

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:

- Clean and Serene Friday Evenings 7-815 moving to:

Faith Baptist Church
765 Commonwealth Ave.
Warwick RI

Contact Penny B. 401-644-5142

- Are We Here Group Celebrating 31 Years!
Thursday October 28 7-9PM
Food, Fun Fellowship and Fire Pit gathering to follow!

Riverside Congregational Church
15 Oak Ave. Riverside, RI

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

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	Spiritual Solutions
New Normal	

ADMINISTRATIVE REPORTS:

Chair (Bill H.)

no report

Vice Chair (Chelsea B.)

Hi,

Thank you all for coming. I'm standing in for Billy who is away in a wedding this month. This month it became apparent during a BOD audit of the treasury that there have been some discrepancies as far as our account with storage America. I have had several conversations with the manager of storage America and it appears as though our account may have been auctions. The BOD will be meeting on October 5 to investigate this matter further and decide on a course of action. All are welcome to attend this meeting it will be held via zoom.

In loving service, Chelsea

Secretary (Mollie B.)

no report

Literature Report: (Rick D.):

LITERATURE SALES FOR THE MONTH OF SEPT. 2021

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
GROUP SALES:	\$1,228.37
TOTAL EXPENSES	\$0.00
TOTAL LITERATURE SALES AND EXPENSES:	\$1,228.37
LITERATURE RESTOCK (ORDERED):	\$1,158.17
GPA MEETING LIST RESTOCK (850 MEETING LISTS):	\$95.00
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	\$0.00

TOTAL LITERATURE RESTOCK (ORDERED):	\$1,253.17
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I had the meeting lists printed (500 of them) and 100 New Comer Packet envelopes printed (100 of them) for a price of \$121.XX I mentioned to them that this would be a monthly order so I would be in touch with them again shortly.

I have also received an e-mail from world stating that the order placed on 6/27/21 has not been paid for. The following months order placed on 7/25/21 HAS been paid for, so there is a missing payment somewhere.

*******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)

5:41 AM

09/27/21

Accrual Basis

**Greater Providence Area Of NA
Transaction Detail by Account
September 1 - 27, 2021**

Type	Date	Name	Memo	Amount
Area Income				
Group Contributions				
Deposit	09/24/2021		PAYPAL DES...	98.82
Deposit	09/26/2021	New Life	Deposit	2.33
Deposit	09/26/2021	New Freedom	Deposit	400.00
Deposit	09/26/2021	Serenity / Insanity	Deposit	150.00
Deposit	09/26/2021	Clean & Serene	Deposit	79.50
Deposit	09/26/2021	Edgewood NA	Deposit	48.91
Deposit	09/26/2021	Anonymous	Deposit	0.85
Deposit	09/26/2021	Love Line	Deposit	48.70
Deposit	09/26/2021	Anonymous	Deposit	0.58
Deposit	09/26/2021	hope not dope	Deposit	340.08
Deposit	09/26/2021	Breakfast Club	Deposit	0.91
Deposit	09/26/2021	Clean & Serene	Deposit	0.30
Deposit	09/26/2021	Anonymous	Deposit	9.55
Deposit	09/26/2021	Dedication	Deposit	2.80
Deposit	09/26/2021	KISS	Deposit	2.20
Deposit	09/26/2021	New Life	Deposit	9.80
Deposit	09/26/2021	Step Sisters	Deposit	70.00
Total Group Contributions				1,260.71
Literature Group and Ind Purcha				
Deposit	09/26/2021	New Life	Deposit	227.67
Deposit	09/26/2021	Anonymous	Deposit	7.44
Deposit	09/26/2021	Edgewood NA	Deposit	88.24
Deposit	09/26/2021	Anonymous	Deposit	11.35
Deposit	09/26/2021	Love Line	Deposit	151.30
Deposit	09/26/2021	hope not dope	Deposit	249.65
Deposit	09/26/2021	Breakfast Club	Deposit	74.09
Deposit	09/26/2021	Why are we here	Deposit	6.00
Deposit	09/26/2021	Clean & Serene	Deposit	218.98
Deposit	09/26/2021	Anonymous	Deposit	10.45
Deposit	09/26/2021	Dedication	Deposit	7.20
Deposit	09/26/2021	KISS	Deposit	42.90
Deposit	09/26/2021	New Life	Deposit	94.40
Deposit	09/26/2021	Step Sisters	Deposit	40.43
Total Literature Group and Ind Purcha				1,228.10
Total Area Income				2,488.81
TOTAL				2,486.81

5:41 AM
 09/27/21
 Accrual Basis

Greater Providence Area Of NA
Set Asides and Working Balance
 As of September 27, 2021

		Sep 27, 21
ASSETS		
Current Assets		
Checking/Savings		
Bank of America		
Prudent Reserve		1,700.00
Set Aside Activities		250.00
set aside Covid		1,000.00
Set Aside H and I		150.00
Set Aside Insurance		1,284.00
Set Aside PR		300.00
Bank of America - Other		2,689.69
Total Bank of America		7,373.69
Total Checking/Savings		7,373.69
Total Current Assets		7,373.69
TOTAL ASSETS		7,373.69
LIABILITIES & EQUITY		
		0.00

5:44 AM
 09/27/21

Greater Providence Area Of NA
Transaction List by Date
 August 19 through September 26, 2021

