Purpose of area Outreach:

The purpose of the area Outreach Subcommittee is to provide support and assistance to the groups of Narcotics Anonymous. The goals of outreach service are to assist groups in solving problems that may impede their growth or threaten their survival and to help groups overcome many kinds of isolation by encouraging increased knowledge, contact, and exposure to NA as a whole and to the NA service structure.

Mission of area Outreach:

The mission of Outreach work is to overcome isolation with improved communication and consistency of NA services. The focus of outreach is within NA. Outreach efforts work to build unity and help groups to help themselves.

Functions of the area Outreach Subcommittee:

A. Provides GSR orientation to GSR’s, GSR alternates, and any other interested members of Narcotics Anonymous, prior to the ASC and other times upon request.

B. Visits groups that have been absent from the ASC, using a group visitation packet.

C. Helps new groups get registered with the WSO and publish them in the local Meeting Directory.

D. Provides assistance to new groups and groups requesting support.

E. Makes announcements and flyers and provides information about new meetings and meetings needing support to more established groups.

F. Provides new groups with a Group Starter Kit as established by the ASC.

G. Works with GSR’s and other Group Trusted Servants to keep meeting information current at the Area and World level.

H. Organizes group visits to meetings needing support.

I. Conducts service workshops as requested.

J. Provides a representative to attend and report to the ASC and Regional Outreach Subcommittee meetings.

K. Produces the “Local Meeting Directory” three times annually. April, August and December.
L. Verifies and updates local meeting list information. A group of members should be delegated to proof read the final draft before it is published.

M. Conducts area Outreach member orientations three times annually; January, May and September during the months regularly scheduled meeting.

**Outreach Subcommittee Structure:**

Trusted Servants of the area Outreach subcommittee include a Chairperson, Vice-Chairperson, Secretary, Meeting List Coordinator and Flyer Coordinator. Other positions may be created by the subcommittee as needed. The subcommittee chairperson is elected by the parent area service committee. Other positions within the subcommittee are elected by the subcommittee. Elected service positions within the subcommittee are collectively known as the subcommittee Administrative Team.

**Outreach Subcommittee Membership and Voting Procedures:**

Any member of Narcotics Anonymous, regardless of clean time, may attend Outreach meetings and become a member of the subcommittee. Members must attend two consecutive Outreach Subcommittee meetings to become a voting member. The absence of three consecutive meetings will result in the loss of voting privileges. These voting privileges may be regained again after attending another two consecutive meetings. The chairperson does not vote, unless there is a tie and they choose to vote to break the tie.

**Subcommittee Meetings:**

Subcommittee meetings will be held on a ‘regular’ and ‘special’ basis. Regular meetings will be held every month on the published day and time at the stated area meeting place. Special meetings may be scheduled at a regular meeting. Special meetings may also be called by any Administrative Team member to address issues as they arise according to need. All voting members must be notified at least one week prior to any special meetings.

**Meeting Format:**

1. The Chairperson calls meeting to order.
2. Committee member reads the NA Service Prayer. *printed below*
3. Committee member reads the Twelve Traditions of Narcotics Anonymous.
4. Committee members read the Purpose, Mission and Functions of the Outreach Subcommittee.
5. Introductions
6. In January, May & September conduct Outreach Member Orientation (starting on page 3)
7. Review and approval of previous Outreach meetings minutes.
8. Administrative Report (such as information from Regional Outreach, and the ASC meeting)
9. Reports of Group Visitations
10. Elections with the subcommittee (if necessary)
11. Old Business
12. Current projects
13. Directory Updates (printing in April, August, and December)
14. Open Forum (Questions, Problems / Solutions / Trouble Shooting)
15. New Business
16. Group Visitation assignments and objectives (Read guidelines for Meeting Visitations whenever there are new attendees)
17. Flyers
18. Assign / Confirm GSR Orientation
19. Motion to close the meeting.
20. Close the meeting with the Serenity Prayer.

NA Service Prayer

God Grant us knowledge that we may serve according to Your Divine 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.

Elections and vacancies:

Elected trusted servants of this subcommittee shall serve for one year or until their successors are elected. The term of office shall begin at the start of the regular meeting following the meeting at which they are elected. Elections will be decided by voting members of the subcommittee. Subcommittee internal elections require a nominee or volunteer(s), and include statements of qualifications and desire to serve. Candidates may be asked to leave the room while the election is taking place. No one may serve more than two terms consecutively in any one position. In order to qualify for any elected position, members must come to the monthly Outreach subcommittee meetings and inform the subcommittee of their desire to serve. In the absence of a subcommittee chairperson, the subcommittee vice chairperson may temporarily assume the duties of chairperson until the ASC is able to elect a new chairperson. For service positions within
the subcommittee, when there is a resignation or removal from office, the position shall be held open for a period of one month or until a willing member is found to serve in the position.

Qualifications and Responsibilities of Officers:

A. Chairperson

1. Is elected by a group conscience of the Area Service Committee.
2. No Area Trusted Servant may serve more than two consecutive terms in the same position.
3. Failure to attend two consecutive ASC meetings without prior notice to the Area Chair or non-fulfillment of duties may be considered reason for removal.
4. Removal from this position requires a vote of confidence during New Business of the next Regularly scheduled ASC meeting. If the majority votes in favor of removal, then that person is considered removed from office.

Qualifications:

1. One year continuous clean time
2. To have served or have been serving as a GSR prior to election.
3. A willingness to commit to the position for at least one year.
4. A working knowledge of the Twelve Steps and Twelve Traditions through application.

Responsibilities:

1. Mediates all meetings of the subcommittee using the Outreach Subcommittee Meeting Format.
2. Prepares a report and attends the ASC meeting regularly.
3. Makes all motions to the ASC on behalf of and is the voice of the Outreach Subcommittee.

