):	\$0.00
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	\$0.00
TOTAL LITERATURE RESTOCK (APX):	\$1,071.67
TOTAL LITERATURE RESTOCK (ORDERED):	\$1,083.68

I did NOT place an order in May. I just received Aprils order 9 days ago and considering we didn't have a lot of sales, I didn't think it would hurt to wait.

There is also a new literature order form which does include the new MAT pamphlets as well as the Spanish Inventory we have. It does NOT include the following items:

- Basic Text-Soft Cover**
- Basic Text-Pocket Size**
- It Works How and Why-Soft Cover**
- It Works How and Why-Pocket Size**
- Miracles Happen-Both Hard and Soft Cover**
- Living Clean-Soft Cover**
- Guiding Principles-Soft Cover**

*******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: (Ambur F.)

GPA Treasurers Report

Date 5/23/2021
 Bank statement closing date 5/23/2021
 Closing Balance \$ 10,478.64
 Total of outstanding Debits(Uncashed Checks): \$ 2,633.90
 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
Set Aside Total:	\$6,684.00	

Beginning Operating Funds: \$ 1,160.74

INCOME

Total Group and Individual Literature Purchases \$ 582.30
 Total Group and Individual Donations \$ 479.78
 SUBTOTAL \$ 1,062.08

Other Income	
Description	Amount
activity	\$ -
Return unused	\$ -
0	\$ -
0	\$ -
Subtotal	\$ -

TOTAL INCOME: \$ 1,062.08

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	\$ 80.00
rent	\$ -
0	\$ -
0	\$ -
0	\$ -
Total:	\$ 96.04

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: \$ 2,126.78 Does not include

Non Customary Expenses (Motion and Vote Required)			
Description	Amount	Pass/Fail	General Account Remaining
motion #1 PR for lit	\$ -	pass	\$ 2,126.78
motion #2 PC for Carr	\$ -	fail	\$ 2,126.78
0	\$ 60.00	0	\$ 2,126.78
0	\$ 40.00	0	\$ 2,126.78
0	\$ -	0	\$ 2,126.78
0	\$ -	0	\$ 2,126.78
0	\$ -	0	\$ 2,126.78
0	\$ -	0	\$ 2,126.78
0	\$ -	0	\$ 2,126.78
0	\$ -	0	\$ 2,126.78

Total of Money Motions Passed General Account \$ -
 Donation to region (odd months only) \$ -
 Remaining Working Balance: \$ 2,126.78

Final Balance \$ 8,810.78

RCM Report: (Mike D.)

BOD

no report

Activities Report (Jillian)

no report

Convention report (Susan W.)

I will be speaking with the hotel on Tuesday, and they are beginning to book events. Convention committee meeting Monday June 21st at 7:30 pm for anyone interested in getting involved with the convention.

H&I: (Liz C.)

Our subcommittee met today from 1:30 – 2:15 pm with 9 people in attendance. I received a call from The Acute Stabilization Center in Providence. It is a dual diagnosis facility with 16 beds. They just started having AA and Smart Recovery come in with commitments and they would like us to do commitments as well. They are available Monday, Wednesday and Saturday. They are looking for in person commitments but understand that might not be possible at the moment. We are going to see what kind of participation we can get going to possibly start commitments at the facility and begin to work on a relationship with them. We missed a few commitments at Adcare the past 2 months so our priority is getting back on track at the facilities we are already committed to. We are still looking for a permanent panel leader for the 2nd Sat at Adcare.
ILS
Liz C

Policy (Steve W.)

no report

Public Relations Report (Steph G.)

The PR Subcommittee met on May 23rd at 2:15 with a few members in attendance.

Topics Discussed:

Phone line Position: OPEN. As reported last month the phone line representative for this area had to step down and the position is now open. I will be filling the position for the time being if any phone calls are to come in for our area. If you are interested in the position please contact me or please attend the Region PR subcommittee on June 12th via zoom to be voted in. The region will be hosting a phone line workshop on June 7th at 6pm via zoom if you are interested in more information.

PR Week: June 6th through June 12th, Region will be hosting daily workshops at 6 pm every night. GPANA will be hosting the Saturday June 12th meeting.

ACI ADHOC: We are still waiting to hear from our contact at the women's section of the ACI on a potential presentation.

RI Probation Presentation: The presentation was again postponed, we are scheduled for June 17th at 230 pm.

We closed with the serenity prayer.

In Loving Service,
Steph G.
GPANA PR Chair

Website Chair (John F.): www.goana.org/wordpress

Made a few meeting updates and added the PR week update. Rick I have been thinking about adding the ordering online. Please get me any updates for meetings that are opening up so that I can add them to the website. Try and notify me at least a week before they go live.

