

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

The next meeting will be held on: November 26, 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:**
- Activities Subcommittee: 2:30 to 3:15pm
- Convention Subcommittee: 12:30 to 2:30
- 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: Chelsea B. [secretary@gpana.org](mailto: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](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: 11

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
<b>Dedication</b>	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
From Active to Action	Serenity Seekers
Gimme Shelter	Smith Hill NA
Grow or Go	<b>Step Sisters</b>
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	<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	<b>Why R We Here?</b>
<b>Living Free</b>	Why Not Men's Group
<b>Loveline</b>	New Life
Men with a Vision	<b>The Journey Continues</b>
NA in SA	Warehouse Meeting
NA in the Day	Water Place
Never Alone Group	Spiritual Solutions
<b>New Life</b>	
New Freedom	Recovery in the Bucket
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	

**ADMINISTRATIVE REPORTS:**

**Chair (Sandy)**

no report

**Vice Chair (Thom)**

sat in with H&I via zoom. met with policy.

**Secretary**

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**

[NAWS NEWS](#)

[The NA WAY Magazine](#)

[Reaching Out](#)

**Group Sales & Literature Expenses**

<b>Group Sales &amp; Literature Expenses</b>	
<b>AREA</b>	
<b>ACTIVITIES</b>	
<b>CONVENTION</b>	
<b>FINANCE</b>	
<b>H&amp;I</b>	<b>\$105.00</b>
<b>PHONELINE</b>	
<b>POLICY</b>	
<b>PUBLIC INFORMATION</b>	
<b>PUBLIC RELATIONS</b>	

<b>GROUP SALES</b>	<b>\$105.00</b>
<b>EXPENSES</b>	<b>\$1218.93</b>
<b>GROUP SALES AND EXPENSES TOTAL</b>	<b>\$1323.93</b>
<b>LITERATURE RESTOCK</b>	<b>\$1183.08</b>
<b>GPA MEETING LIST RESTOCK (750)</b>	<b>\$135.00</b>
<b>TOTAL LITERATURE RESTOCK</b>	<b>\$1318.08</b>

The Literature Order form on the website needs to be fixed again. The price of the Living Clean book is \$12.53, not \$11.18.

I have contacted NAWEARS and got a copy of their license and information as to their wholesale rates. I attached the info to the report.

Marissa sent me a link for “The Greater New York Region of Narcotics Anonymous I sent them several emails and no one ever got back to me.

I have also been in touch with Sean G and was inquiring about the quarterly publication “Reaching Out” and possibly getting some of their stories into the publication.

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

**GPANA Treasurer's Report  
10/22/23**

<b>Opening Balance</b>		
<b>Less: Prudent Reserve</b>		<b>\$1,700.00</b>
<b>Set Asides:</b>	<b>Activities</b>	<b>\$250.00</b>
	<b>Hospitals &amp; Institutions (H&amp;I)</b>	<b>\$150.00</b>
	<b>Director's Insurance</b>	<b>\$500.00</b>
	<b>Public Relations (P/R)</b>	<b>\$300.00</b>
	<b>Convention Pre-payment</b>	<b><u>\$3,500.00</u></b>
	<b>Total Reserve &amp; Set-asides</b>	
<b>Operating Balance</b>		
<b>Plus Income:</b>	<b>Literature Sales</b>	<b>\$1,218.83</b>
	<b>Group Contributions*</b>	<b>\$352.27</b>
	<b>Activities Event Refund</b>	<b>\$250.00</b>
	<b>Total Income</b>	
	<b>Sub-Total</b>	
<b>Minus Expenses:</b>	<b>Printing – Meeting Lists</b>	<b>\$135.00</b>
	<b>Monthly Zoom Charge</b>	<b>\$17.11</b>
	<b>Meeting Space Rental</b>	<b>\$50.00</b>
	<b>Literature Restock</b>	<b>\$1,248.48</b>
	<b>Total Expenses</b>	
<b>Working Balance</b>		
<b>October Increase in Convention Set Aside</b>		
<b>Closing Balance</b>		

**\*Note: In full transparency: (\$8.00) discrepancy in deposited dollars resulted in a reduction of Group Contributions for the month.**

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

10/22/2023

The region met October 14 th and 15 th in person in central Mass.

Open Positions- Elections were held August open positions include regional regional vice chair, assistant treasurer, policy chair, BOD, and website chair. If you are interested in any of these positions or know

someone who might be interested.

