

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:**
- **Board of Directors:** Gail L gaillandi@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	The Journey Continues
New Freedom	
New Normal	

ADMINISTRATIVE REPORTS:

Chair (Bill H.)

Vice Chair (Chelsea B.)

Hi all,

Thank you for attending on the virtual platform. This month I have prepared the treasurers report in the absence of having a treasurer. I will be meeting with the BOD in the coming week to hand off the books for a full audit.

Thank you, ILS,
Chelsea B

Secretary (Mollie B.)

no report

Literature Report: (Rick D.):

Since there were no literature sales I have no sales figures. But Johnny and I have talked and agree that it would be in the best interest to wait until we have an accurate list for printing. As soon as I have an accurate list I will present it to the printers.

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

You may purchase NA literature on the day of the GPA Service Meeting at:

Beneficent Congregational Church

300 Weybosset St

Providence, RI 02903

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: (open)

GPA Treasurers Report

Date 8/22/2021
 Bank statement closing date 8/22/2021
 Closing Balance \$ 9,213.27
 Total of outstanding Debits/Uncashed Checks: \$ 2,124.23
 Any Credits Outstanding (Deposits not reconciled): \$ -
 Set aside Funds: \$ 6,684.00

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: \$ 405.04

← set aside \$4,684.00 at the end of business.

INCOME

Total Group and Individual Literature Purchases \$ -
 Total Group and Individual Donations \$ -
 SUBTOTAL \$ -

Description	Amount
activity	\$ -
Return unused	\$ -
paypal	\$ 328.74
0	\$ -
Subtotal	\$ 328.74

TOTAL INCOME: \$ 328.74

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)	\$ -
0	\$ -
Zoom	\$ 16.04
storage	\$ 40.00
rent	\$ 50.00
0	\$ -
0	\$ -
0	\$ -
0	\$ -
Total	\$ 106.04

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: \$ 627.74 Does not include reserves

Non Customary Expenses (Motion and Vote Required)			
Description	Amount	Pass/ Fail	General Account Remaining
Rally table fee	\$ 250.00	pass	\$ 377.74
return covid relief to active	\$ (2,000.00)	pass	\$ 2,377.74
0	\$ -	0	\$ 2,377.74
0	\$ -	0	\$ 2,377.74
0	\$ -	0	\$ 2,377.74
0	\$ -	0	\$ 2,377.74
0	\$ -	0	\$ 2,377.74
0	\$ -	0	\$ 2,377.74
0	\$ -	0	\$ 2,377.74
0	\$ -	0	\$ 2,377.74
0	\$ -	0	\$ 2,377.74

← moving \$2000.00 from set aside back to available funds.

Total of Money Motions Passed General Account \$ (1,750.00)
 Donation to region (odd months only) \$ -
 Remaining Working Balance: \$ 2,377.74

Final Balance \$ 7061.74

We moved 2k covid relief back into available funds.

RCM Report: (Mike D.)

Attended region last weekend. Since last region they have not received any donation from us in the PO box. Their closing balance before the NAWS donation was \$3866.06. All of the motions that they had were requests for set asides from the BOD and the convention committee which has been set for a new date. They were approved. The AD requested set aside funds for attendance to the western states learning day in October. That was pretty much it for money motions. I attended three events last month, the fundraiser held in Falmouth, the Cape Cod campout, and the Southside picnic. All three events were well supported. It seemed important for members of NA to get out and mingle and attend events. That's been my activity for the past month, other than that there isn't much to report.

BOD

no report

Activities Report (open)

Convention report (Susan W.)

Please be announcing at your groups that the area needs a convention committee and positions are open.

H&I: (Liz C.)

Our subcommittee met today from 1:30 – 2:15 pm with 8 people in attendance. There were 3 commitments this month that Phoenix House did not show up for. The panel coordinator reached out to them and was told they were having technical issues. She was very apologetic and thanked us for our service. Hopefully they will have their laptop issues figured out by next week. All three weeks, we did show up along with the speakers.

There have been a few people interested in filling out applications for commitments in the women ACI. We already have someone that was cleared a couple months ago. We need to wait for applications to get approved before we can elect a coordinator and panel leaders. We will be looking for women to fill those positions. Applications can be downloaded from the GPANA website under the H&I tab. Once the application is filled out it should be emailed to the PR subcommittee to be sent in for approval. gpanapublicrelation@gmail.com

Once the application is approved, an email will be sent to the person on times for the mandatory orientation. After the orientation is completed, please contact the H&I subcommittee so we can form a list of people to pull speakers from (either by contacting us

through the H&I email, attending the Subcommittee meeting during Area, or letting one of our panel coordinators/leaders).

