

The Greater Providence Area (GPA) Service Committee of NA: 6/26/2022

The next meeting will be held on 7/24/2022

Area Meeting Times:

- Literature Sales: 1:45 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
- 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
- Group Concerns
- Old Business
- New Business
- Motions (submitted prior to ASC meeting)
- Open Forum

Administrative bodies contact

- **Chair:** Chelsea B 508-838-0891 cbow1990@yahoo.com
- **Vice Chair:** Sandy S.
- **Secretary:** Gina Z. 774-254-5985 gpanaarea@gmail.com
- **Website:** Tyson D.
- **Treasurer:**
- **Board of Directors:** Gail L gaillandi@yahoo.com
- **Regional Committee Member (RCM):** Marissa J.
- **Activities:** Lizzy F.
- **Policy:** Jill D.
- **Convention Chair:** Susan W. 401-480-4835
- **Convention Vice Chair:** Cindy W.
- **Hospitals and Institutions Chair:** Tyson D.
- **Area Literature Chair:** Rick D. 401-230-0061 richarddelano2@yahoo.com
- **Public Relations:** Mike F. 401-473-4976 fratus11@yahoo.com

GROUP ANNOUNCEMENTS:

33rd NA Unity cookout 8/7 12pm- 6pm
 Lincoln Woods
 Fields A & B

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 (Chelsea B.)

Vice Chair (Sandy S.)

Secretary (Gina Z.)

Literature Report: (Rick D.):

LITERATURE SALES FOR THE MONTH OF JUNE 2022	
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:	\$1,414.60
TOTAL EXPENSES	\$0.00
TOTAL LITERATURE SALES AND EXPENSES:	\$1,414.60
LITERATURE RESTOCK (ORDERED):	\$1,430.10
GPA MEETING LIST RESTOCK (500 MEETING LISTS):	\$101.65
REGIONAL MEETING LIST RESTOCK (100 REGIONAL MEETING LISTS):	\$107.21
TOTAL LITERATURE RESTOCK (ORDERED):	\$1,638.96

Greater Providence Area

P.O. Box 72792, Providence, RI 02907 ~ GPANA.ORG

Literature Sub-Committee Report

The Literature subcommittee maintains a stock of NA texts, pamphlets, key tags, and other NA-related items that can be purchased by groups at the monthly Area Service Committee (ASC) meeting. The subcommittee processes group orders monitor stock levels and reorder materials from the World Service Office.

**IF YOU ARE INTERESTED IN ORDERING
LITERATURE
FROM THE GREATER PROVIDENCE AREA**

Download the updated [GPANA Literature Order Form](#).

To pre-order literature online, fill out the downloaded order form, and email it to [GPANA LITERATURE](#)

Or fill out the downloaded order form and bring it with you to the ASC meeting between 1:45 & 2:45.

Literature may also be purchased directly from the NA World Service Office at [NA Webstore](#)

GSRs Please bring this back to your groups

Sales will be conducted between 1:45 to 2:45

Please print neatly when filling in boxes.

Please fill in all boxes including item quantities and price totals, literature total, donation, and the total of the literature and donation combined.

Please check the math on the order forms.

You may purchase NA literature on the day of the GPA Service

Meeting at:

Beneficent Congregational Church

300 Weybosset St

Providence, RI 02903

If you would like to order literature online you can e-mail me directly at

richarddelano2@yahoo.com or text me at 401 230-0061.

Put down your name, the group's name, the item and the quantity you need.
After I receive the order I'll put it on an order form and email or text it back, confirming I received it.

I.L.S.
Rick D Literature Chair

Treasurer's Report: (open position)

GPANA Treasurers Report				
6/26/2022				
Opening Bank Balance - 9314.78				
	<i>Balance brought forward (starting bank bal less prudent reserve)</i>	\$4,630.78		\$4,630.78
6/26/2022	Paypal contributions	\$152.46		\$4,783.24
6/26/2022	group literature sales	\$1,444.15		\$6,227.39
6/26/2022	group contributions	\$688.30		\$6,915.69
6/26/2022	Zoom		\$16.04	\$6,899.65
6/26/2022	Rent		\$50.00	\$6,849.65
6/26/2022	Formatt printing - Meeting Lists		\$208.86	\$6,640.79
6/26/2022	Literature restock		\$1,430.10	\$5,210.69
	working bal for money motions:			\$5,210.69

Prudent Reserve
4684
Ending Bank
Balance -
9894.69

RCM Report: (Marissa J.)