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Aug 19 - Sep 26, 21								
Check	08/22/2021	3490	Storage America		Bank of America		Administrative ...	-40.00
Check	08/22/2021	3491	Rally for Recovery	Table Fee	Bank of America	M	PR Subcommit...	-250.00
Deposit	08/23/2021		Income - Group and...	Deposit	Bank of America	X	Group Contrib...	328.74
Check	08/23/2021	EFT	Zoom		Bank of America	X	Administrative ...	-16.04
Transfer	09/17/2021			Funds Transfer	Set Aside H and I		Bank of America	-150.00
Transfer	09/17/2021			Funds Transfer	Set Aside Storage Bin		set aside Covid	-213.41
Transfer	09/17/2021			Funds Transfer	set aside Covid		Bank of America	-150.78
Check	09/23/2021	eft	Zoom	PAYPAL DE...	Bank of America	M	Administrative ...	-16.04
Deposit	09/24/2021			PAYPAL DE...	Bank of America	M	Group Contrib...	96.62
Deposit	09/26/2021			Deposit	Bank of America		-SPLIT-	2,390.19
Check	09/26/2021	3492	Format Printing	VOID: Meetin...	Bank of America	X	Literature Sub...	0.00
Check	09/26/2021	3493	Beneficent Church	Sept 2021 mo...	Bank of America		Rent	-50.00
Check	09/26/2021	3494	NAWS- Literature	Restock	Bank of America		Literature Sub...	-1,158.17
Check	09/26/2021	3495	Rick Delano	reimburseme...	Bank of America		Literature Sub...	-151.45
Aug 19 - Sep 26, 21								

RCM Report: (Mike D.)

no report

BOD

Activities Report (open)

no report

Convention report (Susan W.)

I am still a committee of one. There will be a convention committee held 2-3pm here at area 10/24. Hopefully we will get some participation. Everyone please announce during the month. Thank you

ILS

Susan W.

H&I: (Liz C.)

Our subcommittee met today from 1:30 – 2:15 pm with 11 people in attendance. Adcare has missed all but 3 commitments in the last 2 months. Phoenix House has shown up once in the last 9 weeks. We decided to drop the Phoenix House zoom commitment and the Saturday Adcare commitments. We are keeping Adcare Wednesday for one more month to give them a chance to keep at least one commitment a week. If they do not attend their commitments in October, we will vote on dropping zoom commitments all together.

We will be reaching out to Acute Stabilization Unit – Community Care Alliance, which is a facility in Providence. They contacted me months ago about doing in-person commitments but we had so little participation that the committee didn't feel comfortable adding another commitment. With us cancelling 2 zoom commitments, many panel leaders were happy to switch facilities. We voted in 3 new panel leaders.

ILS,

Liz C, Chair

Policy (Steve W.)

no report

Public Relations Report (Steph G.)

The PR Subcommittee was scheduled to meet September 14 at 6pm via zoom. Due to scheduling conflicts with the area time we have been meeting on zoom the past few months. However, no one attended the subcommittee, I opened the meeting and then closed.

This past month, I dropped off informational pamphlets to the ACI as requested, and we are still waiting on a time to start the commitment, we ask people to please fill out the application on the website under the H&I tab and send to gpanapublicrelations@gmail.com or the H&I email so we can get back into the women's prison and start commitments again.

We also participated in the Rally for Recovery, myself and Marissa hosted the GPANA table.

As we mentioned last month, 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!

The subcommittee will be held at our normal time as of October, at Area at 2:15 pm.

In Loving Service,
Steph G.
GPANA PR Chair

You Are Not Alone (YANA) Clubhouse just opened at 770 Aquidneck Ave. Middletown, RI and they are looking for NA meetings. If any group or addicts are interested in hosting a meeting and looking for a spot to meet please contact David H. His email is dghblogging@gmail.com .

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

no report

Motions back to groups

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

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

- **Motion:**

Date:

Maker:

Seconded By:

Motion:

Intent:

Count: Yes: No: Abstain:

Administrative Motions:

- **Motion:**

Date:

Maker:

Seconded By:

Motion:

Intent:

Count: Yes: No: Abstain:

- **Motion:**

Date:

Maker:

Seconded By:

Motion:

Intent:

Count: Yes: No: Abstain:

- **Motion:**

Date:

Maker:

Seconded By:

Motion:

Intent:

Count: Yes: No: Abstain:

- **Motion:**

Date:

Maker:

Seconded By:

Motion:

Intent:

Count: Yes: No: Abstain:

Group Concerns:

KISS - meeting could use support

Old Business:

Alternate RCM open

Treasurer open

Alternate Treasurer open

Activities Chair

Convention open positions:

Convention Vice Chair - Cyndi nominated, voted in.

Convention Treasurer

Convention Secretary

New Business:

Administration Elections October Area

Sub committee elections will be held in November

Open Forum:

-

Meeting Adjourned

Administrative bodies contact

- *Chair: Bill H. 401-248-3337 williamh110287@gmail.com*
- *Vice Chair: Chelsea B 508-838-0891 cbow1990@yahoo.com*
- *Secretary: Mollie B. 781-492-6815 mjbarker14@gmail.com*
- *Website: John F. john.fallon1@verizon.net*

- **Treasurer: Ambur F. 508-298-4319** afalcone02509@gmail.com
- **Board of Directors: Gail L** gaillandi@yahoo.com
- **Regional Committee Member (RCM): Mike D.** michaelmaxxmd@yahoo.com 214-766-8956
- **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**

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 an 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.