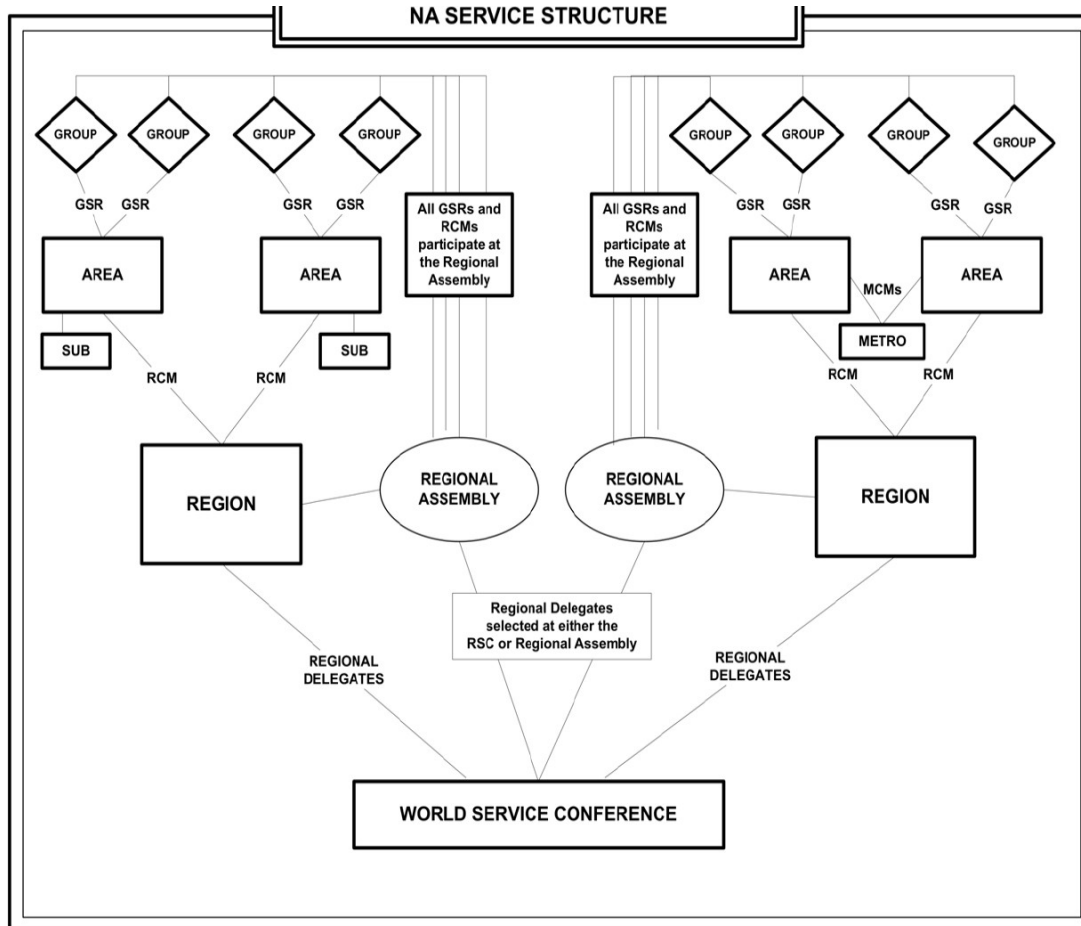


GPANA POLICY MANUAL

This 2019 revised policy manual will supersede and void all prior ASC policies, except those that are established outside of the general ASC meeting (e.g. GPANA B.O.D. bylaws and other subcommittee policies are therefore unaffected.)

I. About the service structure



The service structure of NA is described as an “inverted pyramid,” which means that the groups are actually at the very top of the service structure. Below the groups are the areas, then regions, and finally, at the bottom of the service structure is the NA World Service. So if we hear people talk about sending money up to the Area Service Committee from their group, or a report coming down from the Regional Service Committee to an Area, we have gotten the whole thing backwards. The language of “up” and “down” may not even be helpful for us, but if we are to use it at all, we should think of sending money “down” to area from our groups, and Regions sending things “up” to the groups. Area serves the groups, not the other way around.