Chairperson Responsibilities (continued)

4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the groups within the area.
6. Attends or sends a representative to the Regional Outreach Subcommittee meeting every month.

Other Responsibilities:
- Registers as Chairperson of area Outreach with the WSO
- Requests or makes sure that the WSO sends Group Conformation Forms to the Outreach Subcommittee.
B. Vice-Chairperson

1 Is elected by the Outreach Subcommittee.

**Qualifications:**
2 One year continuous clean time
3 A willingness to commit to the position for at least one year.
4 A working knowledge of the Twelve Steps and Twelve Traditions through application.

**Responsibilities:**
1 Attends all meetings of the subcommittee and performs the duties of the Chairperson in their absence.
2 Notifies the Chairperson prior to the meeting if planning to be absent.
3 Works with the Chairperson to ensure the smooth operation of the Outreach Subcommittee.
4 If necessary, may be removed by two-thirds vote of the subcommittee.

C. Secretary

1 Is elected by the Outreach Subcommittee.

**Qualifications:**
2 Sixty days continuous clean time
3 A willingness to commit to the position for at least one year.
4 Some amount of clerical skills.

**Responsibilities:**
1 Keeps an accurate set of minutes of all Outreach Subcommittee meetings.
2 Keeps an updated list of all active subcommittee members and their phone numbers.
3 Works with the Chairperson to ensure the smooth operation of the Outreach Subcommittee.
4 If necessary, may be removed by two-thirds vote of the subcommittee.

C. Meeting List Coordinator

5 Is elected by the Outreach Subcommittee.

**Qualifications:**
6 One year continuous clean time

**Meeting List Coordinator Qualifications (continued)**

7 A willingness to commit to the position for at least one year.
8 Some amount of clerical skills.
Responsibilities:
5 Maintains the area/local meeting list of Narcotics Anonymous Groups.
6 Works with the Chairperson to ensure the smooth operation of the Outreach Subcommittee.
7 If necessary, may be removed by two-thirds vote of the subcommittee.

D. Flyer Coordinator

• Is elected by the Outreach Subcommittee.

Qualifications:
1 Sixty days continuous clean time
2 A willingness to commit to the position for at least one year
3 Some amount of graphics skills

Flyer Coordinator (continued)

Responsibilities:
1 Maintains and updates the Outreach Help and Service flyers monthly, deleting unconfirmed requests more than two months old.
2 Makes additional flyers for meetings needing support, Outreach activities and other flyers as directed by the subcommittee.
3 Assists the other officers and the chairperson to ensure the smooth operation of the Outreach subcommittee.
4 If necessary, may be removed by two-thirds vote of the subcommittee.

Note: Reasons for removal from any of these positions may include:
1. Relapse
2. Theft of money
3. Missing two consecutive meetings or non-fulfillment of duties
Outreach Subcommittee Members
Orientation Guide

The area Outreach Subcommittee will hold an Outreach orientation three times annually. These orientations will be held in January, May, and September during the regularly scheduled subcommittee meeting.

The orientation will consist of:

1. A complete review of the area Outreach Guidelines And Orientation Guide including Qualifications and Responsibilities of Officers.
2. Asking for any unanswered questions.
3. Shared experience of the subcommittee and its members.

Upon completion of this orientation we will resume to meeting format # 7, Review and approval of previous Outreach meetings minutes.

More about Outreach:

The Outreach Subcommittee is a source of unity within the fellowship of Narcotics Anonymous. We share the responsibilities that the guidelines (both the ASC’s and our own) ask of us. When serving on this subcommittee we may become confused or forgetful of our purpose and we may run into controversy where the traditions of our fellowship are concerned; however Outreach has no authority over how groups run their meetings.

“We try to share our experience, strength and hope in a way which demonstrates that recovery is available in Narcotics Anonymous.” “With unity as our practical foundation, we find that our relationship with one another is more important than any issue that may arise to divide us.”

(Both quotes from It Works How And Why, Tradition One, pg. 132)

Guidelines to follow when doing Meeting Visitation Assignments:

1. When doing meeting visitations to offer assistance to groups as an Outreach representative, Do Not Go Alone. We may need to verify if a meeting still exists. If this is the case and there is only one member who is able to get out to that meeting this may be done, not on behalf of, but as a favor to Outreach. As with any service in our fellowship, whenever possible, do not work alone.

2. Take a visitation packet containing a group visitation report form (to be filled out and brought back to the subcommittee), meeting schedules, flyers and any other available information. A Group Update Form may also be needed.
3. Make sure that at least one member has a minimum of six months clean and an Outreach orientation.

4. Be positive and supportive of the group! We are not the NA police! If there is a problem, take it back to the subcommittee for suggestions.

**Support Announcements:**
Making announcements at meetings is an important part of service. There are always meetings that need support. The ‘Groups Needing Help Flyer’ along with other Outreach information gives us plenty of announcements to choose from.

**GSR Orientation:**
We suggest that subcommittee members become familiar with the GSR Orientation Packet and participate in orientating GSR’s prior to the Area Service Committee meeting (ASC)
This is a good way to learn about and become more connected with our service community.

**Caravans / Road Trips:**
We try to plan a caravan every month. We do this by choosing a meeting that needs support and invite fellow NA members to join us (Via flyers, announcements, and by reporting it to the ASC).

**Addicts On Asphalt:**
We also support Regional Outreach road trips to various meetings usually within the Region. We make announcements encouraging participation and ask for donations of literature to be donated to the group we are visiting.

**Outreach Workshops:**
The Outreach Subcommittee (as well as other subcommittees) may be called upon to attend and conduct workshops at groups and various NA functions.