

## The Greater Providence Area (GPA) Service Committee of NA:

The next meeting will be held on: JULY 25th 2023

### Area Meeting Times:

- Literature Sales: 1:00 to 2:15pm
- H&I Subcommittee: 1:30 to 2:30pm
- PR Subcommittee: 2:30 to 3:15 pm
- Activities Subcommittee: 2:30 to 3:15pm
- Convention Subcommittee: 1:30 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 Concept of the Month
- Officers reports including: Chair, Vice Chair, Secretary, Treasurer
- Regional Committee Member Report
- Board of Directors Report
- Subcommittee Reports: Activities, Convention, Hospitals and Institutions, Literature, Policy, Public Relations
- Group Concerns
- Old Business
- New Business
- Motions (submitted prior to ASC meeting)
- Open Forum

### Administrative bodies contact

- **Chair: Sandy**
- **Vice Chair: Thom**
- **Secretary: Steph C. [secretary@gpana.org](mailto:secretary@gpana.org)**
- **Website: Tyson D.**
- **Treasurer: Peter R.**
- **Board of Directors: Carrie**
- **Regional Committee Member (RCM): Marissa J.**
- **Activities: Lizzie**
- **Policy: OPEN**
- **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](mailto:richarddelano2@yahoo.com)**
- **Public Relations: OPEN [gpanapublicrelations@gmail.com](mailto:gpanapublicrelations@gmail.com)**

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

GSR'S IN ATTENDANCE: 16

Active to Action	Recovery and Beyond
Better Way	Recovery in the Beach
<b>Breakfast Club</b>	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
<b>Edgewood NA</b>	Resurrection
Faith in Recovery	Rockets in Recovery
Foundations for Success	Serenity Plus
Free at Last	Serenity/Insanity
Frightening Bottoms	Serenity Maniacs
<b>From Active to Action</b>	Serenity Seekers
Gimme Shelter	Smith Hill NA
Grow or Go	Step Sisters
H.O.P.E.	Start Your Nite Right
Hardcore Recovery	<b>One day at a Time</b>
<b>Hope in the Dark</b>	Steppin' Out Wednesday Night
Hope Not Dope	Steps in the Chapel
<b>IP Time</b>	<b>Steps to Freedom</b>
Just for Tuesday Morning	<b>Straight Forward</b>
<b>KISS</b>	Surrender or Die
Late Nite NA	The Text Message
Learn to Live	Who is an Addict?
Little Rhody	Why R We Here?
<b>Living Free</b>	Why Not Men's Group
<b>Loveline</b>	<b>New Life</b>
Men with a Vision	The Journey Continues
<b>NA in SA</b>	Warehouse Meeting
NA in the Day	Water Place
Never Alone Group	<b>Spiritual Solutions</b>
New Freedom	<b>Recovery in the Bucket</b>
New Normal	On a Mission
The 107 Club	Under the Bridge
<b>The Lie is Dead</b>	Straight Today *
The Meditation Meeting	Opt for Life
The Message of Hope	Opt for Life

## **ADMINISTRATIVE REPORTS:**

### **Chair (Sandy)**

After multiple emails with Michelle (the contact from the church) we have been unable to find a solution to the space problem, the kitchen once finished will remain locked and there is no other space available. We will need to discuss possible alternatives if we cannot make due with the space available.

The calendar for 2023 was looked at for possible conflicts with the ASC. The ASC will be held on the fourth Sunday of each month with the exception of December, when we will be meeting on the 3rd Sunday. This change was the only Sunday available in December per Michelle. There is no conflict with Thanksgiving weekend.

ILS,  
Sandy

### **Vice Chair (Thom)**

### **Secretary (Steph C.)**

Hi All,

Please continue to send your reports to the new secretary email: [secretary@gpana.org](mailto:secretary@gpana.org) .  
Thank you.

ILS,  
Steph C.

### **Literature Report: (Rick D.):**

## Greater Providence Area

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

### Literature Sub-Committee Report Form

“God, grant us knowledge that we may write according to Your Devine precepts; instill in us a sense of Your purpose, make us servants of Your will and grant us a bond of selflessness that this may truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.”