The service structure exists to handle things that individual groups would find a burden and might prevent them from carrying out their primary purpose—to carry the message to the addict who still suffers. As such, the Area Service Committee (ASC) exists to take on certain tasks assigned to it by the groups.

II. The Role of Policy

The role of Area policy above all should be to facilitate the smooth functioning of the relationships between groups and the ASC that serves them, and between that area and other parts of the service structure (region, world, etc.). If a policy is unnecessarily complicated or obscure, it might actually make life more complicated for individual groups and the ASC. All policies should therefore balance the need for groups to have the final say in Area business against the need to delegate some tasks to trusted servants. On one hand, if we have policies that leave too much discretion in the hands of trusted servants, we may find that the ASC begins to govern rather than serve. On the other hand, if our policies require constant consultation with groups over every detail of the Area's activities, we will have defeated the purpose of having an area in the first place. As with most areas of life, we must find a balance.

It should go without saying that policy should never be used as a weapon or tool of manipulation. To the extent that rules exist within the area service structure, they exist only to further the primary purpose of the groups and NA as a whole and should aim towards standards of simplicity and common sense. Needlessly obscure or complex policies should be avoided.

III. What is Policy?

A policy is a standing (ongoing) rule that clarifies how Area business is done. Some of these are informal rules (things we do that are not written down) and some are formal (things that are written down). Additionally, we may find that our informal (unwritten) procedures do not always align with our formal (written) procedures. So, we may find at times that we have rules on the books that we do not actually follow. However, our actual practice should be in line with our written rules. Whenever we discover such a discrepancy, we should either amend the rules by creating new policies to meet changing times and practices, or re-align our practices with our written rules.

1. Policy vs. One off actions

Not all decisions taken by the ASC will count as a policy. Some decisions by the Area as a whole or the ASC only affect a single event or time period. So, for example a decision to purchase a computer for the area treasurer does not constitute a policy, but a decision to establish a rule that the Area treasurer will have access to an area-supplied computer would constitute a policy. The distinguishing feature between a one-off decision and a policy would be the fact that a policy commits the Area to do (or not do) something on a continuing basis.

2. Area Policy vs. Administrative Policy/Guidelines

Since policy includes a very broad range of things, it is not always easy to determine which policies should be decided at the ASC and which should be decided by the groups. In general, if a policy is purely administrative, or only affects the internal functioning of the ASC, then the motion can be decided at the ASC meeting. However, if a policy affects the way the ASC interacts with groups, other areas, regions, the WSC, or those outside NA, then the policy should be returned to groups for a final decision.

IV. Rules of Order

Types of motions:

- **Main Motions:** This is a proposed action that the ASC is being asked to consider. These should be submitted in writing with a second member's support before the main meeting begins
- **Procedural motions** (can be made verbally):

- Call for a vote: This is a motion to end debate and bring the proposal under debate to a vote
- To table: This is a motion to set aside a question until a later date (usually to allow more time for reflection)
- To take off the table: This is a motion to take a motion that has been set aside at a previous session and bring it back to the committee for discussion.
- To amend: This is a motion to alter a proposal under consideration
- To adjourn: This is a motion to close the meeting
- To limit or extend debate: this is used to either set a time limit for debate on a specific item on the agenda or to extend a limit already established

Following the agenda for the day the Chair will act as a facilitator to make sure that the meeting flows smoothly, but may hand the meeting over to the vice-chairperson at any time. The Chair acts as a neutral guide and does not argue for or against any proposal, nor does the Chair vote. The Chair has ability to change ASC meeting agenda at her/his discretion.

Sample 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

PROCEDURE USED WHEN THE AREA SERVICE IS MEETING

In new business, motions (ideas) are considered, which have been submitted in writing with the support of any subcommittee or group conscience, or any two individual addicts (one who makes the proposal/motion and one to “second” it). Motions should be clear, concise, and comprehensive so that the assembly is not voting on the perceived intent but on the actual wording, as it will be officially recorded. Once the proposal/motion is made, the chair presents it to the group for consideration, unless the motion is “out of order.” Motions can only be ruled out of order if they:

- violate a law
- violate a principle, tradition, or rule of NA or the ASC
- the question has already been addressed in that ASC meeting

If the question is not ruled out of order it is discussed based on the following rules:

Motions Needing Clarification

Any motions needing clarification should be referred to the Policy Committee for clarification before it goes back to the group level for a vote.

