

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
- **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 gailandi@yahoo.com
- **Regional Committee Member (RCM):** Mike D. michaelmaxxmd@yahoo.com 214-766-8956
- **Activities:**
- **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

GROUP ANNOUNCEMENTS:

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED **GSR'S IN ATTENDANCE: 10**

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.)

First off welcome to the GPA service body its good to see everyone. i want to apologize for my recent absences. I was going through some personal issues and needed to spend some time with my daughter. some time our priorities take us in different directions. the only thing i have

that we will discuss in open forum, the church that we used to meet at is reaching out to me. i was in constant contact with them during the pandemic. they said we could come back next month for \$50, there will not be a \$100 fee to clean if we choose to clean. they also asked what rooms we need, and we need to get them the updated insurance. we will discuss that later on in open forum.

ILS,
Bill H

Vice Chair (Chelsea B.)

no report

Secretary (Mollie B.)

no report

Literature Report: (Rick D.):

LITERATURE SALES FOR THE MONTH OF JUNE 2021	
GROUP SALES:	\$802.30
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 EXPENSES	\$0.00
TOTAL LITERATURE SALES AND EXPENSES:	\$802.30
LITERATURE RESTOCK (APX):	\$722.10
LITERATURE RESTOCK (ORDERED):	\$597.07
GPA MEETING LIST RESTOCK (850 MEETING LISTS):	\$0.00
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	\$0.00
TOTAL LITERATURE RESTOCK (APX):	\$722.10
TOTAL LITERATURE RESTOCK (ORDERED):	\$597.07

Literature came in, put away and inventory is up to where it should be. I also have "Regional Meeting Lists" from January 2020. Throwing them out and also I have the OLD counter. Unless someone wants it, I am throwing it away.

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.)

RCM Report: (Mike D.)

I attended the last regional weekend via zoom. FD they were inquiring whether we had an FD chair. Until further notice the RCM is the FD contact for region. One item they discussed is a service presentation for each committee on the regional level where area members are encouraged to attend and participate. the location will be forwarded in the future. there was also an ad hoc created to research microsoft meet instead of zoom as a virtual platform. there was the discussion of having the regional meeting in October. We will find out in august. they are having all of the regional elections in August. Also, we have a presentation during the FD meeting for US zone which is just a discussion forum for zones, and topics involving whether the US zones are going to remain a discussion forum or if they will become a new level of service and what level they would be incorporated in. Discussions of a national phone line, regions outreach centers for groups to have as resources in the event that their region does not have the resources to assist with PR, H&I and things groups are not equipped to handle on their own. We went over the annual budget presentation also. I sent out the multizonal service symposium being held Aug 27-29th. Our delegate team is going to be attending this event. They are going to be discussing things that are going to be in the next conference and CAR. They are going to discuss how they are going to do the hybrid portion of the event through zoom. After that point the rest of the year is probably going to be for CAR presentations and learning events sometime in October. They will be having more later in the year in New Hampshire and they will start planning more CAR events after the first of the year. The BOD is currently in process of working up the contract for the convention in 2023. As of August there is no longer a regional weekend because subcommittees have the freedom to schedule meetings whenever they find convenient during the month. I just sent out a link from NAWS regarding an anniversary edition of the little white book for anyone looking for one for memorabilia. They are going to be developing that over the next year. Please refer to the link for more information.

BOD

no report

Activities Report (open)

Convention report (Susan W.)

6/27/2021

Convention comm report
Conv. Chair Susan W

This past month I had a zoom convention committee meeting on 6/21/2021 and there was myself and Carrie in attendance. It is my thoughts that this committee might do better in getting committee members when area starts meeting in person.

Also after several attempts I finally heard back from Crystal at the Crowne Plaza hotel regarding the feasibility in holding a convention there in 2022. At this time they do not have any opening dates in the winter months of 2022.