**Narcotics Anonymous has no big shots & no little shots, one shot and we're all  
shot**

<b>Literature Sales for the month of June 2023</b>	
<b>AREA</b>	
<b>ACTIVITIES</b>	
<b>CONVENTION</b>	
<b>FINANCE</b>	
<b>H&amp;I</b>	\$126.20
<b>PHONELINE</b>	
<b>POLICY</b>	
<b>PUBLIC INFORMATION</b>	
<b>PUBLIC RELATIONS</b>	
<b>GROUP SALES</b>	\$1357.27
<b>EXPENSES</b>	\$117.80
<b>GROUP SALES AND EXPENSES TOTAL</b>	\$1475.07
<b>LITERATURE RESTOCK</b>	\$1283.13
<b>GPA MEETING LIST RESTOCK (500)</b>	\$106.00
<b>REGIONAL MEETING LIST RESTOCK (100)</b>	
<b>TOTAL LITERATURE RESTOCK</b>	\$1389.13

I emailed Tyson asking him to change the times on the meeting list for literature sales and to let him know that some people have been trying to use the website to order literature only to find it not working correctly. I sent an excel spreadsheet hoping he could put that up for people to use to order literature.

**\*\*\*UPDATE\*\*\***

I want to give a big shout out to Carrie, Johnny Wheels & Tyson as, I believe, they have finally got the online ordering process to work. It is up on the website [Order GPANA Literature](#) PLEASE everyone tell your Literature people to use it if they can

The June 2023 of "NAWS NEWS" is online. Below is the link to check it out.  
[NAWS NEWS June2023.pdf](#)

**SPAD Special Edition**

A special edition of *A Spiritual Principle a Day* is now available for purchase at \$35.

It's a beauty of a book—hardcover, numbered, and slip-cased, with colored accents and a stitched-in satin bookmark.

NAWS is having their yearly 2-week shutdown which normally isn't an issue. But this year they are "also undergoing a massive software upgrade.", and the website will be down.

That presents 2 problems:

1 - Because we do know the prices, we can estimate the total and as soon as I know the exact amount, I can email it to Peter so he can adjust the finances accordingly. But it is still only an estimate.

2 - The timing of the order. It takes anywhere from 10 - 15 days to get the order with no issues. If there are glitches with their software or if there is an overrun of orders, it may take longer. I always try to hope for the best & expect the worst, so worse comes to worse, we may not have the order in time.

Also, I have averaged all of the items we have sold, and we have NOT sold ANY Spanish literature since we were told to order some to keep for Spanish speaking meetings. That's not a big deal, but I could use the space in the cabinet for other items. Could we donate it to a Spanish speaking meeting or organization? Just something to consider...

### **Treasurer's Report: (Peter R.)**

#### GPANA Treasurer's Report

06/25/23

Closing Balance Apr'23		<b>\$5,695.95</b>
Less: Prudent Reserve		<b>\$1,700.00</b>
Set Asides:		
Activities	\$250.00	
Hospitals & Institutions (H&I)	\$150.00	
Director's Insurance	\$500.00	
Public Relations (P/R)	\$300.00	
Convention Pre-payment	<u>\$1,500.00</u>	
Total Reserve & Set-asides		<b><u>\$4,400.00</u></b>
Operating Balance		<b>\$1,295.95</b>
Plus Income:		
	Literature Sales	\$1,362.27
	Group Contributions	\$869.26
	Total Income	<b><u>\$2,231.53</u></b>
	Sub-Total	<b><u>\$3,527.48</u></b>
Minus Expenses:		
	Printing - Meeting Lists	\$106.00
	Monthly Zoom Charge	\$17.11

Meeting Space Rental	\$50.00
Literature Restock	\$1,283.13
BOD Insurance	\$380.00
Southside Unity	\$300.00
Total Expenses	<b><u>\$2,136.24</u></b>
Closing Balance	<b>\$1,391.24</b>

### **RCM Report: (Marissa J.)**

I missed the June regional service committee meeting but the alternate Gail filled in during my absence.

The minutes have not been distributed since they met this month but next month I will supply the notes from the region along with the treasury report. Gail please fill in anything that may need to be discussed today from the RS-C.

ILS,  
Marissa J.

