

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

The next meeting will be held on: **AUGUST 27th 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**
- **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**
- **Public Relations: OPEN gpanapublicrelations@gmail.com**

GSR'S IN ATTENDANCE FOR GROUPS ARE HIGHLIGHTED

GSR'S IN ATTENDANCE: 10

| | |
|------------------------------|----------------------------------|
| 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 | Opt for Life |

ADMINISTRATIVE REPORTS:

Chair (Sandy)

no report

Vice Chair (Thom)

The Chair and Vice Chair sat with the 3 new GSR's and gave them a new GSR presentation. Also, a question-and-answer presentation for the new GSR's.

Secretary (Steph C.)

no report

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 | |
|---------------------------|-------------------|
| AREA | \$0.00 |
| ACTIVITIES | \$0.00 |
| CONVENTION | \$0.00 |
| FINANCE | \$0.00 |
| H&I | \$107.40 |
| PHONELINE | \$0.00 |
| POLICY | \$0.00 |
| PUBLIC INFORMATION | \$0.00 |
| PUBLIC RELATIONS | \$0.00 |
| GROUP SALES | \$1,052.98 |

| | |
|--|-------------------|
| EXPENSES | \$107.40 |
| GROUP SALES AND EXPENSES TOTAL | \$1,160.38 |
| LITERATURE RESTOCK | \$1039.62 |
| GPA MEETING LIST RESTOCK (750) | \$112.50 |
| REGIONAL MEETING LIST RESTOCK (100) | \$0.00 |
| ORIGINAL LITERATURE RESTOCK | \$1152.12 |

When I originally received the order confirmation, the total I received from NAWS was \$1,050.62, which gave us a Total Literature Restock of \$1,163.12. When I received the sales invoice, the total was \$1,039.62, which gives us a new Total Literature Restock of \$1,152.12. I have both the Order Confirmation & the Sales Invoice in case anyone wants to see the difference.

In Loving Service
Rick Delano 401 230 0061
GPANA Literature Chair
literature@gpana.org

Treasurer's Report: (Peter R.)

GPANA Treasurer's Report

07/23/23

Opening Balance \$5,838.46 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 | <u>\$5,400.00</u> | |
| | Operating Balance | | \$438.46 |

Plus Income:

| | |
|---------------------|------------|
| Literature Sales | \$1,052.98 |
| Group Contributions | \$668.16 |

Total Income \$1,721.14

Sub-Total \$2,159.60

Minus Expenses:

| | | |
|--------------------------|------------|-------------------|
| Printing – Meeting Lists | \$112.50 | |
| Monthly Zoom Charge | \$17.11 | |
| Meeting Space Rental | \$50.00 | |
| Literature Restock | \$1,050.62 | |
| Activities Committee | \$250.00 | |
| Public Relations (R4R) | \$500.00 | |
| Total Expenses | | <u>\$1,980.23</u> |
| Closing Balance | | \$179.37 |

RCM Report: (Marissa J.)

7/23/2023

Treasury from June ASC

Contributions from the last convention were \$25,267.26

Starting balance \$32,058.89

Checks went out for hosting, insurance, and convention set aside \$10K,

Money Motions passed: Multi Zonal Service Symposium \$1,800, PR literature, \$4,400 set aside for NESSNA II sending area trusted servants NAWS contribution: \$8,000.89 to clear working balances to \$0.

CBDM demonstration- I spoke to the regional FD committee on the regions slack channel, they will meet on the 12 th and discuss do we have a preference on the August or September ASC so I can let the committee know ahead of their meeting so they can set up volunteers.

Next RSC is being held August 12 th & 13 th . Both Saturday and Sunday will be held on zoom. This is a great time to come and check out the meeting while it is virtual and you can pop in from the comfort of your own home! The region needs treasury and finance members, if interested please come and check out the committees on Saturday or during the Sunday meeting.

In loving service,
Marissa J RCM

BOD (Carrie)

The BOD met via zoom on June 27 to review proposals for Registration and Entertainment items. There were some recommendations made regarding specific registration items but in general the terms and pricing are acceptable. We had some questions for follow up regarding entertainment and the requirements of the Hotel and their in house A/V department. H and H did some follow up and the BOD has been asked to clarify a couple items. Following todays convention meeting we have the information we need and will contact the hotel this upcoming week.

Several BOD members met with the GPA Treasurer and Alternate Treasurer July 15th to perform a financial audit. We made some minor adjustments and updated the reconciliations with quickbooks. The accounts are all up to date and balances match the bank account.

The Directors and Officers Insurance was renewed until June 2024.

We continue to have an open position and our next meeting is not currently scheduled.

Carrie

Activities Report (Lizzie)

The activities committee met 7/15 with 6 people in attendance & 7/23 with 6 people in attendance.

We held our first coffee hour on 7/15 (although it did rain in the morning, we had a tent available & it cleared up just in time for the event) where collected \$20 in cash donations as well as several articles of NA approved merchandise which will all go towards supporting our upcoming October 7th, 2023 event, "NA's 70th Birthday Dinosaur Speaker Jam".

We have begun itemizing our needs for this October 7th event in order to conclude our needed expenses, but so far we are at an estimate of \$240.82 for location rental, plates/utensils/cups, decorations, ice/water/coffee, raffle baskets, etc. This event will be an Italian Food Pot-Luck in an effort to cut our necessary costs & we will have a sign-up sheet available soon for specific food items. The location is still tentative & we hope to have it solidified soon so that we can start the circulation of fliers & announcements.