October Business-

## Environmental survey

o 2023-2024 Environmental Scan Survey Cover.pdf (na.org)

o The World Board has worked this past year to begin to redesign strategic planning into a much more collaborative process. Conference participants began at WSC 2023 by identifying the factors within NA and in the external environment that could most impact our ability to achieve our Vision. That was the first part of the “inventory” phase for this new planning cycle. The results of this survey will be gathered and fed back to you for further discussion and analysis at zonal meetings. NA World Services will be asking for time at zonal meetings twice next year to advance this new collaborative planning process. The results of this work will help determine where NA World Services and the WSC prioritizes its time and energy in the future. Your participation is vital in helping us understand how we can better support the Fellowship in carrying the NA message.

o For our area I said we would see our biggest internal development of trusted servants and welcome and inclusiveness and our biggest external as recovery for profit/ harm reduction approaches

Regional calendar, it was decided that the region would continue to meet in a rotating format with every other meeting virtual and the other in person

Both PR and H&I mentioned that Providence has not attended subcommittee meetings in some

time. I informed them we have not had a PR chair but we do email reports and that I would check in with H&I to understand why they have not been attending.

I handed out MANY convention registrations and gave an enthusiastic endorsement of how much fun the convention will be and how exciting it is to have a convention in the city this year so hopefully there will be a lot of interest!

Motions:

1. PR money motion \$176 for literature for NEARCP – we voted yes
2. Delegate team money for Zonal Forum Attendance \$1,511 – we voted yes
3. Delegate team money for WSLD \$2,470 – we voted yes
4. Fellowship Development for WSLD (flight only) \$600 – we voted no (as previously discussed we thought 2 people was enough to cover the event)

Next RSC is being held December 9 th & 10 th the meeting will be held virtually on zoom. Also, the

Northeast Zonal Forum will be meeting in person on Oct 27 th – 29 th at the Hilton in Stamford, CT.

It has been a pleasure serving as this areas RC-M for the last 2 years and I trust Gail will make a fantastic

RC-M and I want to thank her for all her help stepping in this year while I traveled.

In loving service,

Marissa J RCM

## **BOD (Carrie)**

no report

## **Activities Report (Lizzy)**

The Activities Committee met 10/14 with 4 people in attendance.

Our "NA's 70th Birthday - Dinosaur Speaker Jam" was a fantastic time & we want to extend a huge Thank You to everyone who came out! The Activities Committee was overwhelmed with gratitude from everyone's participation as well as the \$358.00 in donations received. This event was definitely a great learning experience for our rather new committee & gave us some great direction going forward.

Upon closing, after balancing out receipts we were left with a total of \$308.36. The committee donated back our original seed money of \$250.00 initially given from the ASC at the October Area meeting. The committee was looking to potentially hold on to the remaining \$58.36 for upcoming events in the works, but were unclear on how this laid out from Policy. We did attempt to reach out for guidance prior to the October Area meeting, but were unsuccessful, so the remaining funds will be donated to the ASC during the November meeting.

We have decided to bring back a few Coffee Hour events over the next few weeks, this time more towards the Attleboro side of the GPA as we research more potential indoor meeting spots to hold these meet-ups. Our next Coffee Hours will be held:

Sundays @ 10am:

November 5th

November 19th

December 3rd

December 17th

Located at: 42 Commonwealth Ave Unit 4  
Attleboro Falls, MA 02763

The Activities Committee will be meeting Sunday November 5th following the Coffee Hour in Attleboro Falls to discuss our committee policies & set some guidelines using the knowledge we have gained from putting on our first big event.

We also still invite people to check out our GPA Activities Facebook Event Page which is being put to great use getting out notice of local events! 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.)**

We met today with 11 members in attendance. Our treasury open balance was \$13,116.17 + income of \$971.31 - expenses of \$2595.00 = \$11,492.48 final balances.

Hotel room nights as of 10/5 is 108 of our 209 room nights at the Omni Hotel.

Our registrations total is 127. The committee has finalized & ordering the 1000 registration packet items.

Our merchandise and banner for the convention has been ordered & should be for sale at our next event on 11/4/23.

Fundraising & Entertainment next event is 11/4/23, NA Harlem Nights, 6pm-12pm, 225 Main St. Pawtucket, RI. There will be speakers, dinner, raffles music, dancing, fun, fellowship, & clean time countdown. \$10 suggested donation, no addict will be turned away. Their committee meets every other week with their next meeting on 11/1 at 5:30.

Now that we have starting to order and purchase things for the convention we will be going over our budget in this coming month to see where we are at financially.

We have 10 previous convention banners that we have been working on to replace. We have 9 out of 10 workable logo files. We are missing 1998, GPACNA I, **Ride the Wave of Hope logo**. Please if anyone has a tshirt, registration, magnet or picture of this logo please contact a convention committee member.