### GPANA RCM Report – June 2023

I represented the GPA in the absence of our RCM Marissa.

The New England Regional Service Committee (NERSC) met on June 23, and subcommittees met June 22nd at UMass Dartmouth MacLean Campus Center in Dartmouth Mass.

This was the first time that Region met in person since before COVID. The service committee will alternate every other meeting via zoom. The next meeting will be via zoom on August 12th & 13th. Meeting times and dates can be found on nerna.org under the regional information tab.

New England Regional Convention – NERC XIX

NERC XIX financials have been closed out, taxes are being filed, and a contribution from the convention committee was made to region in the amount of \$25,267.26

The NERC XX Committee has formed with the following positions being voted in for Vice Chair, Assist. Treasurer, Secretary, Hotels & Hospitality and Programming. There are many open positions and all subcommittees are looking for participants. NERC committee is now looking for a theme and logo. The next meeting will be August 12th. See me if you are interested in attending.

Fellowship Development

The New England States Service Symposium of Narcotics Anonymous (NESSSNA) will be held in April 2024. Because the zone picked up NESSSNA and voted to hold it in April 2024, the region will not have the financial responsibility for hosting the zone in that month. Many positions have been filled but they are looking for support and also looking for graphic logo submissions around the theme "GRATITUDE IN ACTION". If

you would like to submit a logo you can send it to [fellowshipdevelopment@newenglandna.org](mailto:fellowshipdevelopment@newenglandna.org).

Fellowship development did a Mock presentation on Consensus Based Decision Making (CBDM) using motions as an example and everyone at the meeting participated. It was both fun and enlightening and worked really well. A vote was taken at the end of the presentation and passed unanimously by the body to adopt CBDM rather than Robert's Rules moving forward. I think it would be great to have Fellowship Development come to our area some time and do the same presentation here.

Regional Delegate/Alternate Delegate (RD/AD)

The New England Regional delegate team attended the World Service Conference from Apr 30th thru May 6th in Woodland Hills CA. Thank you to James P. the RD and our Jim D. the AD for representing our region. Their reports are extensive and you can find them on the [nerna.org](http://nerna.org) website when the June regional meeting minutes are posted. You can also find the CAR survey and motion results to see how your group's votes fared around the world.

Treasurer:

Vital : All positions are vacant Treasurer, Assistant Treasurer. Finance Committee Chair and 3 Finance Members at Large.

The outgoing treasurer continues to serve due to lack of participation in this area and will stay on to train the incoming treasurer. Everything is done via quickbooks and the treasurer says it would only take a couple of hours to learn.

When making electronic donations please note if it is an individual, group or area donation. It would be helpful if you could email the treasurer anytime you make an electronic contribution at [treasurer@newenglandna.org](mailto:treasurer@newenglandna.org) or if you have any questions regarding donations.

You can see all of the region's financials attached to the bi-monthly RSC minutes. This includes all incoming, outgoing, expenses, set asides, prudent reserves, donations etc. Minutes can be found at [nerna.org](http://nerna.org) under the Regional Information tab.

After regional finances and motions were accomplished a donation to NAWS was sent in the amount of \$8000.89. It is Regional Service Committee policy to fund flow of all unused/unallocated funds to NAWS at the end of business each meeting.

There are a tremendous amount of open positions at Region. Please consider being of service at the regional level, it is both interesting and rewarding.

In addition to openings on subcommittees the following main body positions are open:

- BOD treasurer who is also the convention treasurer
- 2 BOD directors
- Treasurer
- Assistant Treasurer
- Assistant Secretary
- 3 Finance Members at Large
- Insurance
- RMDs (Regional Meeting Directories)

If anyone is interested you can contact me at [secretary@newenglandna.org](mailto:secretary@newenglandna.org) and I will get you the requirements and responsibilities.

Every NA member is welcome at the Regional Service meeting. Please consider attending and checking it out and possibly being of service.

Thank you for allowing me to serve.

ILS, Gail L.

### **BOD (Carrie)**

no report.

### **Activities Report (Lizzie)**

The activities committee met on 6/11/23 with 3 people in attendance & 6/25/23 with 7 people in attendance.