Non Administrative Business

All motions not administrative and not needing clarification by the policy committee should be

brought back to the group level for a vote.

Procedural Questions

In cases where the G.P.A. Rules of Order are not comprehensive enough to resolve a procedural question, the G.P.A. should refer to the 12 Concepts, 12 Traditions, and the relevant NA Literature. The committee should reach a group conscience decision about how to move forward bearing our principles in mind.

The intent of using rules of order is to provide an orderly way to conduct business, while respecting the needs of each member, the G.P.A, and groups. If we understand the principals and use the procedures appropriately, the use of these rules will enhance not hinder the accomplishment of work of the G.P.A.

Subcommittee reports and prior minutes are not subject to vote for approval, but members of the ASC should have the opportunity to correct inaccuracies or register objections when necessary.

G.P.A. RULES OF ORDER

A. STANDING RULES

No member may speak more than once unless others desiring to speak on the motion have exercised their opportunity. There shall be a time limit on debate of a motion. No member may speak longer than three minutes on a motion for each time they are recognized by the Chair to speak. However, the Chair may exercise discretion to extend the time limit when in the Chair's opinion such action is warranted. To otherwise extend debate, a motion (extend or limit debate) must be adopted.

After reading a proposed motion, the Chair should ask for three members to speak in favor (pro) on any main motion, and three members to speak in opposition (con) to any motion. If no one wants to speak against a motion, the motion should be put to a vote immediately. The Chair may exercise discretion to extend the number of speakers when in the Chair's opinion such action is warranted. To otherwise extend debate a motion (extend or limit debate) must be adopted. Every main motion must be presented in writing on the appropriate form and contain the name of the member proposing the motion and the name of the member seconding the motion. Every amendment to a main motion must be presented in writing and must contain the name of the member proposing the amendment and the name of the member seconding the amendment. The Chair recognizes a proposed main motion or its amendment.

An adopted motion shall take effect at the close of business, unless otherwise stated in the motion.

E. VOTING

Voting is generally by show of hands, unless the committee adopts a different method for a specific vote. In case where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The Chair calls for any objections. If there are none, the matter, action is adopted. The Chair may say "passed by unanimous consent." or "moved without objection."

For all administrative business (including internal ASC procedures) a 2/3 majority of those eligible to

vote will be required. For votes sent back to groups, a 2/3 majority vote of GSRs present with group's conscience will be required for passage.

Abstentions do not count and are subtracted from the total number of eligible votes for the purpose of calculating the 2/3 threshold. (So, for example, if 25 GSRs are the eligible voters on a given issue and 4 abstain, then the number needed to pass the motion is 2/3 of 21, or 14 votes.) However, if 1/3 or more of those eligible to vote on a motion abstain, then the motion is automatically tabled until the following month and may be discussed in open forum. (So if 25 GSRs are eligible to vote on a given motion, and 9 choose to abstain, then the motion does not pass and will be tabled until the following meeting.)

ARTICLE II

Definition of G.P.A.S.C Participants;

Participation (asking questions, speaking, etc.) is open to the GPASC officers (Exec. Comm.), and their alternates, GSRs, and their alternates, Subcommittee Chairs, and any other individuals recognized by the A.S.C. Chair.

GPASC voting members Administrative Business;

ASC Vice Chair, ASC Treasure, ASC Secretary, (alternates in their absence). All Sub Committee Chairs, GSRs, (alternate GSR in there absence).

G.P.A.S.C. voting members Non-Administrative Business;

GSRs carrying group conscience as defined by their group, alternates in their absence. Only the area chair and vice-chair be required to relinquish their position as a GSR (if applicable)--subcommittee chairs and other administrative committee members will be allowed to serve as GSRs, with the understanding that they will only vote as a GSR.