We meet next month at area 1230-230.

ILS

Susan W

Can we reach out to Doug to find out where we stand on the New Location Ad Hoc?

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

Good afternoon,

H&I subcommittee met today on 10/22 with 16 people in attendance. Today we voted to go into two new facilities, CSU located on the Butler campus, and Training School which brings out total facility count up to 5 facilities. Today we voted in 6 new panel members to be able to assign to the new facilities, and currently all open commitments are filled with active panel leaders. As a reminder, we are still currently utilizing a hybrid format for our subcommittee meeting, I will update a link on our website GPANA.org for those who would like to attend our next meeting.

ILS,  
Tyson D.



## **Policy (Jacqueline)**

### Attendance:

Jacqueline R  
Gene F

### Submitted Edits:

Rick D  
Brian F

### **Next Meeting dates:**

Via Zoom: November 5, 2023 @ 4:00 pm  
In person: November 26, 2023 @ 2:00 pm

### **Committee Members:**

Jacqueline R., Chair  
Thom D.  
Gene F.  
Brian F.  
Rick D.  
Doug F.  
Ron R.

The Policy Committee had its first meeting with new policy chair and began working on completing the redlined copy of work in progress to update the current 2019 policy on the website.

### Discussed:

- proofreading,
- edits,
- obtaining copies of pertinent motions that need to be added to document, ● Reviewing all GPA minutes going back at least October 2022,
- potential new policy regarding event overages (\$),
- Keep record of all changes to policy going forward (by person's initials and date jr-10/23),
- Making an Appendix, and
- Including necessary forms, etc.

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

Upcoming presentation at RIC Medical Assisting school. Committee is w/o a chair, but 7 members present at last meeting. If anyone is interested in chair position, please reach out,

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

### **Motions back to groups**

- **Motion:** 20231022-01  
**Date:** 10/22/23  
**Maker:** Rick  
**Seconded By:** Brian  
**Motion:** To purchase 5yr, 10 yr, 15 yr, Decades, 25yr, 30yr keytags from the vendor **NAWEARS**  
**Intent:** to provide our area with items not provided by NAWS but from a vendor who is licensed to sell NA literature. We will purchase 40 @ \$2.50/pc for a total of \$100 plus shipping as a one time purchase.  
  
**Count:** Yes:13 No: 1 Abstain: 2 **MOTION PASSES**
- **Motion:** 20231022-02  
**Date:**10/22/2023  
**Maker:** Peter  
**Seconded by:** Brian  
**Motion:** To purchase an online upgrade for quickbooks at a cost of \$75 annually  
**Intent:** To keep our software updated and fully supported. This also provides access to the cloud.  
**Count:** Yes:12 No: Abstain:1 **MOTION PASSES**
- **Motion:** 20231022-03  
**Date:**10/22/23  
**Maker:** Mike  
**Seconded by:** Chelsea  
**Motion:** increase H&I set aside to \$200 per month  
**Intent:** H&I is going to new facilities and needs to provide literature  
**Count:** Yes:16 No: Abstain: **MOTION PASSES**

### **Administrative Motions:**

- **Motion: 20230924-01**  
**Date: 9/24/2023**  
**Maker: Pete R**  
**Seconded by: Brian F**  
**Motion: Subscribe to Zoom's annual pricing plan (\$149.99) instead of paying the monthly \$17.11 fee to save the area approximately \$55/year or over 25%**

**Intent: In accordance with the 11th concept to be fiscally accountable in the use of NA's funds.**

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

**MOTION TABLED PENDING INFORMATION ABOUT MULTIPLE LICENSES**

- **Motion:**  
**Date:**  
**Maker:**  
**Seconded by:**  
**Motion:**

**Intent:**

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

### **Group Concerns:**

**Why R We Here - got a compliment from the church for being such great tenants, reflecting well on NA.**

**AREA IN DECEMBER WILL BE 12/17, 3rd SUNDAY RATHER THAN 4th. Please plan accordingly.**

### **Old Business:**

**OPEN POSITIONS:**

- **PUBLIC RELATIONS CHAIR: OPEN**

### **New Business:**

**ELECTIONS:**

**Chair - Sandy**  
**Vice Chair - Thom**  
**Secretary - Chelsea**  
**Alternate Secretary - Jacqueline**  
**Treasurer - Peter**  
**Alternate Treasurer - Brian**  
**RCM - Gail**  
**Alternate RCM - position open**

### **Open Forum:**

Ray - flyer for Recovery in the chapel anniversary is wrong, info will be updated on the website.

### **Meeting Adjourned**

# **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 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:**

- 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.