We have decided to move forward with "NA's 70th Birthday Party" Dinosaur Speaker Jam on October 7th from 11-5:30. The location should be solidified by mid July & then fliers & more specific information will be available for distribution.

We will be hosting a coffee hour called "Perk You Up" on Saturday July 15th & Saturday July 29th at 10am, located at the Rose Garden at Roger Williams Park (1000 Elmwood Ave. Providence, RI 02907). This is a free event that anyone may attend. Bring a coffee, bring a chair/blanket, & if possible, bring any NA approved merchandise that you would be willing to donate to raffle baskets for the 70th Bday Party (NA books, speaker tapes, NA jewelry, convention T's, etc.) but this is not a requirement to attend.

We are currently still working on setting guidelines & entry questions for the GPA Activities Facebook Page. The page does exist, but does not currently have any follower or members until the security of this page has been established to make sure everyone's anonymity will be protected.

-Lizzy F  
Activities Chair  
(774)274-7844

### **Convention report (Susan W.)**

6/25/23

Conv. Comm. Mtg



Chair Susan W  
V Chair Cyndi W

We met today with 10 members in attendance. Our opening treasury balance was \$14,512.90. We had 8 motions today & 4 were money motions. Expenses were \$1338.25 & income of \$335.04 leaving an ending balance of \$13509.69. Registration was not present for updated count. Hotel link for booking a room is now posted on gpa & regions website & there is a flier with both registration & hotel options on it being circulated. Fundraising & Entertainments next event NA Got Talent/Fashion Show is on 7/22 at 7 Thomas P Whitten Way, Prov, RI. 4-8, \$10 donation. There will be 2 speakers. Please support your area's event. Merchandise is working on having some convention shirts at the 7/22 event. Not sure yet where we will be meeting next month, more to be revealed.

ILS  
Susan W

### **H&I: (Tyson D.)**

Open the meeting with a moment of silence followed by the service prayer.

Reports:

Chair: Nothing to report

Vice Chair: All commitments filled.

Secretary: Nothing to report

Policy: Unable to access policy for updates

Literature: Request someone to fill 40 of each IPs and allotted meeting lists.

Zinnia Coordinator: All commitments filled, friendly reminder to check-in after commitment.

Ad-Care Coordinator: All commitments filled, requested to wear masks due to increased covid-19 outbreak. Working on establishing a formal binder for the facility (previously using folder).

ACI Coordinator: N/A

ASU Coordinator: N/A

Roll call - Dave V., Jenn V., Mike M., Jim L., Ashley R., Marissa J., Stephanie C., Rachel H. Amy D. (10 Members)

Old business- Discussed printing out and laminating corrected opening statements and contact list. Started to review revisions to Do's and Don'ts, will be carried over to the next subcommittee meeting. Discussed Galilee Mission as new H&I facility, plan developed for Ray (potential facility coordinator) to reach out to the facility to determine facilities needs and appropriateness for H&I commitments. Reviewed discussion of encouraging incentives for attendance of prison facility commitments.

### **OPEN POSITIONS:**

New business: Concerns discussed of alternative fellowships arriving for commitments at same time as H&I, restricting attendance.

### **Policy (OPEN)**

### **Public Relations Report (OPEN)**

PR report  
June 2023

PR did not meet in June since there was limited meeting space at the ASC. The committee did attend the H&I subcommittee as there had been some discussion about collaboration needed between the two committees. At this time H&I is still meeting with the facilities to determine if there are any new facilities, they may possibly be taking on. PR also received a request from the Rhode Island College medical assisting school asking for a presentation for their student body, the committee has responded back with possible dates in October/November. Lastly the Rally 2 Recovery officially posted their pricing schedule, as discussed, the lowest tier of participation will cost \$500 this year. This will cover the Providence Rally (September 17). This year the Warwick rally is a walk in Warwick City Park and not a tabling event so we will not be presented at that. The Bristol Rally is still not hammered out as to what the event will be so TBD if we will participate. The committee is still without a chair so if anyone is interested in joining PR

and learning what a PR committee does, please reach out to gpanapublicrelations@gmail.com.

ILS,  
Marissa J.

**Website Chair (Tyson D.): [www.gpana.org/wordpress](http://www.gpana.org/wordpress)**

Both John and Carrie have been making multiple changes to assist in literature purchasing (which should be online and working on gpana.org under Literature > Literature Order Form.)

