

## Northeast Alabama Area Outreach Guidelines

September 2013

### **I. Basic Purpose and Goals of the Subcommittee**

The purpose of this subcommittee is to reach out to the isolated or struggling groups within our Area and to act as a communication link between that group and the ASC. The goal of these efforts is intended to provide support and assist groups to learn how to help themselves.

### **II. Function of the Subcommittee**

The function of this subcommittee can include many activities, such as:

- A. Attending groups not represented at ASC and share the importance of group involvement in the Area.
- B. Passing on information about the NA service structure.
- C. Providing GSR orientations.
- D. Helping addicts to start new meeting.
- E. Conducting Learning Days and Workshops on Group related topics.
- F. Conducting workshops to address and/or work on problems the member groups are experiencing or to discuss new methods of Outreach work.
- G. Serving as a communication link and liaison to institutional isolated groups.
- H. Encouraging groups to make announcements and flyers and providing information to more established groups, about new meetings and meetings needing support.
- I. Networking with various subcommittees in the Area for the purpose of providing needed support.
- J. Encouraging groups to register with the ASC, RSC, and WSO. Informing groups as to how they may become included in meeting lists.
- K. Helping groups provide for members with additional needs.
- L. Conducting group inventories.
- M. Bringing unity and a message to groups: *"You are not alone."*
- N. Performing any other activities that benefit the Outreach Subcommittee's efforts in the area.

### **III. Membership**

Any member may attend the subcommittee meetings and become a member of said subcommittee. The Area Outreach Subcommittee encourages member support. A subcommittee member travels to the groups as a representative of the Outreach Subcommittee and ASC. An acting "subcommittee participant" shall have six months clean time. It is suggested that "subcommittee participants" never work alone.

### **IV. Agenda**

- 1. Opening Prayer.
- 2. Read 12 Traditions and 12 Concepts.
- 3. Read basic purpose of Outreach Subcommittee.
- 4. Open Forum
- 5. Elections
- 6. Secretary report (last meeting minutes)
- 7. Administrative committee reports (activities since last meeting)
- 8. Project Status Report
- 9. Review of upcoming activities
- 10. Learning/Sharing session
- 11. Announcements
- 12. Closing Prayer

## V. Consensus Participation

As our 7<sup>th</sup> Concept states:

"All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes."

For those participants unfamiliar with Outreach services, this Subcommittee asks that you listen and learn prior to participation.

## VI. Qualifications and Responsibilities of Elected Trusted Servants

### A. Outreach Chair

1. As elected by consensus of the groups that make up the ASC as per the guidelines. Requirements for this position are:
  - a. Two years continuous clean time.
  - b. Willingness to commit to the position for one (1) year.
  - c. Must have working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts through application.
2. Is directly responsible to the Outreach Subcommittee and through them to the Area Service Committee.
3. Facilitates all meetings of the subcommittee with a general understanding of *Consensus Based Decision Making*.
4. Must always submit an outline of monthly activities to the ASC for approval, prior to taking any action.
5. Must submit a full report of completed activities, and status reports for all projects at each ASC meeting.
6. Makes all proposals on behalf of and is the voice of the Outreach Subcommittee at the ASC.
7. Coordinates and is responsible for all work done by the subcommittee.
8. Is available to answer questions from the Area's groups.
9. Attends or sends a representative to Regional Outreach subcommittee meetings, when financially feasible.
10. Prepares a budget with the subcommittee to be submitted for the approval of the ASC for each upcoming period as outlined in the ASC guidelines.
11. If necessary, may be removed by the ASC or as outlined in their guidelines.

### B. Alternate Outreach Chair

1. Is elected by the Outreach Subcommittee, but becomes Outreach Chair with a vote of confidence from the Outreach Subcommittee approved by the ASC. Requirements for this position are:
  - a. One (1) year continuous clean time
  - b. Willingness to commit to the position for one (1) year
  - c. Must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts through application
2. Must attend all meetings of the Outreach Subcommittee. Attendance at ASC is encouraged.
3. Works with chairperson to ensure the smooth operation of the Outreach Subcommittee.
4. Performs the duties of the Outreach Chair in his/her absence.
5. If necessary, may be removed by consensus of the ASC, or Outreach Subcommittee.

### **C. Outreach Secretary**

1. Is elected by the group conscience of the Outreach Subcommittee as per its guidelines.

Requirements for this position are:

- a. 6 Months continuous clean time
- b. Willingness to commit to one year
- c. Records all minutes
- d. Must be present at all subcommittee meetings
- e. Maintains Outreach Log,

### **D. Outreach Facilitators**

1. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts and carry the message of NA.
2. As with any service in our Fellowship, *never work alone*. The ideal situation is to have another member with you.
3. Be positive and supportive of the member groups. If there is a problem, take it back to the subcommittee and ask for suggestions.

## **VII. Outreach Meetings**

Subcommittee meetings will be held on a "regular" and "special" basis. Regular meetings will be held each month at the NEAASC with at least a thirty (30) minute time slot customarily before the monthly scheduled ASC. Special meetings may be called by any Administrative Subcommittee Member to address issues as they arise according to need. All voting members must be notified at least one (1) week prior to any special meeting.

## **VIII. Removal of Trusted Servants**

1. Missing more than 2 consecutive subcommittee meetings
2. Not fulfilling responsibilities as per guidelines
3. Relapse
4. Not adhering to the subcommittee guidelines

### **Amendment of Guidelines-**

These guidelines are written and maintained by the Area Outreach Subcommittee. Approval requires consensus of both this Subcommittee and the ASC.