We have our next scheduled coffee hour on Saturday, July 29th, 2023 at 10am at Roger Williams Park in the Rose Garden (Elmwood Ave Entrance). We have also added 2 more additional dates of Saturday August 12th, 2023 & August 26th, 2023 which will also be at 10am at the same location. Bring a coffee & a chair/blanket, & come fellowship/get to know your other GPA NA members. We will be accepting cash donations, & are primarily looking for donations of any NA approved merchandise (Books, Speaker Tapes, Convention T-Shirts, Jewelry, etc) to go in the raffle baskets for October 7th at these coffee hours. This event will now be a free event (it was previously supposed to be a ticketed event as the committee was under the assumption that we needed to replenish our Area Set-Aside, but this was cleared up last area by the treasurer & re-discussed/voted on at our 7/15 committee meeting).

We have solidified the group rules & entry questions for the GPA Activities facebook page. This was only just voted on today 7/23, so we will have the page updated as soon as possible with these safety nets & the group will be available to the NA public once completed.

Our next meeting is tentatively 8/12 at 8:30am at the coffee hour location, but we are awaiting the general consensus of our entire committee before locking in this date & time.

-Lizzy F

Convention report (Susan W.)

Chair Susan W
V Chair Cyndi W

We met today with 14 members in attendance. Our opening treasury balance was \$13341.97 + deposit \$1991.35 - \$25.00 rent = \$15308.32 ending balance.

Our hotel has 63 room nights met out of our 209 room night commitment. We now have a link to the hotel to book a room on our GPA & Nerc website.

Our F & E event on 7/22 had a very good turn out. We collected \$1362.75 - \$700.00 expenses = \$662.75 profit. We received \$20.00 in banner donations.

Registration was also present & sold 10 registrations. We have 92 registrations sold to date. We are working on a registration brochure to be ready for the august area meeting.

Programming is continuing to work on getting speakers for F & E events & the convention.

Merchandise was also present at the event. The committee started with 50 T-shirts & sold 35.

We will be ordering more merchandise in the near future.

Our registration chair resigned & our v chair Cyndi W will be acting registration chair at the moment.

We have open positions for conv secretary & registration chair.

ILS

Susan W

H&I: (Tyson D.)

Good afternoon,

The H&I subcommittee met today 7-23 with 10 members in attendance. We're currently going into 3 facilities to which all commitments are filled. Today we discussed a plan moving forward to include more facilities into our rotation in an effort to spread our message to a wider community.

There are on-going talks with said facilities to determine whether or not there is a direct need and if we have the current resources to accomplish this goal in a practical and sensible manner.

Today we voted in one new panel leader and also had three new members show up to become part of the committee which is great progress. Aside from what is listed above, all is well.

ILS,
Tyson D.

Policy (OPEN)

Public Relations Report (OPEN)

July 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. Our current members cannot make it to the event at that time but before we turned it down we are asking if there is anyone with experience willing to table at the event please email gpanapublicrelations@gmail.com before August 1 st so that we can participate in the event.

2. We were contacted by men's residential treatment house in Johnston RI, we passed the information along to the H&I chair and let the contact person know that H&I would reach out to them shortly. Hoping H&I can let us know if they have already communicated with community care.

3. There will be 2 money motions entered today for participation in the Rally4Recovery, 1 for literature and 1 for the table itself.

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: 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: 072323-01**
Date: 7/23/23
Maker: PR Subcommittee
Seconded By:
Motion: To request \$150 to order literature at the August ASC for the Rally4Recovery event.

Intent: To have white booklets, informational I.P.s and meeting lists available to hand out at the Rally4Recovery table in September.

Count: Yes: 0 No: 0 Abstain: 0

MOTION PASSED. Unanimous.

- **Motion: 072323-02**
Date: 7/23/23
Maker: PR Subcommittee
Seconded by:
Motion: To request a check for \$500 for a table at the Rally4Recovery to be mailed to: P.O.Box 8574, Warwick, RI 02888.

Intent: For public relations to attend the Rally4Recovery event in Providence on September 17 th 2023. Where the committee will pass out information to the public on Narcotics Anonymous and meeting information.

Count: Yes: 0 No: 0 Abstain:

MOTION PASSED. Unanimous.

- **Motion: 072323-03**
Date: 7/23/23
Maker: Lizzie
Seconded by: Activities Subcommittee
Motion: \$250 to purchase supplies for the upcoming Dinosaur Day event.

Intent: To put on an event for the area.

Count: Yes: 0 No: 0 Abstain:

MOTION PASSED. Unanimous.

Group Concerns:

Women 's Stepsisters which meets on Monday night will no longer be hybrid. It will only be in person now.

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.

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 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:

See motions below given by the PR and Activities committee. All motions were voted on and passed unanimously.

Open Forum:

Meeting Adjourned

Administrative bodies contact

- *Chair: Sandy*
- *Vice Chair: Thom*
- *Secretary: Steph C. 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**
- **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 and as often as the subcommittee deems necessary to fulfill its responsibilities.
- Elect a Web Coordinator responsible to the PI Subcommittee.
- Attend GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

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:

- Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of the four signatories (Convention Subcommittee Chair, Vice Chair, Secretary, and Treasurer. The cards and account information are filled out at the committee meeting.)
- Works with the Chair and Vice Chair to prepare a budget for the convention that is used for planning fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.
- Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
- Responsible for all monies—including revenues from registration and banquet tickets: pays all bills; and advises the Chair on cash supply, income flow, and rate of expenditures.

- 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.