ILS,

Liz C, Chair

Policy (Steve W.)

no report

Public Relations Report (Steph G.)

We met Tuesday August 17 at 6 pm with two members in attendance.

Topics Discussed:

Recovery Rally- Will be held September 18th 11am-4pm at Roger Williams Park. We are asking for some time during new business to discuss with the groups the pros and cons of being a part of this event before submitting a motion for \$250 today to pay for the booth.

Cape Cod Symposium- Is being held September 9,10, and 11, Region is looking for anyone interested in helping to host the booth on one of these days.

We also discussed the concern of trusted servants in this subcommittee. We, as an area, have put a lot of time and effort into giving presentations to build relationships within our community. We have not had a steady group of people within the subcommittee for some time. With elections coming up in November and myself not being able to take the chair position again we are looking for people to serve within this subcommittee. We believe that public relations is really important service work. That being said, the main part of an efficient PR subcommittee is consistency. If any one is interested please attend our next subcommittee meeting!

Next meeting: September 14th 6pm

Meeting ID: 719 036 7110

Password: 0000

In Loving Service,
Steph G.
GPANA PR Chair

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

Good afternoon

I have not made any major updates to the functionality of the site this month. We need constant updates to meetings and the GPA Area Service page. I need other NA members to help confirm meeting information and we should do this prior to printing any meeting list to be distributed. The best way to communicate these changes is to use the "Contact us" link at the bottom of the website page.

In loving service

John F.

Area Inventory Ad-hoc (Dave E.): ****PLEASE DISCUSS THIS WITH YOUR GROUPS AND RETURN TO AREA WITH THOUGHTS****

There were five servants on the call this month.

- We followed up on the work from the previous month:
 - We had done work to tailor the second inventory format to bring it up to date considering the Guiding Principles book our Fellowship has available to us.
 - We found that this option is likely to have more benefits in the long term than the first, more specifically dedicated inventory format.
 - We are prepared to recommend the second format to this ASC as a viable option for an area inventory.
 - § A reminder: the second inventory option is essentially a guide through the In Service section from the Guiding Principles book. There are roughly 10 questions per Tradition and we believe it will be helpful to edit those questions down to about 3 per Tradition.
- We discussed potential options for how to structure an inventory, and we believe this is a decision the groups should be involved in making.
 - We are presenting two options:
 - § Two inventory sessions, four hours each, likely a Saturday and Sunday over the course of the same weekend.

§ One inventory session, one hour each, either immediately prior or post-ASC meeting.

- We believe there are pros and cons to each choice, and that is why we're seeking the direction of the groups.

§ If we have one weekend, there is a chance that we do not complete the discussion as it may relate to all 12 Traditions. There is also a chance of a lower amount of participation from area servants due to schedule conflicts.

§ If we continue this inventory process over the course of a year, there may be a lack of discreet action taken in an ongoing process. The likelihood is that during an inventory, areas for improvement are often highlighted and then groups may write motions to change the area's policy as a result. If we're moving through these discussions over the course of a year, then it may be challenging to make changes before the "inventory" is complete. We're hesitant about enthusiasm waning over time.

- As it stands, we believe we can carry out an area inventory with the members of this ad-hoc committee. We believe either of the formats will be helpful, but suggest the second format. We defer to the area to decide whether we should hold this inventory over the course of one weekend or whether we should organize and facilitate it monthly along with the regularly scheduled ASC meeting.

ILS,

The Inventory Ad-hoc Committee

****TAKEAWAY: Would your group like to have the area inventory conducted over the course of a single weekend, or one hour before the ASC over the course of the year?*****

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: 20210822-01**

Date: 8/22/21

Maker: Mike D

Seconded By: John F.

Motion: To release excess amount of funds in Covid Relief Fund and decrease to \$1000

Intent: To make funds previously set aside for operating purposes and fund flow

Count: Yes: 10 No: 1 Abstain: 4

- **Motion: 20210822-02**

Date: 8/22/21

Maker: PR Subcommittee

Seconded By:

Motion: The PR subcommittee is asking for \$250 to pay for the Booth at the Recovery Rally on September 18.

Intent: To fulfill the financial responsibility due to the Recovery Rally, in order to participate in the event to spread the Narcotics Anonymous message to the community.

