

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

The next meeting will be held on: **SEPTEMBER 24th 2023**

Area Meeting Times:

- Literature Sales: 1:00 to 2:15pm
- **H&I Subcommittee: NOW MEETING FROM 2:30 to 3:30 HYBRID**
- **PR Subcommittee: NOW MEETING VIA ZOOM NEXT MEETING: SEPT. 13th at 630PM**
- 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: OPEN.** secretary@gpana.org
- **Website: Tyson D.**
- **Treasurer: Peter R.**
- **Board of Directors: Carrie**
- **Regional Committee Member (RCM): Marissa J.**
- **Activities: Lizzy**
- **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
- **Public Relations: OPEN** gpanapublicrelations@gmail.com

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED

GSR'S IN ATTENDANCE: 13

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

ADMINISTRATIVE REPORTS:

Chair (Sandy)

no report

Vice Chair (Thom)

Sat in on H&I, activities, and treasury. All is well.

Thom

Secretary (Steph C.)

Hi All,
I unfortunately have to step down from my position as secretary. If an alternate secretary comes forward and is willing to take notes at the ASC, I can remain in the background and send minutes if the area will allow me to serve in that capacity, but I will be unable to attend the ASC for the foreseeable future due to my work schedule. Thank you all.

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

Literature Sales for the month of October 2022	
AREA	
ACTIVITIES	
CONVENTION	
FINANCE	
H&I	\$107.40

PHONELINE	
POLICY	
PUBLIC INFORMATION	
PUBLIC RELATIONS	\$52.50
GROUP SALES	\$159.90
EXPENSES	\$1,426.19
GROUP SALES AND EXPENSES TOTAL	\$1,586.09
LITERATURE RESTOCK	\$1,369.21
GPA MEETING LIST RESTOCK (750)	\$127.50
REGIONAL MEETING LIST RESTOCK (100)	\$0.00
TOTAL LITERATURE RESTOCK	\$1,496.71

I apologize for my arrogant assumptions about being able to order what I wanted (even if it was within reason). After I talked to a few people about it, I was told that putting in a motion is the way to do it and that if the Administrative body let the Literature chair do what we wanted, some dope like me might runamuck and order stuff we don't need or can't sell....Sorry

I did put in a motion for a few items that I have been asked about and one I thought would be kind of cool. I have also thought of making a list of items we could sell from World with some pictures next to the item and see if that helps and treat those as a special order, like what was suggested.

I have also inquired about regional meeting lists and there is no plan to print them again at this time.

Please see the New Business section of the minutes for more details on the possible items being added to the literature sales options.

Treasurer's Report: (Peter R.)

	08/28/23	
Opening Balance		\$5,579.37
Less: Prudent Reserve \$1,700.00		
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>\$2,500.00</u>	
Total Reserve & Set-asides		\$5,400.00
Operating Balance		\$179.37
Plus Income:		
Group Contributions \$1,090.21		
Literature Sales \$1,426.19		

Total Income	<u>\$2,516.40</u>	
Sub-Total	<u>\$2,695.77</u>	
Minus Expenses:		
	Printing – Meeting Lists \$127.50	
	Monthly Zoom Charge \$17.11	
	Meeting Space Rental \$50.00	
	Literature Restock \$1,369.21	
	Total Expenses <u>\$1,563.82</u>	
Working Balance		\$1,131.95
Increase in Convention Set Aside		\$500.00
Closing Balance		<u>\$631.95</u>

RCM Report: (Marissa J.)

8/27/2023

The region met August 12th and 13th in an online format. The minutes from the region have not been distributed yet so I will give all the August reports in my September report.

Upcoming events in the region include:

- SPUR of the moment camp out 9/8
- Man Gathering at Colt state Park 9/16
- Tri-Area convention in Cape Cod 9/29-10/1

CBDM demonstration- I have not heard back from our group about the CBDM demonstration. If we would like that demonstrated at the September ASC please confirm today so I can schedule that for our ASC.

Open Positions- Elections were held August open positions include regional chair, regional vice chair, policy chair, BOD, website chair, secretary. If you are interested in any of these positions or know someone who might be interested.

