



Stanislaus Valley Groups of Narcotics Anonymous®
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Outreach Subcommittee Guidelines

I. Objective:

To identify, locate and support isolated, struggling, and/or newly formed groups, meetings, or persons, by providing information about Narcotics Anonymous and its service structure including the SVGNA Area Service Committee (ASC). To support such groups, meetings, or persons with attendance thus promoting unity within the SVGNA.

II. Purpose:

To *assist* - through outreach efforts - in carrying the NA message to the still suffering addicts thereby supporting the continued growth of SVGNA.

III. Functions:

- A.** To act as a resource and coordinator in reaching out to isolated, struggling, and newly formed groups.
- B.** To assist members interested in forming new groups.
- C.** To encourage members to become involved in NA service; seek out members with substantial clean time and service experience for fellowship development.
- D.** To take meetings to addicts' homes or assisted care units, upon request or coordination with the PI sub-committee, when they are unable to get to a meeting due to illness or disability (e.g. homebound persons).
- E.** Hold Newcomer Workshops on behalf of groups requesting them.
- F.** Hold GSR Orientations on behalf of the ASC.
- G.** Plan Learning Days on behalf of the ASC.
- H.** To conduct a monthly business meeting.
- I.** To serve as a communication link between the ASC and the SVGNA.

IV. Goals:

To provide a link between area groups and the SVGNA ASC by:

- A.** Identifying needs.
- B.** Promoting unity within the local NA community by providing information and education for groups and service bodies within the SVGNA area.
- C.** Assisting in communication efforts.

V. Committee Structure:

Any member of NA may belong to the Outreach Subcommittee. The committee requests participation from each group within SVGNA. Elected trusted servants will include a Chairperson, a Vice-Chairperson, Recording Secretary, Outreach Subcommittee Representative, and Outreach Subcommittee Volunteers. These positions shall be filled by election by a majority vote within the subcommittee, with the exception of Chairperson, who will be elected by the ASC.

VI. Voting Procedure:

- A.** Any NA member who participates in the outreach effort and attends the monthly business meeting for two consecutive meetings shall be given voting privilege; in turn, two consecutive absences from the monthly business meeting will constitute loss of the voting privilege.
- B.** The Chairperson shall abstain from voting except in the case of a tie.
- C.** A 2/3 majority vote will be required for proposed guideline amendments that will be taken to the ASC for final approval.
- D.** A simple majority will be required for committee business matters.
- E.** The ASC Rules of Order shall be followed when conducting committee meetings.
- F.** Any matter unable to be fully resolved shall be taken to the ASC for its consideration.

VII. Removal of Trusted Servants

A trusted servant may be removed from their position for noncompliance after due verbal and written notification. A 2/3rds vote is required for removal. Noncompliance includes, but is not limited to, the following:

- A.** Loss of abstinence.
- B.** Nonfulfillment of the duties of their position.
- C.** Absence from two consecutive subcommittee meetings without prior notification to the Chairperson.
- D.** Absence from three subcommittee meetings during the term of service.
- E.** Theft of NA funds or other assets.

Any subcommittee member handling NA funds or assets will be required to sign a MOFR (Memorandum of Financial Responsibility) – Attachment “A”.

- F.** Failure to follow Outreach Subcommittee “Do’s and Dont’s” in section IX of these guidelines.
- G.** Abusive and inappropriate behavior or language towards persons within or inter-acting with the subcommittee.

VIII. Qualifications and Duties:

A. Chairperson:

1. Requirements:

- a.** A minimum of two years continuous clean time.
- b.** Prior experience at the ASC, RSC, or Outreach Subcommittee service.
- c.** Have a working knowledge of the 12 Traditions and 12 Concepts of NA.
- d.** One year term with option of serving in this position for a second consecutive term only.

2. Duties:

- a.** Facilitate monthly business meeting.
- b.** Prepare an agenda for monthly business meeting.
- c.** Prepare a written report for each ASC meeting and make all motions on behalf of the subcommittee.
- d.** Maintain a communication link between the Fellowship and the subcommittee.
- e.** Submit a written financial and project summary to the ASC at the end of term of service.
- f.** Submit a yearly budget to the ASC.
- g.** Attend all ASC meetings and Service Learning Days.
- h.** Conduct GSR Orientations at the ASC.

B. Vice-Chairperson:

Requirements:

- a. A minimum of one year continuous clean time.
- b. Assist the Chairperson to ensure smooth Outreach Subcommittee operation.
- c. Willingness to assume the duties of the Chairperson if that need arises during the Chairperson's term.
- d. Willingness to serve as Chairperson in the next term by using the current term for learning; attendance at the ASC is strongly suggested.
- e. Assist Chairperson with GSR Orientations at the ASC.

C. Recording Secretary:

1. Requirements:

- a. A minimum of one year continuous clean time.
- b. Ability to produce electronic reports.
- c. One year term of service.
- d. Willingness to serve.

2. Duties:

- a. Record minutes of all subcommittee meetings.
- b. Maintain an archive of previous minutes, guidelines, reports, a ledger and receipts of any monies spent by the subcommittee.
- c. Copy and distribute minutes.
- d. Keep an updated name and phone number list of subcommittee members.
- e. Assist the Chairperson and Vice-Chairperson to ensure the smooth Outreach Subcommittee operation; in the absence of a chairperson or vice-chairperson, the Secretary will provide a report to the ASC.
- f. Access the Outreach Subcommittee email account outreach@svgna.org through the SVGNA website at least once each week, read emails and distribute requests to other subcommittees or the ASC where appropriate. The Secretary will obtain and secure in archive the email account password that is given to the Chairperson at the beginning of the term after election at the ASC.

D. Outreach Subcommittee Representative:

Requirements:

- a. A minimum of one year continuous clean time.
- b. Willingness to serve in accordance with all the "Do's and Dont's" in section "IX".
- c. Attend all subcommittee meetings and provide a written report of Outreach efforts conducted during the month.

E. Outreach Subcommittee Volunteer:

Requirements:

- a. A minimum of six months continuous clean time.
- b. Willingness to serve in accordance with all the "Do's and Dont's" in section "IX".
- c. Attend all subcommittee meetings.

IX. Operational Guidelines – Do’s and Dont’s:

Do’s

- Do represent Outreach with two or more people.
- Do be an example. Stay in meeting in order to support the meeting.
- Do be mindful of using Narcotics Anonymous language of recovery.
- Do approach groups with sensitivity and love.
- Do make suggestions, when asked.
- Do be of support.
- Do explain the need for the group to be represented at the ASC.
- Do offer any other support to the group that it may need.
- Do be open for discussion.
- Do inform the the group of Outreach efforts and functions.

Don’ts

- Don’t do Outreach efforts alone.
- Don’t participate in cross-talk or socialize during the meeting.
- Don’t bully or condemn. Don’t act superior.
- Don’t attempt to force group to do anything.
- Don’t criticize; Don’t shame.

ATTACHMENTS:

A) Memorandum of Financial Responsibility (MOFR) – from Attachment “B” of SVGNA ASC Guidelines.

Revision History:

- A. Outreach Subcommittee Approval September 15, 2000; SVGNA ASC Approval October 1, 2000.
- B. Update, SVGNA ASC Approval: September 28, 2014.
- C. Update, SVGNA ASC Approval: December 27, 2015.