BOD (Gail L.)

BOD Report

Bod Insurance that lapsed. I am looking into multiple companies at present and also looking into whether or not we actually need \$500,000 coverage. I have talked to Debbie L. BOD member at region and I have reached out to a free non profit mentor agency called Score as this is important especially with potential Convention Hotel contracts coming up in the near future. I hope to have more information by next Area.

ILS,
Gail L.

Activities Report (Lizzy F.)

Convention report (Susan W.)

June 26, 2022

Convention Comm. Report
Chair Susan W
V. Chair. Cyndi W

We met today with 11 members in attendance. Our opening treasury's balance 11,901.06

Hotels & Hospitality comm. presented information from 3 conventions today that we will be passed onto the BOD for input from them.


F & E is hosting an event on 7/23/22, 1-8pm at 460 Pine St, Providence, RI. It is a 12 Step Speaker Jam, 12 Speakers \$10 suggested donation (includes dinner). No addict will be turned away. Flyer attached.

We have chosen a theme & logo for GPACNA XI. It is THE TIES THAT BIND US TOGETHER-patience, empathy, faith, trust, hope, honesty, courage. We will be putting it together soon.

ILS

Susan W

**GPACNA CONVENTION
COMMITTEE PRESENTS
SPEAKER JAM FUNDRAISER
FOR GPACNA XI 2024**



Pastries
Coffee & Water
Raffles NA Books & Materials
Clean Time Countdown
Any Questions Contact
Fundraiser & Entertainment
Chloe Sly L (401) 312 3120

**THE
NARCOTICS ANONYMOUS
STEP WORKING GUIDES
12 Step Speaker Jam
12 Speakers
Suggestion Donation
\$10 Dollars (Includes Dinner)
No Addict Turned Away**

**JULY 23rd
1pm to 8pm Est
460 Pine St
Providence, R.I.**

H&I: (Tyson D.)

Policy (Jill D.)

Public Relations Report (Michael)

PR report 6/26/2022

No committee meeting this month.

Had a flyer hand out day on June 11 th . Went well hung flyers at 15 locations. 14 of them hung them up and 1 place took the flyers to put on the counter. Joe, Steph and myself attended. Steph and I went up to places together and Joe was there to be if needed.

Places: On Broad St

1. 7/11
2. California Nails
3. Hookah Lounge
4. Mekong Seafood
5. Lucky Mini Mart
6. Rainbow Water
7. Fernandez Liquors
8. Empire Loan
9. McDonald's
10. Dunkin' Donuts
11. Dollar Zone
12. CVS
13. Supermarket
14. F&J Liquors- did not let hang but put on counter
15. Sonia's Jewelry

Refused: Shell

Group discussed about doing another one in Warwick in August and will prepare that for a weekend in August. Also committee will meet next month.

National Night Out is August 2 nd and we will talk about a table next month. Tables are free and it is a good opportunity to pass the message and explain NA to people who might not know about it. Warwick would be the easiest to attend and that is at Rocky Point. Committee will meet next month and bring to area to see if can attend.

Thank you everyone for your service and hope all are well.

Website Chair (Tyson D.): www.gpana.org/wordpress

Motions back to groups

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

Administrative Motions:

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

Group Concerns:

Old Business:

Treasurer- Peter nominated and voted in as treasurer
Alternate Treasurer- open

Alternate RCM

Convention open positions:

Convention Alt Secretary- Linda nominated and voted in

New Business:

Open Forum:

Area Inventory

Hello GPANA,

We had a successful Area Inventory the first weekend of April, all things considered. On Saturday, there were 6 people representing 5 member groups of the area present. On Sunday, there were 6 people representing 6 member groups of the area (including facilitators).

We began the day with some readings from our literature that touched on the importance of inventories, whether they be personal, group, or area inventories. We framed the discussion as one wherein we were seeking to find what our area does well along with where we have room for improvement. This weekend was not about finding solutions to problems so much as uncovering assets and liabilities.

Our format was centered on the 12 Traditions, using several questions from the Guiding Principles book to facilitate discussion. We found this format to be very helpful at fostering discussion and staying focused on the spirit that guides us in service.