That leaves this area to decide how you would like the convention committee to move forward. We could either wait to hold our next convention in 2024 or I could check with the Newport Hotel Gurney on Goat Island that in the past was out of our budget, but things may have changed. Or there is the Omni Hotel in Providence that also was more expensive in the past.

If we decide to move forward with a 2022 convention, which I don't advise at this time, this area needs to step up and get involved.

ILS

Susan W

H&I: (Liz C.)

Our subcommittee met today from 1:30 – 2:15 pm with 9 people in attendance. One panel leader missed their commitment. Adcare did not log in for 4 commitments this month. Phoenix House missed one commitment this month. Hopefully we will be able to start doing in-person commitments soon at Adcare, but that will depend on what they feel comfortable with. Any information we receive about that will be discussed next month.

PR will be doing a presentation with the women's ACI to do commitments there again. We will be looking for people willing to get cleared to go into the ACI with an application & background check, so please spread the word that we need participation from women interested in being on the list of preapproved speakers. It's going to be a bit of a process to get these commitments running so we would like to start getting applications in as soon as possible so there is less of a hold-up.

We are still looking for a permanent panel leader for the 2nd Sat at Adcare.

ILS

Liz C

Policy (Steve W.)

The Policy Subcommittee met on 6/26/2021

Steve W, Mike D., and Vincent were in attendance.

The Subcommittee reviewed the suggested policy for set-asides submitted by the BOD and is recommending that the prudent reserve formula suggested by the BOD be adopted with the additional provision in italics below:

Prudent reserve is a set amount of money held in reserve to cover the cost of one to 3 months business should the area experience a shortfall in funding. To determine the set amount the BOD working with the treasurer will take into account only those expenses that must be paid and are not self-supporting. Expenses shall include the largest annual one time expense such as the D&O Insurance or website hosting to ensure that the ASC has the capacity to pay their bills in the event of a shortfall during a month when there are lot of expenses due at the same time. Prudent reserve is an emergency fund (not an operating fund) and it should be balanced against any tendency to hoard 7th tradition funds. The BOD and treasurer should review and adjust as necessary the prudent reserve on an annual basis. *When the prudent reserve is adjusted as the result of annual review or because of changes in expenses the treasurer will inform the ASC who will approve the adjustment.*

Procedurally, the subcommittee is submitting the motion to the Executive committee to decide whether this policy is purely administrative or if it alters the relationship between the area and groups or the area and region in a meaningful way (requiring it to be sent back to groups). (This is the litmus test laid out in current GPA ASC policy.)

Additionally, the policy subcommittee recommends that the Area reconsider the use of set asides. Specifically, the subcommittee notes that the use of set asides has grown significantly since the GPA adopted a policy of sending all funds above prudent reserve to Region every other month. The Policy Subcommittee recommends simplifying/clarifying this situation by adopting a subcommittee-budget model, similar to the model used by the New England Region.

Lastly, the subcommittee discussed the fact that the current model for regional contributions has not functioned as intended and should be discussed at some point.

In loving service,

Steve W.

Public Relations Report (Steph G.)

The PR Subcommittee met on June 25th at 2:30 pm via zoom.

Topics Discussed:

Website: The PR Subcommittee was asked to put together a blurb for the website regarding the updated state guidelines regarding meeting in person. We will put together a statement for our website and send it over to the Website Chair.

ACI: The Women's portion of ACI got back to the subcommittee and we will be doing a presentation Thursday July 1st via zoom for their staff. They are looking to get information on the NA Program and get a commitment style meeting going inside. We sat in on H&I to coordinate with them on what they are prepared for. We will have more information regarding the ACI commitment after the presentation and I will be sending a flyer to go out to all GSR's to bring to their groups and distribute to the area that we are looking for women that would like to be panel leaders or speakers and want to be cleared to go into the ACI. **Any women that are interested please email me at gpanapublicrelations@gmail.com or go to the website and fill out the application.** I will be sending out requirements with the email to follow.

Probation Presentation: Was postponed again, we will have another date TBD.