Please feel free to email web@gpana.org / or reach me at 617-352-4110 for changes.

ILS,  
Tyson D.

**Motions back to groups**

- **Motion:** 062523-01  
**Date:** 6/25/23  
**Maker:**  
**Seconded By:**  
**Motion:**  
**Intent:**

**Count: Yes: 0 No: 0 Abstain: 0**

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

**Administrative Motions:**

- **Motion:** 062523-01  
**Date:** 6/25/23  
**Maker:**  
**Seconded By:**  
**Motion:**  
**Intent:**

**Count: Yes: 0 No: 0 Abstain: 0**

- **Motion:**  
**Date:**  
**Maker:**  
**Seconded by:**  
**Motion:**  
**Intent:**  
**Count: Yes: 0 No: 0 Abstain:**

### **Group Concerns:**

**RECOVERY AT THE BEACH WILL NOT BE MEETING ON JULY 4TH!**

### **Old Business:**

#### **OPEN POSITIONS:**

- **ALT. SECRETARY**
- **POLICY CHAIR**
- **PUBLIC RELATIONS CHAIR**
- **BOD POSITION (1)**

- THE DECEMBER ASC WILL BE MEETING ON THE THIRD SUNDAY OF THE MONTH, MARK YOUR CALENDARS, AND ANNOUNCE AS WE GET CLOSER TO THE END OF THE YEAR.

**MOTION 52723-01 PREVIOUS MOTION WAS VOTED ON TO GIVE THE SOUTHSIDE UNITY PICNIC 300 DOLLARS. MOTION WAS VOTED ON AND PASSED.**

### **New Business:**

Discussion of a possible new facility location for ASC due to meeting space limitations. The convention committee feels it is very inconvenient because they had to meet at a separate location while other members were trying to get literature so they had to go back and forth, and feels we should be looking into a new location. ADHOC is being formed to start looking for a new location for the ASC going forward. Doug will be leading the ADHOC.

Below are the requirements for the new facility, if any member has a facility they think meets this requirement please attend the ASC or reach out to Doug.

From the previous AD-Hoc in 2018

1. Must be able to hold 40-50 people
2. Must have some parking so the members can access the location
3. Must be able to keep a filing cabinet on site for our literature (current cabinet is 5ft tall by 3 ft wide approximately), Lit chair needs access once in the month outside of the ASC Sunday.
4. Must be available the 4<sup>th</sup> Sunday of every month from 12-6
5. We must pay for the space, in keeping with our traditions the space cannot be gifted to us. We currently spend \$50 in rent for our meeting space but that is not necessarily the price we would need the new place to be.

### **Open Forum:**

Fellowship development did a presentation at the Region on Consensus based decision making opposed to Roberts Rules, Gail suggested we had the same presentation come down to GPANA. The discussion consensus was that this is wanted by the area. The RCM will speak with the fellowship development committee at Region about bringing a presentation to the ASC during new business in a future month.

### **Meeting Adjourned**

### **Administrative bodies contact**

- *Chair: Sandy*
- *Vice Chair: Thom*

- **Secretary: Steph C. [secretary@gpana.org](mailto:secretary@gpana.org)**
- **Website: Tyson D.**
- **Treasurer: Peter R.**
- **Board of Directors: Carrie**
- **Regional Committee Member (RCM): Marissa J.**
- **Activities: Lizzie**
- **Policy: OPEN**
- **Convention Chair: Susan W. 401-480-4835**
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- **Hospitals and Institutions Chair: Tyson D.**
- **Area Literature Chair: Rick D. 401-230-0061 [richarddelano2@yahoo.com](mailto:richarddelano2@yahoo.com)**
- **Public Relations: OPEN**

# Addendum

## Greater Providence Area Service Committee (GPASC) Administrative Positions:

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

## Qualifications of General Service:

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

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

## Qualifications of the Area CHAIRPERSON:

- The stated qualifications of general service apply to this position.
- Four (4) years continuous abstinence from all drugs.