Count: Yes: 14 No: 0 Abstain: 1

- **Motion: 20210822-03**

Date: 8/22/21

Maker: BOD

Seconded By:

Motion: To include the following in area policy:

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 RSC 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 tendency to hoard 7th tradition funds. The BOD and treasurer should review and adjust as necessary the prudent reserve on an annual basis.

Example:

Item	Monthly expense	Months to carry in prudent reserve	Total
Rent	\$50	3	\$150
Literature	\$1500	Half of 1 month (there is inventory-intent is to have some cash to restock set aside if sales are low for a while)	\$750
Liability Insurance AKA – regional insurance	\$62	3	\$186
Website	\$222 (\$85 and \$137)	1 -not monthly bills. Intent is to be able to pay domain and hosting bills should it be necessary.	\$222
Sub Total			\$1308
Insurance: Directors and	Annual expense of \$1284	Annual expense of \$1284	\$1284

Officers for 501 C 3			
			Total \$2592

Intent:

Count: Yes: 10 No: 0 Abstain: 3

- **Motion: 20210822-04**

Date: 8/22/21

Maker: BOD

Seconded By:

Motion: To include the following in area policy:

Set Aside Policy:

Set aside = Any funds which are reserved “set aside” for use by a specific committee. The requested amount will be set aside when a motion for creating set aside is approved. Use of funds requires approved motions. (Unless it is a customary expense such as H and I literature). Funds are replenished from the general fund as used.

In keeping with the 11th concept the ASC should keep in mind when approving set aside funds the balance between setting aside monies to meet the local fellowships financial obligations and provide services vs not allowing funds to bottleneck at any point in our structure.

Intent:

Count: Yes: 12 No: 0 Abstain: 1

Group Concerns:

The New Normal - celebrating its first year. When: September 11, 2021 Time:12p-6p Where: Lincoln Woods State Park Field E, Lincoln RI, 02865 Contact information Brian H:401-359-1454 Alisha G:401-617-3000 Food Fun Fellowship

Old Business:

Treasurer open
 Alternate RCM open
 Alternate Treasurer open

Activities Chair

Convention open positions:

Convention Vice Chair
Convention Treasurer
Convention Secretary

New Business:

Open Forum:

- Mike D - Since we've decided that we are going to the hybrid format for the foreseeable future, do we want to purchase the items that we need and use the covid funds to purchase a camera and speaker like the ones used in some of the hybrid meetings? Or are we going to continue to use the materials that were donated by Rick for the last ASC?
- Rick D - Just out of curiosity, how long are we going to keep this hybrid? I don't need all this stuff that I have since I don't need it for Cottage Street anymore.
- John F - We started talking about it earlier, keeping the hybrid option for the winter and situations like that, but I'm assuming we would need at least a laptop, a camera, and a speaker, Is that what you are talking about Rick, and packing it away?
- Rick D - Yeah, its all that stuff that you just mentioned. What did we do before the hybrid? We would just do it the following month or the following week.
- John F - We aren't talking about literature, just if we are going to keep the meeting as hybrid. Unless there is a weather event, perhaps we won;t hold the meeting as hybrid. I think a lot more people are going to take the zoom option if hybrid is available.
- Mike D - I was under the impression that one of the conditions of meeting in person again was so that GSR's who were not comfortable meeting in person or unable to meet in person.
- Marissa J - There were a certain amount of groups meeting in person and not meeting in person, and we had been on zoom for so long that we wanted to have an area that was more inclusive. We talk about people not showing up for area, but last month there were people on zoom at the hybrid meeting. I get not adding burden to the people who are already here, but it is going to be easier to send GSR's if hybrid is an option. I don't know why we wouldn't want to consider this if groups want it as an option.
- Steph G - I know that we discussed this in the beginning before going back in person, but what do we think about putting it in the minutes so the groups can decide? We are the ones here today, but i think we should ask the groups if they would do hybrid or if they plan on coming and rediscuss it next month. I could go either way.
- John F - my group we created a new position for hybrid, who is responsible to set it up and take it down.