The salient themes from the weekend were that we've been doing better than we may have thought, that we can easily take for granted the fact that this area provides basic services that are very important for us to carry The Message of NA. We're providing literature for groups in a convenient fashion, we're still doing H&I work, our website hasn't had an interruption of service in recent memory, and our PR subcommittee continues to educate the public about who, what, and where we are. We cooperate with the local community without much risk of affiliation, participating in events like Rally for Recovery. From time to time, we may disagree on how we deploy our resources or how we execute on ideas within the area but we're regularly reminded that we all want the same thing: to carry The Message further than any one group could do alone.

We also found that the biggest space for improvement is in communication and mentorship. How we train and support our servants has been inconsistent, even lacking in the recent past. Many believe the GSR Orientation can be more robust, that our subcommittee chairs and administrative committee members could benefit from more mentoring from their outgoing

counterparts, and that there could be more time for explanation of topics at the area meeting. Of course, this is all with the understanding that it can be challenging to try and manage the area's agenda and limited time considerations.

Below are the notes taken on the discussions had for each of the Traditions. We offer them to the groups in the hopes they take some time to consider whether they'd like to continue that discussion themselves and possibly volunteer some solutions for this area by way of policy changing motions moving forward.

As it stands, this ad-hoc committee has achieved it's purpose: to host an area inventory. That inventory is finished but the work of implementing these discussions and ideas into action has only just begun. It is our recommendation that the area consider doing this inventory on an annual basis in the hopes that subsequent years will be more well-attended, offer more

opportunities for discussion, and that the habitual act of inventorying will lead to substantive changes in the long run.

ILS,

The Area Inventory Ad-Hoc Committee

1 st Tradition:

We have room for improvement when it comes to training the GSRs, helping them understand their role, the service structure of NA, and how important they are to good communication between the groups via the ASC.

The Area is reliable in providing services that would otherwise not be possible for a group to do alone. PR and H&I do, in fact, provide services on a year-round basis. The area does carry this

message – we accomplish that goal – in a much larger way than any group could do by itself.

2 nd Tradition:

Our decision making can be confusing. Often we rely on certain people to influence decisions because sometimes decisions are complicated. Sometimes it seems like we don't honor minority voices.

Time is a major limiting factor and we often rush to decisions because we're pressed for time.

The agenda is a mechanism for deciding how much time we devote to topics of discussion.

Does the area chair have the understanding and knowledge to manage the agenda in the moment – and does the body support the chair? Is the body flexible when it comes to those discussions that may take more time than expected or need to be tabled for further discussion?

The minutes of the body meetings are incredibly important. It's a lot of how we communicate.

How do we deal with "gray areas" at area? Do we chalk it up to an "administrative decision" and rush to decide at area or do we send that decision back to the groups?

3 rd Tradition:

Literature is one way we assist the groups in their efforts to carry the message. PR has helped some groups get into buildings they otherwise may have not been able to meet in. H&I takes

the message into places where people can't get out.

What challenges are the groups currently facing – "I'm not sure we know. I'm not sure the groups know this is a body meant for that discussion." Many members aren't sure what area even is. Are we "checking the pulse" of the groups at the area?

We could do better with mentorship in service. Beyond the GSR orientation, what else can we

do to support new members? Can we pair new and old members during the service meeting? Some groups may train their GSR's well, but some groups may not have that capability. Old

timers may be frustrated by the "slow down" process at area when it's necessary to stop and take the time to teach someone new about a topic being discussed.

4 th Tradition:

We can only honor the service needs and wishes of the groups when they communicate to us what those needs and wishes are. Communication is so important to this process – in two ways: what the groups want as well as what the area is capable of doing (at any given time). Do we currently have a process of seeking out the groups that are not represented at area?

We can be a resource to help groups decide what format they may want to choose, where they meet, what day of the week, what time, etc.

We respond to local needs with the public with PR. But what about internal local needs within NA? How do we know what those needs are if we don't hear? Can we seek out those voices? Can we ask questions about services wanted by the groups electronically? How do we leverage today's technology to improve communication? Much of our technological solutions require a contact point in the first place.

What is the responsibility of the other groups in an area when one group seems to be existing outside of the 12 Traditions?

Tradition 5:

There can be a breakdown in how we help groups address challenges they're facing. Often we don't help because we don't know they're facing challenges. Many groups will face that challenge and find a solution on their own without necessarily consulting the area. We can help by directing the group to the Steps, Traditions, and Concepts – the collective wisdom of the service body may help the group find the answer in the literature faster than the group would find it on its own.