August business- besides elections the areas were asked to review and confirm the regions spending plans. As discussed in our July ASC I brought forth concerns from our area regarding the possible short fall in the regions budget for the year as well as our concerns with the amount of money the region spends on funding trusted servants to attend learning events even with the development of NESSNA which we viewed as an alternative to some trusted servant travel. I offered some ideas for consideration of the region which were as follows:

1. Sending no more than 2 people to a singular event

- a. This seems prudent that we get there are some savings synergies since two people could share one hotel room and this allows for a more experienced member to help and mentor a newer member at an event.
2. Looking for events that might have hybrid aspects like this body where we have found value in both hybrid attendance and in person attendance.
 - a. Is it possible that we don't go in person every year or to every zone since the region also meets both in person and virtually and both are effective.
3. Limiting the same trusted servants attending learning events to get more people at these events, this allows for greater spread of knowledge.
 - a. If the idea of these events are not just to retrieve information (we could do that virtually) but to develop and spark connections it would seemingly make sense not to send people to the events. Maybe limit it to a five-year period so we don't send the same person to WDSL D or the other symposiums multiple times to get a greater pool of trusted servants with experience.
4. Idea that we have a regional budget for trusted servant learning and every year look at the events available and ask which committees have had issues that could benefit from the training.
 - a. Maybe we want some new perspective on convention planning or department of correction interactions, although the FD/AD team can bring information back, the experience might be better suited for someone serving on convention or H&I. This would help the committee, instead of blanket spending on the same events annually we would look and ask ourselves what are the services/ experiences we are looking to develop in this region and who would benefit most from attendance since we already send the RD/AD team to other bodies that require travel.

These were all ideas or themes I heard from members of this body as ways we could possibly rethink the way we have been doing business at the region. These topics sparked a lot of discussion at the region about the idea of being more thoughtful going forward, having a more targeted/ strategic approach to sending trusted servants and just overall re-thinking the way we have historically done business. There was a motion from the fellowship development subcommittee for funds to send 2 of their members to the Western States Learning Day that did not pass at the RSC as people were divided and wanted the committees to truly go back and look at their spending plans and re-evaluate their requests in light of a predicted budget shortfall at the region. More to come in October with any revised requests.

Next RSC is being held October 14th & 15th. Currently Central Mass is considering hosting the weekend contingent on finding a suitable meeting place, if this falls through the meeting will be held on Zoom, more information to come in the following month. Also, the Northeast Zonal Forum will be meeting in person on Oct 27th – 29th at the Hilton in Stamford, CT.

In loving service,

Marissa J RCM

BOD (Carrie)

no report.

Activities Report (Lizzy)

The Activities committee met today, 8/27, with 6 people in attendance.

We have officially locked down a location for our Sat. Oct 7th event “NA’s 70th Bday - Dinosaur Speaker Jam”. This event is to celebrate the 70th anniversary of the 1st ever NA meeting, held on Oct. 5, 1953. It will be held at 765 Commonwealth Ave. Warwick, RI from 11-5:30. All are welcome to attend & digital flyers are available. Printed flyers will be available in the coming week. In an effort to keep this event free to all, it will be an Italian Dinner style Pot-Luck. We do have sign-up sheets available for food donations, so if you are interested in doing so, please see one of our committee members. We will also be having raffles for NA merchandise using our donations we have been collecting at our coffee hours, as well as at meetings. We are still looking for more items if you have any (books, speaker tapes, convention T-Shirts, jewelry, etc.). Please bring all donations to our upcoming coffee hours, or you can give them directly to myself, Lizzy F, the Activities Chair-person.

Our coffee hours held at Roger Williams Park in the Rose Garden have been quite successful. They have provided a great sense of fellowship as well as allowed us to collect a variety of donations for our Oct 7th event, including additional cash donations of \$141.01. Our next 2 coffee hour dates have been set for Sundays in September at the request of some area members. They will be on Sept 3 & Sept 17th, still at 10am in the Rose Garden.

Our Activities Facebook page is up, running, & already being put to use for events in our area. So far there are no problems there. It can be found under the group name “GPANA Activities Committee” & all are welcome to join, but please make sure you answer all the entry questions, so we can be sure to protect the safety & anonymity of all the group's members.

-Lizzy F

Convention report (Susan W.)

Chair Susan W.
V Chair Cyndi W.

We met today with 11 members in attendance. Our opening balance was \$15308.32 - expenses 433.43 + income 495.44 = \$15370.33 ending balance. Chelsea B was elected today as Registration Chair & Antoinette G was elected as registration V Chair. Registration this past month did a lot of work organizing the process to register. Our new registration brochures are being distributed starting today. We have 109 total pre registrations as of today. Pre-registration price did increase to \$30 starting today. All other committees are moving along in their duties & functions. We do have a recommendation today for our secretary position. Our next meeting will be held on 9/24/23 at our GPA location, upstairs room, 12:30-2:30. ILS

Susan W

H&I: (Tyson D.)

Good afternoon,

The H&I subcommittee met today 8-27 from 2:30pm - 3:30pm with 10 members in attendance with 4 new members joining us for the first time today. We're currently going into 3 facilities to which all commitments are filled. Today we continued discussing a plan moving forward to include more facilities into our rotation in an effort to spread our message to a wider community. There was also a vote taken to withdraw from our Thursday commitments at Zinnia, which would leave us still going into Zinnia for Saturday commitments, which will go into effect Oct 1st 2023.