The PR Subcommittee Meeting for July, August, and September will be held via zoom on the 3rd Tuesday of the Month from 6pm to 645pm via the zoom link for area on the website. I apologize for the change in schedule however I have personal commitments that I will be attending and can not be present on the 4th Sunday of the month but we will be submitting a report.

In Loving Service,
Steph G.
GPANA PR Chair

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

I want to encourage everyone to help get the website updated. A lot of meetings are moving or changing back to in person and I want to make sure the website is updated as correctly as we can. The meeting list works beautifully so that shouldn't be a problem.

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:** 20210627-01
Date: 6/27/21
Maker: Vincent
Seconded By: Pete R
Motion: To provide the 32nd Annual Southside Unity Cookout with a \$300 contribution.
Intent: To provide financial assistance to the cookout being held within the Greater Providence Area in order for the committee to be able to meet its budgetary needs.
Count: Yes: 16 No: 0 Abstain: 0
- **Motion:**
Date:

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

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

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

Group Concerns:

Recovery in the Chapel - returning to a live meeting. the meeting has moved and is current on the website.

KISS - meeting 1-3 on Saturday at 244 smith st. This past month a few people had anniversaries. We made a donation today and we have the motion ready for the NA picnic. Our group could always use support. Hybrid meeting, and people do not have to wear masks.

Surrender or die - still on zoom as we are at RI Hospital and we could use support Saturday Night 7:30. ID 73379226667 PW hope. Because we are at the hospital we are goingn to continue meeting virtually for a while.

Who's an addict - still meeting on zoom, trying to find a new location. The ID and linkis correct on the website.

Living Free - we voted last Tuesday to continue to do things as they did last year. Completely open except for coffee.

The Journey Continues - New meeting. Monday nights 7-8:15 at 20 Hoppin Hill North Attleboro. In person. Everyone is welcome. Just had our first meeting last week.

Loveline - Wednesday nights at 7:30-8:45, hybrid. Going well.

IP Time - we meet on Thursday nights from 7:00-8:15. Fully in person. Same location, 640 Broad Street.

Steps to Freedom - we are meeting in person Mondays at 7:00-8:15 at 200 petaconsett Ave Warwick

Old Business:

Alternate RCM open
Alternate Treasurer open

Activities Chair

Convention open positions:

Convention Vice Chair
Convention Treasurer
Convention Secretary

Ad hoc for area inventory - they have not met yet, but Dave asked that anyone email him who is interested. Dave sent out a packet to anyone who expressed interest, and the ad hoc will meet before next month's ASC.

New Business:

Open Forum:

- Joe C - I think that we should postpone sending any donations to region until the policy has been updated.
- Susan W - I guess I'm just wondering where that thought is coming from. Is that because if not having the convention that changes things for us financially or is there something else feeding that?
- Joe C - That has always been my thinking. We only created set asides to keep money aside instead of sending everything to region. Maybe we continue a certain portion of it bimonthly.
- Susan W - I agree
- Mike D - Now we are going to talk about hoarding more money? This fellowship has world services that had to have several events this year to keep the doors open and we are talking about not continuing fund flow?
- Bill H - we are considering holding off on fund flow until we can figure out prudent reserve