How much outreach are we doing to those in our area who may not speak English as their first language?

As for helping the groups, we're limited in helping based on how much we know what to do to help. If we don't know what the groups need, we can't help. As for helping the overall effort to carry the message, we're limited in our human resources. For example, there are 6 people here today at this area inventory.

We could always do more but in the meantime we are, in fact, helping pretty consistently.

Through COVID, PR did considerable work with the state government about what we were doing in response to the pandemic, for example. The website hasn't had an interruption in service. H&I is still carrying the message into institutions.

We use our primary purpose too lightly sometimes. The convention can be perceived as nearly more of a fundraiser than a vehicle for carrying the message. The area inventory cost \$350 and

there were 6 people on day 1! Is that a prudent use of money and does it have a dramatic effect on how we carry the message?

Tradition 6:

Not being connected to other entities allows us to carry the message we have, in the way we want, however we want. It also protects us from controversy other entities may have. The recovery rally is a cooperative event we participate in, wherein other entities that are recovery

related will participate. PR endeavors with probation or drug court is cooperation without affiliation. We do pretty well as an area helping them delineate between cooperation and affiliation. We help groups understand that they are not the location they meet at, which helps them understand how to stay nonaffiliated. We stay protected from external controversies as they may relate to the institutions in which we pay rent to meet.

From time to time, we may lose the sensitivity we might need when we consider AA or other 12-Step fellowships. We have faced controversy with respect to DRTs in the past and we may still be working toward a solution on how to return to unity on that topic. It can be difficult to navigate controversy regardless of the topic, but especially when it comes to the life-saving message we have here in NA. One of the problems we have as an area is that we don't have a comprehensive understanding of our literature, which may include our world bulletins or our service literature that's not as widely available as fellowship approved literature. Social media is another topic that can be confusing for those who have yet to read the literature we have written about it. Especially with respect to DRT's, there is an unfortunate situation wherein many of our most outspoken members (in both respects) may make broad claims that feel more weaponized than helpful.

Our reputation depends on the community: professional community? Treatment community? General public? Religious community? Broader recovery community? Our reputation can get compromised by inappropriate behavior or misunderstanding of our traditions.

Tradition 7:

We've been able to continue to provide services throughout the pandemic. We have whatever it is we need as a body to get things done. To do things more effectively, to provide more mentoring and training and prevent burnout of the trusted servants we may require some changes.

What would it look like for a subcommittee to go beyond providing a basic service to thriving? If we already have the funds is the restraint in this area man power?

It's not clear that we've done a good job as an area of communicating what it we can provide to the groups. Do we spend enough time thinking about what members are contributing for, what groups are asking the area to spend money on, when we are keeping the money are we spending any time thinking about what we want to do with this money?

The areas financial policy is confusing. We try to achieve a group conscience when some of us tend to hoard and some of us easily spend. Potential opportunity to review by groups to determine if the policy is or isn't the conscience of those who the area serve. Do we ever assess as an area if we're paying our fair share of things? Members seem confused that we always appear to have money but give committees a tough time when spending it.

Tradition 8

It's helpful if people we vote in have skills like computer knowledge or accounting knowledge.

Do we ask the right questions around softskills for job positions like leadership skills or experience giving presentations? Do our position descriptions tell you enough about what qualities succeed best in these positions?

Tradition 9

We listen to the voices that are in the room but how do we serve the voices not in the room?

Repeatedly we stated in this discussion that providing better GSR mentoring and training is of value. The GSR is the key communicator between the group and the area as well as conscience carrier and while some groups may provide mentoring often the groups themselves do not have that capacity. Some members felt they were mentored appropriately in the concepts and guide to local services as an alternate GSR while others showed up to area alone without any group guidance on their first day.

Are there other ways to communicate? Can we improve the minutes? Are there other technologies to explore?

Are we seeking a group conscience during decision making? How do we seek to move past a majority vote and engage the 6th concept?

We have traditionally thought as long as there is a subcommittee chair there is a subcommittee which is maybe not right - there is nobody to learn the position. We focus on getting the chair position. Perhaps it'd be better to fill the alternate and let the vice chair and chair fill the subcommittee chair position, letting the newly elected person learn from the alternate subcommittee seat. How are we facilitating learning when we do not assure alternate positions are filled?