We will be meeting from 2:30pm - 3:30pm moving forward in a hybrid format.

Zoom link moving forward is: <https://us02web.zoom.us/j/89091478790> Passcode: 000000

If there are any questions or concerns, please feel free to reach out.

Aside from what is listed above, all is well.

ILS,

Tyson D.

Policy (OPEN)

Public Relations Report (OPEN)

PR report

August 2023

The PR committee has a few items from the last month to share with the ASC:

1. We were contacted to do an event for RI Elder Info “Calling All Veterans” Saturday August 26th from 10am-1pm at 100 Factory Street in West Warwick. We had 4 trusted servants step up to help the event which included a previously trained PR member with 3 new volunteers, many thanks to everyone to help get that filled!
2. We will be meeting on Zoom Wednesday September 13th at 6:30pm. If you are interested in volunteering for the Rally4Recovery please attend the meeting so that we can schedule volunteer times. This is a great way to participate in PR for just a 1-time commitment and it is always a fun and well attended event. The Rally is Sunday September 17th 12-4pm.
 - a. Zoom ID: 719 036 7110 PW:0000
 - b. <https://us02web.zoom.us/j/7190367110?pwd=bzNnZlh4VG51RUlzeDM3M2NUM1BCdz09>

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

There is nothing new to report on my end.

Thanks,
Tyson D.

Motions back to groups

- **Motion:**
Date:
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: 0827-01**

Date: 8/27/23

Maker: Steph C.

Seconded by: Sandy

Motion: To hold a consensus based presentation put on by the region at the September ASC.

Intent: To learn more about consensus based decision making versus robert's rules during RCM, recommended by both the RCM and the alternate RCM.

Count: Yes: 14 No: 0 Abstain: 1

MOTION PASSES.

- **Motion:**

Date:

Maker:

Seconded by:

Motion:

Intent:

Count: Yes: 0 No: 0 Abstain:

Group Concerns:

Clean and Serene will be having their 39th anniversary October 27th, 2023 from 7-9:30, at 165 Commonwealth Ave. Warwick, RI. PLEASE BE AWARE OF THE FLIER GOING AROUND FOR THIS EVENT THERE IS A TYPO ON THE ADDRESS, please use this address for the location.

Old Business:

OPEN POSITIONS:

- **ALT. SECRETARY:** Jaqueline nominated and voted in.
- **POLICY CHAIR:** OPEN
- **PUBLIC RELATIONS CHAIR:** OPEN
- **BOD POSITION (1):** Dana nominated and voted in.
- **CONVENTION SECRETARY:** Amy nominated and voted in.

NEW ASC LOCATION ADHOC REPORT: Doug has been in contact with several facilities and is still looking into a few potential places that he will be revisiting and bringing back more information. He is looking for help within this ADHOC committee. These are the requirements for the new facility for ASC, if any one is interested in being a member of ADHOC to search for a new space, reach out to Doug (508-837-3253) or attend the next ASC.

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 4th 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.

New Business:

SECRETARY POSITION IS OPEN.

The literature subcommittee would like to purchase a few items outside of our regular literature order, including mugs and note pads. These two items will be purchased through **NAWS** and the committee is looking for guidance from the groups on any additional items they may be interested in, please see attached items on this email.

There are additional items the committee is considering purchasing from an outside vendor, which they are seeking guidance from the groups on their input about purchasing from a vendor outside of **NAWS**. A discussion was had and the groups should be informed of the information regarding purchases from an outside vendor. When purchasing from an outside vendor the money being used to purchase this does not go towards the **NA** fellowship but is a profit for the vendor. The vendor does have to pay a fee that goes to the **NA** fellowship for the use of the trademark, however, after this fee is given the additional profits do not fund our fellowship. Please discuss this within your groups and bring back any feedback to our next **ASC**.

The treasurer makes a recommendation to put \$500 into the convention set aside, making the set aside \$3000 totalling for the convention, the ASC body voted and approved this amount.

A Consensus Based Decision Making versus Roberts Rules presentation will be given during the RCM report next month (September ASC).

Open Forum:

Meeting Adjourned

Administrative bodies contact

- *Chair: Sandy*
- *Vice Chair: Thom*
- *Secretary: OPEN secretary@gpana.org*
- *Website: Tyson D.*
- *Treasurer: Peter R.*
- *Board of Directors: Carrie*
- *Regional Committee Member (RCM): Marissa J.*
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- *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*
- *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 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 TREASURER:

- 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, Policy, PR:
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 RELATIONS (PR) 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.