- Joe C - I 100% believe in fund flow. I think its more prudent that we donate a portion of our funds. Some areas do 20%, and I just dont think it's wise to donate all of our funds to region.
- Vincent C - I think that Joe has a valid point and we had that policy meeting yesterday and it was mentioned that region factors in the money that they get once a year. What happens between that is of little consequence. I think that 20% is a reasonable amount. Every month we have conflict about sending to region. Our accounting needs to be put on a more solid footing. I think that the way we are doing things is creating a lot of conflict.
- Cyndi W - From what i hear are westill always taking care of home first? Not only that but we are still coming from looking out for the best interest for NA. We don't know if we are going to shut down again. We don't know where this is going to go. Sending something yes, but not sending what we initially voted on for the simple fact that we are in the unknown at this point and we need to take care of home first.
- Chelsea B - my thoughts on this are that we talked about having a policy meeting with some people who know more about finances and someone comes back next month with a more formal motion around this?
- Bill H - we are going to vote right now on going back to the beneficent church in person for ASC next month and going forward for \$50/month. Unanimous decision. We will meet in person next month. Next do we pay them \$100 or designate a cleaning crew?
- Joe C - we should try it the first month ourselves and if we don't have participation we should go from there. we could rally together and whack it out in 15 minutes if we wanted to.
- Bill H - we need to clean the tables, chairs, and doorknobs, as well as bathrooms.
- Joe C - maybe we would be surprised and everyone will help. But I think we should try it out and I think that we could go the first month even if I'm the only person who does it.
- Mike D - I think we should take money out of the emergency set aside and buy disinfectant and paper towels and each table wipes down their table and chairs.
- Bill H - the church is supplying everything for us.
- Mike D - if we are using their supplies should we give them an additional donation?
- Bill H - we use all of their other chairs, tables and such and they are willing to give the supplies for cleaning to us.
- Steve W - I think that if we wanted to give them a couple of extra dollars as a sign of good will that would be a nice thing to do. I know that the places that my meetings have traditionally met, the meetings are not paying market value for the space. We pay rent on everything we occupy, but not usually fair market value.
- Bill H - if we wanted to use our own supplies we have the ones we bought for literature
- Bill H - discuss meeting in a hybrid format. We have tried their internet connection and we have had problems with connectivity.
- Mike D - I had mentioned earlier that there are several groups that do the hybrid format and do it in several different forms and are successful with it. I am sure that we could use a hotspot from someone at the meeting that could be used for wifi connection or cellular connection to allow for a laptop zoom connection. I have done it many times through my phone when someone in the room is speaking, just pass the device to them so the people on zoom can hear what they have to say.

- Joe C - I am not opposed to doing the hybrid thing, but I think that if we are going to do that we should have speakers. If people are talking one at a time it shouldn't be too bad. It can work. we could try it out and see if we can figure it out.
- Thom - what we did at our office is we bought boosters because the wifi was weak in the parking lot, and i could get on the wifi from the office, I assume that would be the same situation for the church. You just need their password and you link on to that booster. It was probably around \$79-100. The booster is the better deal over a hotspot.
- Steph G - I actually have a booster that I would contribute to the area. I think that if we are going to try this and have Gina there to be in motion just in case.
- Anthony - Hybrid should be for people who are unable to attend the ASC because they are out of the area.
- Bill H - unanimous to be a hybrid meeting. Who will be accountable to bring a bluetooth speaker and the booster who will be responsible for maintaining the hybrid?
- Joe C - the alternate could be responsible for picking on people just in case. It will be trial and error.
- Liz C - I have the H&I laptop that we can use next month.
- Steph G - we have two laptops, policy and PR.
- Bill H - i don't have an area laptop, so one of the subcommittee chairs that has one needs to bring one.
- Ambur - I also have a personal hotspot and so does Rick that we use here at the Cameron so we can use that as well.
- Bill H - i don't want to get set up to meet in person and have everything fall on chelsea and I. I know that you all want to serve and I am asking for your help to do it as a group and get this thing off and running.
- Joe C - we need a speaker that doubles as a microphone.
- Bill H - Rick, could you bring your setup from Living Free to the first ASC meeting so that we can see how to do it for the first month.
- Rick D - yes
- Cyndi W - i did talk to a BOD member who said that technically if it was going to be a financial position then all the positions would be considered financial because every position handles money
- Mike D - according to Susan and her lack of having a committee and a timeframe that we are given to schedule the next event and thinfo she got from the facility i think that we should consider suspending the event until 2024. in the event that we are able to find an alternative location in a timely manner, and if not we should reschedule it for a later date. i didn't want to just come out and say let's cancel it, i think there is enough time to get some people together to talk to some other facilities. We are going to have to be creative if we want to have this event and it may need to be at a smaller facility.
- Susan W - Really i don't think we could do it. I dont think its a good idea. Steve really reminded me earlier of all of the things we usually do ahead of time. The reason why I bring everything here is that I am only a committee of one, I think that we should go to 2024. the possibility of getting a committee and venue in the next month is less than likely. I think it's best that we move forward and have a big fundraiser or speaker jam that puts the focus on it. We should go in that direction.