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: 20210523-01**
Date: 5/23/21
Maker: Ambur
Seconded By: Rick
Motion: To reimburse treasurer \$14.50
Intent: to pay for envelopes and stamps
Count: Yes: 13 No: Abstain: 1

- **Motion: 20210523-02**
Date: 5/23/21
Maker: Carrie
Seconded By:
Motion: Hold back \$300 for a pending motion for the southside unity picnic
Intent:
Count: Yes: 11 No: Abstain: 1

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

- **Motion:**

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

Group Concerns:

- KISS Saturday 1:00-3:00pm 244 Smith St. Prov. We are a hybrid meeting. in person and zoom. \$ 57 Donation given, the group could always use support. two members anniversary celebrations Kevin V. 32 yrs. Frank R. two yrs. We also lost member Fred, construction worker reported to have passed from disease of addiction.
- Loveline is going hybrid on Wednesday at 7:30pm, see flyer for details
- Spiritual Solutions will be moving June 2nd to 20 Hoppin Hill in North Attleboro
- IP Time is kicking around the idea of possibly going to an in person format
- New Normal, Silver Spring St, in person meeting
- Steps to Freedom Monday 7:00pm is moving its location in addition to reopening. 200 petaconsett ave, Warwick

Old Business:

Alternate RCM open
Alternate Treasurer open

Convention open positions:

Convention Vice Chair
Convention Treasurer
Convention Secretary

New Business:

Open Forum:

- Dave E - I used to serve on a couple of area and regional level subcommittees. The process of area inventories is different depending on the group of people that are providing that service. My experience is not that broad but initially when we first started doing these inventories we set out with a bit of reading materials, and then we would set time aside where we would put ideas on the board and discuss this and write all of those topics on an easel and give everyone in attendance three stickers and allowed everyone to place those stickers on the topics they felt were the biggest priority. those in attendance felt that they were discussing things that were im portant to them. the

inventory of an area is a way for us to get healthier as an area. one of the things that is limiting about this type of process is that we don't always get to discuss the solutions. it was a two day thing, the first day was the grievances and the second day was a day of solutions. it was a situation where everyone could think together and bring back to their groups if they wanted to. its a lot slower of a process than a lot of people think. the second type of area inventory is where there is literature thats tied into the traditions where the members that show up have more of a discussion about how the traditions are being carried out at the area level. my experience is in general is that we don't argue as some expect, and some expect something to happen immediately afterward and that doesn't necessarily happen.

- Mike D - I would like to thank Dave for showing up and sharing his experience. I have also seen different inventories done in different fashions. What I have seen work best is getting everyone in the same room and see what we are doing well as far as services we are providing and what we aren't doing well. then have people list 3-5 solutions of things they think can be done better. you can generate that by sending out a questionnaire, this can be done at the group level. THE point is if we have a problem we have to all agree that it's a problem and find solutions that are going to work for everyone. The important thing is that you get people together talking about things and generate solutions.
- Carrie - I think what I heard was that both of these methods are facilitated discussions. I think that one of the issues that we have is reaching the people that are not at the table. If we want to reach those people how do we deliver services and figure out how we are going to deliver services to those who are not here? how do we even get them to the table to have the discussion? Dave, do you have any thoughts on that?
- Steve W - Carrie said a lot of what I would like to say. If there is a way to make this happen I would like to see this happen with more than just the people in this room. I would like to see other voices included. Some people aren't participating in area because they find it unpleasant. What do they find unpleasant about it? i think in terms of procedure, i think setting up an ad hoc to set up a plan for the inventory, decide which kind of an inventory would be best and how to implement it.
- Dave E - The first issue of who is not here and why are they not here and how to we help get them here how to we make it attractive? This is a long term investment of time into the area and providing services to the groups. An area has a hard time providing services to the groups that don't understand what services are available. If you make it an annual thing and through education perhaps it will develop a bigger interest in it. I am available to help, but I wouldn't be able to be in charge of it.
- Marissa - are we representing individuals or home groups?
- Dave E - it is usually more successful when we ask people to come as individuals than only as GSR's. It's just part of the importance of the facilitator to make it easier and make it clear that inviting everyone to represent themselves gives the best chance for success.
- Vincent C - I want to go back to what Dave said in bringing together to have an inventory it sounds like everybody brought their bat to beat down their ideas. THAT reflects my experience. I made a point in 2006 I reintroduced a motion that passed to have an inventory in september of 2006. The purpose at that time was to address h&i related concerns, and in regards to traditions, and to speak to how well we were being affective to the community that we serve. but there were only 25 people that attended, and I

don't think that we were very successful. I think that the area inventory would be very well received since we are so well organized now. What is the challenge with people not being involved in area now, and do people understand the various committees and the community that we serve? it seems like we do have a nucleus to getting a plan set in motion.

- **Dave E is collecting email addresses for the Area Inventory work group. If you'd like to help in that process, please email him by the 10th of June. His email address is scootereater@gmail.com**

Meeting Adjourned

Administrative bodies contact

- *Chair: Bill H. 401-248-3337 williamh110287@gmail.com*
- *Vice Chair: Chelsea B 508-838-0891 cbow1990@yahoo.com*
- *Secretary: Mollie B. 781-492-6815 mjbarker14@gmail.com*
- *Website: John F. john.fallon1@verizon.net*
- *Treasurer: Ambur F. 508-298-4319 afalcone02509@gmail.com*
- *Board of Directors: Gail L gaillandi@yahoo.com*
- *Regional Committee Member (RCM): Mike D. michaelmaxxmd@yahoo.com 214-766-8956*
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- *Policy: Steve W. s.jos.williamson@gmail.com 401-486-6921*
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- *Hospitals and Institutions Chair: Liz C. 908-875-9300 liz.couture85@gmail.com*
- *Area Literature Chair: Rick D. 401-230-0061 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.