- Rick D - along with what steph says maybe we would get more participation if we keep it hybrid. My problem is that if we don't meet on the day we are supposed to, what are we going to do? I'm tired of carrying all the literature around.
- **QUESTION POSED TO GROUPS: Do we want to continue to have our ASC as a hybrid meeting, or do we want to make this only in-person? Do we want to create a position responsible for the hybrid setup and takedown?**
- John F - you could for about \$400-\$500 get a really good setup. The speaker I bought for our group is a bluetooth speaker for \$250, it's a great speaker, very sensitive. The camera is a high def camera, and you could basically get away with a chromebook. All very light, small, and easy to set up.
- Chelsea B - Rick had mentioned that he was going to pack up and put his stuff away, could we as an area body purchase it from you?
- Rick D - I could take it and put it away, but there are things I want to do with it eventually. It's just something I'm not going to use for a little while.
- Mike D - The area has several laptops and we could use one of those like we did last month. We would just have to get a camera and a speaker like Johnny said. The items they have have a really good quality set up. There are several groups that use the hybrid, and seeing that we aren't completely out of Covid yet, I think it would be doing a disservice not allowing for people to join via zoom.

Meeting Adjourned

Administrative bodies contact

- *Chair:* Bill H. 401-248-3337 williamh110287@gmail.com
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Addendum

Greater Providence Area Service Committee (GPASC) Administrative Positions:

- Chairperson Vice Chairperson Secretary
- Alternate Secretary Treasurer
- Alternate Treasurer
- Regional Committee Member (RCM) Alternate RCM
- Board of Directors

Qualifications of General Service:

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

- Willingness and a desire to serve.
- A level of recovery that reflects their ability to apply the 12 steps to their personal lives and the twelve traditions to their personal interactions with other.
- The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- The suggested clean time requirement as established for the individual office.
 - Chairperson Four (4) years
 - Vice Chairperson Three (3) years Secretary One (1) year
 - Alternate Secretary Six (6) months Treasurer Three (3) years Alternate Treasurer Two (2) years RCM Three (3) years
 - Alternate RCM Two (2) years BOD Five (5) years
- Prior service experience on a group level and working knowledge of the elected office.

Qualifications of the Area CHAIRPERSON:

- The stated qualifications of general service apply to this position.
- Four (4) years continuous abstinence from all drugs.
- Prior service experience as Area Service Committee (ASC) officer, subcommittee CHAIR, or GSR
- The ability to conduct an ASC meeting with a firm yet understanding hand.
- Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- Tolerance and objectivity with those who are unable to see beyond the needs of their groups.
- Working knowledge of the Greater Providence Area (GPS) Guidelines and the N.A. 12 Traditions.

Responsibilities of the Area CHAIRPERSON:

- Preside over the GPASC meetings and remain throughout.
- Set the ASC agenda prior to the ASC meeting. C. Preside over the Area Administrative Committee Meeting.
- Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines.
- Maintain the GPASC archives.
- Conduct orientation including distribution of the Greater Providence Area GSR Introduction Booklet prior to the start of the ASC meeting.
- Is available to the GSRs as a resource of information pertaining the ASC meeting.
- In the absence of an Administrative Officer (Treasurer, Vice Chair, Secretary, etc.) fulfill or delegate the responsibilities of said office.
- Fulfill all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.

- Compile reports and files from the GPA Vice Chair, Treasurer, and Secretary.
- Must be a signer of the GPASC bank account. L. Does not vote at the GPASC meeting.

Qualifications of the Area VICE CHAIRPERSON:

- The stated qualifications of general service apply to this position.
- Three (3) years continuous abstinence from all drugs.
- The ability to conduct an ASC meeting with a firm yet understanding hand.
- Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- Tolerance and objectivity with those who are unable to see beyond the needs of their group.
- Working knowledge of the GPA Guidelines and the N.A. 12 Traditions.

Responsibilities of the Area VICE CHAIRPERSON:

- Is a member of the Area Executive Committee, which meets prior to the GPASC meeting.
- In the absence of the Area Chair; preside over the Area Executive Committee; formulate the ASC agenda prior to the ASC meeting; and preside over said meeting, remaining throughout.
- In the absence of the Area Chair, fulfill or delegate the responsibility of any Administrative Officer (i.e. Area Treasurer, Secretary, or Subcommittee Chair).
 - In the absence of the Area Chair, conduct the GSR orientation including distribution of Greater Providence Area GSR Introduction Booklet, prior to the start of the ASC meeting.
 - Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines, and fulfill all other reasonable responsibilities that the ASC Chair may deem necessary.
 - Develop personal knowledge of the inner workings of all ASSC Subcommittees. Act as a resource, and help to maintain the structure, and integrity of all ASC Subcommittees, without being a voting member of those committees.
 - In the absence of the Subcommittee Chair fulfill or delegate the responsibility of said office from within that committee. [When applicable.]
 - Maintain a line of direct communication between ASC Subcommittees and the ASC Chairperson.
 - Assist the Area Chair in conducting the GPASC meeting. Conduct the review and confirmation of Area Subcommittee reports during the ASC meeting and distribute to the Area Secretary at the end of the ASC meeting.
- In the absence of the Area Chair fulfill or delegate all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.
- May be a signer of the GPASC bank account. L. In the absence of the Area Treasurer, pick up an distribute all Area mail from the GPA PO box in a timely manner, prior to the GPASC meeting.