- Joe C - Susan would you be opposed to slowly maybe building a committee? I know it's a long stretch to be acting as chair, but could you slowly build a committee over time?
- Susan W - absolutely. we never usually get to work for those full two years in between the conventions. We are lucky to really get a good year. I think that we need to work on building a committee and moving forward from here.
- Joe C - i think that is the simplest solution to move forward for 2024 and do what you can in the meantime
- Steve W - i think that makes perfect sense and we could make a theme maybe around the idea that this has been a deferred convention. I think that the idea of finding a smaller venue where it is not a hotel and doing something in the spring that is bigger than a regular speaker jam on a larger scale. have there be a banquet and a dance after the speaker jam and we could do a little bit of fundraising and build excitement for the upcoming convention. Maybe we can build a committee now and roll that momentum of an event into something bigger in two years.
- Vincent C - I think that one of the reasons that people haven't gotten involved more is that people are afraid and are slow to come out of their houses. I think that planning a big event right now is a bit premature. I think that we need to take a little more time to modify our idea of what a convention is going to look like. People want to take their time in getting back out there. i think we need to keep that in mind as we move forward.
- Cyndi W - Susan would stay in as chair until the next convention?
- Chelsea B - the policy is that she could serve two terms, but i think we could all agree that this convention cycle was a wash and let her have another term.
- Susan W - i think that for sure in the fall hopefully that all falls into play but we will go through the motions that i will be elected. I would like policy to look at the financial position issue to get some help in that area. I think we still want to build and put it out there that we are having a convention later on and move forward.

Meeting Adjourned

Administrative bodies contact

- **Chair:** Bill H. 401-248-3337 williamh110287@gmail.com
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- **Activities:**
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- **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 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, provide a verbal subcommittee report to the service body and a written report for inclusion to the Area minutes.

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

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

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

Purpose

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

Qualifications of General Service for Convention Subcommittee Officers:

Clean time requirements for Convention Subcommittee Officers:

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

Qualifications of the GPA Convention Subcommittee CHAIR:

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

- Administrative abilities.

Responsibilities of the GPA Convention Subcommittee CHAIR:

- Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, & provide help when needed.
- Helps resolve personality conflicts.
- Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.
- Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.
- Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
- Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- Votes only to break a tie.
- Chairs the Convention Committee meeting as well as the convention.
- Gives a monthly detailed report—in person to the body at the GPASC meeting and in writing for inclusion in the Area minutes—to the supporting Area Service Committee. Included in this report: all committee activities and all financial activity.

Qualifications of the GPA Convention Subcommittee VICE CHAIR:

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

Responsibilities of the GPA Convention Subcommittee VICE CHAIR:

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

Qualifications of the GPA Convention Subcommittee SECRETARY:

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

Responsibilities of the GPA Convention Subcommittee SECRETARY:

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

Qualifications of the GPA Convention Subcommittee TREASURER:

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

Responsibilities of the GPA Convention Subcommittee TREASURER:

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

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

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

D. Responsible for all monies—including revenues from registration and banquet tickets: pays all bills; and advises the Chair on cash supply, income flow, and rate of expenditures.

E. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.

F. Each check should require two signatures. Additionally, a complete Treasurer's report within three months after the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.

G. A periodic review of all financial records should be made by the sponsoring service area. The records should be reviewed at the time of the actual fund distribution in accordance with the Treasurer's financial statement requirements.