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

#### **Responsibilities of the Area CHAIRPERSON:**

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

#### **Qualifications of the Area VICE CHAIRPERSON:**

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

#### **Responsibilities of the Area VICE CHAIRPERSON:**

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

#### **Qualifications of the Area SECRETARY:**

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

### **Responsibilities of Area SECRETARY:**

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

### **Qualifications of the ALTERNATE Area SECRETARY**

The stated qualifications of general service apply to this position.

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

### **Responsibilities of the ALTERNATE SECRETARY:**

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

### **Qualifications of the Area TREASURER:**

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

### **Responsibilities of the Area TREASURER:**

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



- Collect mail from the GPASC PO box prior to the monthly ASC.

**Qualifications of the ALTERNATE Area T REASURER:**

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

**Responsibilities of the ALTERNATE TREASURER:**

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

**Qualifications of the REGIONAL COMMITTEE MEMBER (RCM):**

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

**Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):**

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

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

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

**Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:**

**Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:**

- The stated qualifications of general service apply to this position.
- Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]
- Bookkeeping and/or accounting skills.
- Ability to organize and keep financial records.

- A Board Member may not hold another area-level financial position.

### **Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:**

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

### **Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):**

The stated qualifications of general service apply to this position.

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

### **Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):**

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

## **Subcommittee Officers: Qualifications & Responsibilities**

### **Greater Providence Area Service Committee (GPASC) Subcommittees:**

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

### **Subcommittee Positions: Chairperson**

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

### **Qualifications of General Service:**

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

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

### **Qualifications for GPASC Subcommittee Officers:**

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

#### **Responsibilities of the ACTIVITIES SUBCOMMITTEE:**

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

#### **Responsibilities of the FINANCE SUBCOMMITTEE:**

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

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

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

#### **Responsibilities of the LITERATURE SUBCOMMITTEE:**

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

#### **Responsibilities of the PHONE LINE SUBCOMMITTEE:**

- Maintain lines of communication between N.A. and the answering, and/or any other phone service used by the GPA.
- Respond to all requests for information in a timely and effective manner.
- Insure that those requests are handled at the appropriate level of service.

- Maintain helpline and Twelve Step call list.
- Establish and maintain the integrity of guidelines for handling phone line requests.
- Meet one hour prior to the GPASC meeting and as often as the Phone Line Subcommittee deems necessary.
- Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

**Responsibilities of the POLICY SUBCOMMITTEE:**

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

**Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:**

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

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

**Purpose**

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

**Qualifications of General Service for Convention Subcommittee Officers:**

**Clean time requirements for Convention Subcommittee Officers:**

- Chairperson Five (5) years
- Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) year
- Subcommittee Chairs Two (2) years
  - Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
  - Willingness to give the time and resources necessary.

- Ability to exercise patience and tolerance.
- Active participation in Narcotics Anonymous.

**Qualifications of the GPA Convention Subcommittee CHAIR:**

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

**Responsibilities of the GPA Convention Subcommittee CHAIR:**

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

**Qualifications of the GPA Convention Subcommittee VICE CHAIR:**

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

**Responsibilities of the GPA Convention Subcommittee VICE CHAIR:**

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

**Qualifications of the GPA Convention Subcommittee SECRETARY:**

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

**Responsibilities of the GPA Convention Subcommittee SECRETARY:**

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

**Qualifications of the GPA Convention Subcommittee TREASURER:**

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

- Accounting skills. Service experience with conventions or other large scale Fellowship activities.
- Accessibility to other committee members, especially the Registration Subcommittee.

### **Responsibilities of the GPA Convention Subcommittee TREASURER:**

- A.** Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of the four signatories (Convention Subcommittee Chair, Vice Chair, Secretary, and Treasurer. The cards and account information are filled out at the committee meeting.)
- B.** Works with the Chair and Vice Chair to prepare a budget for the convention that is used for planning fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.
- C.** Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
- D.** Responsible for all monies—including revenues from registration and banquet tickets: pays all bills; and advises the Chair on cash supply, income flow, and rate of expenditures.
- E.** Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
- F.** Each check should require two signatures. Additionally, a complete Treasurer's report within three months after the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.
- G.** A periodic review of all financial records should be made by the sponsoring service area. The records should be reviewed at the time of the actual fund distribution in accordance with the Treasurer's financial statement requirements.