Qualifications of the Area SECRETARY:

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

Responsibilities of Area SECRETARY:

- Is a member of the Executive Committee, which meets prior to the GPASC meeting.
- Record attendance at the beginning of the GPASC meeting.
- Compile and maintain a current list of all recipients of the GPASC minutes.
- Provide a brief overview of the prior ASC meeting in a written secretary's report. To be read at the present ASC meeting.
- Tabulate an accurate vote count for motions, to be recorded on the submitted motion form, and to be included in the minutes. Each motion is to include: month, day, year, number (01-22-06-1 is January 22,2006 motion #1).
 - Organize and create concise minutes of each GPASC meeting.
 - Distribute minutes no later than ten (10) days after the GPASC meeting. Make additional copies available at the next GPASC meeting.
 - Distribute a copy of GPASC minutes to the New England Regional Service Committee and the Free Spirit Area.
 - Keep an accurate record of GPASC motions and policy created during their term and make copies available at the ASC meeting upon request. Turn this record over the Policy Chair at the end of each term.

- Compile (to be included in the minutes); Groups in Attendance at ASC meeting, and Groups that Donated to the ASC. Provide a Legend of Symbols to facilitate understanding of above lists. (As provided in past minutes.)
- Compile a current Group contact list containing; Group name; GSR name, phone number, mailing address, and email (if available).
- Provide a current list of Administrative Officers names and phone numbers to be published in the GPASC minutes.
- Provide a Group Announcement page to be published in the Area minutes.
- May vote on administrative motions only.
- Care for and maintain the laptop provided for the Area Secretary position.
- Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these available at the ASC meeting.

Qualifications of the ALTERNATE Area SECRETARY

The stated qualifications of general service apply to this position.

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

Responsibilities of the ALTERNATE SECRETARY:

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

Qualifications of the Area TREASURER:

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

Responsibilities of the Area TREASURER:

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

Qualifications of the ALTERNATE Area T REASURER:

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

Responsibilities of the ALTERNATE TREASURER:

- Assist the GPA Treasurer in performance of all previously stated responsibilities.

- In the absence of the Area Treasurer, and at the direction of the Area Chair, perform the ASC Treasurer responsibilities.
- Attend all GPASC meetings.

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

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

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

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

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

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

Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

- The stated qualifications of general service apply to this position.
- Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]

Bookkeeping and/or accounting skills.

- Ability to organize and keep financial records.
- A Board Member may not hold another area-level financial position.

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):

The stated qualifications of general service apply to this position.

- One (1) year continuous abstinence from all drugs.
- Prior service experience serving as an Alternate GSR.
- Active participation in the group they are representing.

- Knowledge of the GPANA service structure.

Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):

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

Subcommittee Officers: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Subcommittees:

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

Subcommittee Positions: Chairperson

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

Qualifications of General Service:

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

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

Qualifications for GPASC Subcommittee Officers:

- The stated Qualifications of General Service apply to these positions.
- Clean time requirements for subcommittee officers: Activities, H&I, Literature, Phone Line, Policy, PI:
Chairperson Two (2) years
Finance: Chairperson Five (5) year's Convention: Chairperson Five (5) years
Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) years

Responsibilities of the ACTIVITIES SUBCOMMITTEE:

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

Responsibilities of the FINANCE SUBCOMMITTEE:

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

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

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

Responsibilities of the LITERATURE SUBCOMMITTEE:

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

Responsibilities of the PHONE LINE SUBCOMMITTEE:

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

Responsibilities of the POLICY SUBCOMMITTEE:

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

- Attend the GPASC meeting, provided a verbal subcommittee report to the service body and a written report for inclusion to the Area minutes.

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

- Uphold the integrity of the Eleventh Tradition of N.A.
- Maintain: Distribution and sales of meeting lists to rehabilitation centers as well as the general public. Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.
- Arrange all public information speaker commitments.
- Conduct a minimum of one public information workshop per year.
- Meet one hour prior to the GPASC meeting 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.