Elections

That the following sub-committee positions be elected at the November ASC meeting beginning in November 2012. H&I Chair, PI Chair, Policy Chair, Activities Chair, Literature Chair, and any other subcommittee chairs. That at any time of the calendar year that a position becomes open it then goes back to the groups for one month and is then voted on at the next area meeting and the person elected will fulfill the position until the end of the term. Completing a term for someone else does not count towards any term limits.

The normal term limit is two terms. If no one is available/willing to take a position after the current trusted servant has completed two terms, the position should be announced in the area minutes every month until a new trusted servant is found.

If anyone has not fulfilled their position at the Area Service Meeting for two monthly meetings without communication, the position will be considered vacant upon the third absence and the position will be sent back to groups as open.

V. Other Policies

Whenever possible, the area's belongings to be kept in storage instead of addicts' homes. This includes all subcommittees.

The ASC meeting is to be held in a facility that is handicap accessible

To make policy, that all flyers for all events have the NA logo posted on it. Intent; to be sure that information is an authentic NA event.

That all motions (after 2019 policy revisions) be numbered Year-Meeting date-Motion Number e.g. the third motion from a January 20 meeting of 2020 would be 2020-1-20-3.

The area secretary will be responsible for emailing minutes to anyone who requests them as well as all currently known GSRs and ASC position-holders. The secretary will be responsible for maintaining and updating this list.

To automatically contribute any funds left in operating balance(after money motions and set asides) to New England Region on a bi-monthly basis, coinciding with the regional meeting.

Months to write checks: January, March, May, July, September, November

VI. Subcommittees and Administrative Positions

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 (GPA) Guidelines and the N.A. 12 Traditions and 12 Concepts.

Responsibilities of the Area CHAIRPERSON:

- Preside over the GPASC meetings and remain throughout.
- Set the ASC agenda prior to the ASC meeting.
- 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 or delegate new GSR orientation including distribution of the Greater Providence Area GSR Introduction Booklet, policy guidelines, and The Twelve Concepts 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.
- 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 and 12 Concepts.

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.
- Adequate secretarial/computer 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: year, month, day, number (2020-1-20-1 is January 20, 2020, motion #1).
- Organize and create concise minutes of each GPASC meeting.
- Distribute minutes no later than ten (15) days after the GPASC meeting.
- Keep an accurate record of GPASC motions and policy created during their term and make copies available at the ASC meeting upon request and coordinate with the Policy Chair.
- Compile (to be included in the minutes); Groups in Attendance at ASC meeting. 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, and email.
- 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.
- 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/computer 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, including ability to use accounting software.
- Ability to organize and keep financial records.

Responsibilities of the Area TREASURER:

- Accept Group contributions 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 contributions, other revenue, and expenditures from the 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 through printed statements and online accounting.
- 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.
- Keep a current record of all prudent reserves, budgets, and set asides and adjust these whenever the ASC meeting votes to adjust them.

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 and willingness to learn/ability to use accounting software.

- 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 contribution 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.)
- To receive information bi-monthly from the RCM as to the amount of money Region donates to World Service and to include this info in the minutes.

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.
- 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.
- 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 Directors meetings on a monthly basis as needed, 2 annual meetings, other regular or special meetings to be determined by the BOD as needed.
- 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 contribution 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.
- 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) years
- 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.
- 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.
- Suggested that H&I Chair should attend the Regional Sub-Committee H&I meeting.

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)
- Meet at other times when 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 reading
 - One (1) Group booklet
 - Fifty (50) meeting lists
- To have access to a computer in order to maintain inventory.
- Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the PHONE LINE SUBCOMMITTEE:

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

Responsibilities of the POLICY SUBCOMMITTEE:

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

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

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

Convention

All Greater Providence Area Convention Executive Committee positions will be nominated and elected at the GPASC meeting. This is to take place ninety (90) days after the conclusion of the previous convention.

Executive Committee responsibilities to the area will run through until 90 days after the conclusion of the convention.

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:

- 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/computer skills.

- 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 circulated 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 past 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 and ability to use computer accounting software.
- 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:

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