Archive of policy so work doesn't get repeated we need emails and google drive

Tradition 10:

It can be a painful process working through controversy. We do have tools - the concepts, serenity prayer, IDTs and other things. At the ASC the chair is expected to handle questions but

the chair needs to be supported. Complacency can lead us into controversy when we put off addressing issues. Most common controversial topics are MATs and Social Media. Our role as an area is education and facilitating and supporting the discussion while understanding that groups are autonomous. DRTs are a bridge to abstinence in NA, keep walking.

The provider community has a different goal theirs is harm reduction and our message is change through spiritual nature and abstinence while we agree that you first have to be alive they are inherently two different things

Participation levels is another topic. Attending less meetings makes it comfortable to attend less meetings.

We're most vulnerable when have members who don't understand the 11th tradition. We're in

an era when addiction is the forefront.

Tradition 11

If the PR subcommittee was fully supported what might they do instead of just reacting.

Flyer hanging days,

booths at county fair

showing up in places where you're unexpected.

We have pr email and phone line currently.

Some committees do
remembrance walks

presentations other standing commitments,
PSAs

To be attractive you must be visible. How are we making service attractive? Getting personal - having a conversation one on one sometimes is all it takes. If each of us could recruit just one person.

Tradition 12:

It is important to remember that many of us felt “not good enough” when we began our journey in NA service. We can thus support those around us through the spirit of anonymity. At the ASC we can do more to support the minority voices. We all benefit from a more informed decision.

Meeting Adjourned

Administrative bodies contact

- **Chair: Chelsea B 508-838-0891 cbow1990@yahoo.com**
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- **Area Literature Chair: Rick D. 401-230-0061 richarddelano2@yahoo.com**
- **Public Relations: Michael**

Addendum

Greater Providence Area Service Committee (GPASC) Administrative Positions:

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

Qualifications of General Service:

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

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

Qualifications of the Area CHAIRPERSON:

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

Responsibilities of the Area CHAIRPERSON:

- Preside over the GPASC meetings and remain throughout.
- Set the ASC agenda prior to the ASC meeting. C. Preside over the Area Administrative Committee Meeting.
- Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines.
- Maintain the GPASC archives.
- Conduct orientation including distribution of the Greater Providence Area GSR Introduction Booklet prior to the start of the ASC meeting.
- Is available to the GSRs as a resource of information pertaining the ASC meeting.
- In the absence of an Administrative Officer (Treasurer, Vice Chair, Secretary, etc.) fulfill or delegate the responsibilities of said office.
- Fulfill all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.
- Compile reports and files from the GPA Vice Chair, Treasurer, and Secretary.
- Must be a signer of the GPASC bank account. L. Does not vote at the GPASC meeting.

Qualifications of the Area VICE CHAIRPERSON:

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

Responsibilities of the Area VICE CHAIRPERSON:

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

Qualifications of the Area SECRETARY:

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

Responsibilities of Area SECRETARY:

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

- Care for and maintain the laptop provided for the Area Secretary position.
- Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these available at the ASC meeting.

Qualifications of the ALTERNATE Area SECRETARY

The stated qualifications of general service apply to this position.

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

Responsibilities of the ALTERNATE SECRETARY:

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

Qualifications of the Area TREASURER:

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

Responsibilities of the Area TREASURER:

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

Qualifications of the ALTERNATE Area T REASURER:

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

Responsibilities of the ALTERNATE TREASURER:

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

Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):

- The stated qualifications of general service apply to this position.

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

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

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

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

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

Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

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

Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):

The stated qualifications of general service apply to this position.

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

Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):

- Attend each meeting of the GPASC.

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

Subcommittee Officers: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Subcommittees:

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

Subcommittee Positions: Chairperson

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

Qualifications of General Service:

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

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

Qualifications for GPASC Subcommittee Officers:

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

Responsibilities of the ACTIVITIES SUBCOMMITTEE:

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

Responsibilities of the FINANCE SUBCOMMITTEE:

- Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.
- Assist the Area Treasurer in compiling quarterly balance sheets, profit and loss statements.

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

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

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

Responsibilities of the LITERATURE SUBCOMMITTEE:

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

Responsibilities of the PHONE LINE SUBCOMMITTEE:

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

Responsibilities of the POLICY SUBCOMMITTEE:

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

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

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