

EASTERN INLAND EMPIRE AREA OUTREACH COMMITTEE GUIDELINES

Revised November 21, 2008

I. PURPOSE

- To ensure that any Narcotics Anonymous member, group, or meeting can participate in the NA Service Structure and receive services.
- To assist groups in solving problems that impedes their growth or threatens their survival.
- To encourage groups to function within the principles suggested by our Traditions and Concepts.
- 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.

II. FUNCTIONS

- a.) Coordinate with the RCM in conducting GSR Orientation prior to each ASC meeting.
- b.) Assist group in registering with the WSO.
- c.) Help groups and members learn about ordering literature and receiving NA publications.
- d.) Conduct ~~workshops~~ a workshop on group level service annually, often providing information packets.
- e.) Present Outreach workshops at learning events.
- f.) Encourage members to become involved in NA Service.
- g.) Encourage and improve GSR attendance at the ASC meeting.
- h.) Assist groups in need of Trusted Servants or other support.
- i.) Help groups to provide for members with additional needs.
- j.) Obtain monthly a list of inactive meetings from the Meeting Directory Person.
- k.) Contact or visit inactive meetings, informing them of their “inactive status”.
- l.) Participate in the development and/or maintenance of Service Boundary Maps.

III. MEMBERSHIP, VOTING, and MEETING

- Membership shall consist of a Chair, Vice-Chair, Secretary, and any other interested Narcotics Anonymous members.
- Any interested members shall attend ~~two~~ three consecutive meetings of Outreach Committee in order to vote at the ~~second~~ third meeting.
- Failure to attend three consecutive Outreach Committee meetings shall result in the loss of voting privileges.
- All Area Officers are automatically voting members of the Outreach Committee.
- Regular Committee meetings shall be held monthly. Special meetings, as needed, may be called for by the Outreach Committee Chair.

IV. QUALIFICATIONS, RESPONSIBILITIES, and ELECTIONS of OFFICERS

CHAIR

Qualifications and Election:

- 1.) Shall have a minimum of three years clean time.
- 2.) Shall have a minimum of one-year service experience at an Area, Regional, or World level.
- 3.) Shall have a knowledge of the Twelve Steps, Traditions, and Concepts of NA.
- 4.) Shall have a general understanding of Parliamentary Procedure.
- 5.) Is elected by the group conscious of the ASC subcommittee and confirmed by the confidence of the ASC.
- 6.) May be removed by the ASC as outlined in its' guidelines.

Responsibilities:

- 1.) Coordinates and is responsible for all work done by the Committee.
- 2.) Maintains communications with related Committees.
- 3.) Mediates all meetings of the Committee.
- 4.) Prepares any “Request for Funds” for submission to the ASC or its Treasurer on an “as needed” basis
- 5.) At the ASC meeting:
 - a.) Distributes a report for each ASC participant.
 - b.) Makes all motions on behalf of, and is the voice of, the Outreach Committee.
 - c.) Has one vote on non-action items, per ASC guidelines.
 - d.) Obtains GSR Reports from the RCM.

VICE-CHAIR

Qualifications:

- 1.) Shall have a minimum of two years clean time.
- 2.) Shall have a minimum of one-year service experience at the Area, Regional, or World level.
- 3.) Shall have a general understanding of Parliamentary procedure.

Responsibilities

- 1.) Works with the Chair to ensure the smooth operation of the Outreach Committee.
- 2.) Performs the responsibilities of the Chair in their absence.
- 3.) Shall attend all meetings of the Committee as well as the ASC meeting.

SECRETARY

Qualifications:

- 1.) Shall have a minimum of one-year clean time.
- 2.) Shall have a minimum of six months service experience.
- 3.) Shall have a certain amount of clerical skills.

Responsibilities:

- 1.) Keeps an accurate set of minutes of all Outreach Committee meetings and learning sessions (topics discussed.)
- 2.) Works with the Chair and Vice-Chair to ensure the smooth operation of the Outreach Committee.

V. ADDITIONAL POSITIONS

Note: These positions shall not be deemed “necessary” for the Outreach Committee to exist of function. Experience has taught us that filling these positions with individual Trusted Servants helps to ensure the smooth operation of the Committee. Besides the “Secretary Alternate”, the responsibilities of the other positions could be performed by the Chair, Vice-Chair, or Secretary. *Any person failing to perform the responsibilities of their position may be removed by a two-thirds vote of the committee. All positions, as a qualification, shall have a knowledge of the Twelve Steps, Tradition, and Concepts of NA.*

SECRETARY ALTERNATE

Qualifications:

- 1.) Shall have a minimum of six months clean time.
- 2.) Shall have a minimum of three months service experience.

Responsibilities:

- 1.) Assist the Secretary in all duties.
- 2.) Performs the responsibilities of the Secretary in their absence.

TELEPHONE CONTACT PERSON

Qualifications:

- 1.) Shall have a minimum of ~~six months~~ one-year clean time.
- 2.) *Shall have a minimum of six months service experience.*
- 3.) Shall have unrestricted telephone access

Responsibilities:

- 1.) Performs telephone contacts in accordance with Outreach Operational Guidelines.

MEETING DIRECTORY LIAISON

Qualifications:

- 1.) Shall have a minimum of six months clean time.

Responsibilities:

- 1.) Exchanges information with the ASC's Meeting Directory Person (or Assistant) in accordance with outreach Operational Guidelines.

VI. OPERATIONAL GUIDELINES

AGENDA

- 1.) Prayer
- 2.) Roll
- 3.) Twelve Traditions & Concepts
- 4.) Welcome new Participants
- 5.) Remarks:
 - A.) Chair
 - B.) Vice Chair
 - C.) Secretary
- 6.) Approval last months minutes
- 7.) **Business:**
 - I.) Gathering of reports
 - a.) Telephone Contact Person
 - b.) Live meeting Attendance
 - c.) Meeting Directory Liaison
 - d.) _____
 - II Assignment of meetings
 - a.) Telephone Contact Person
 - b.) Live meeting attendance
 - 1.) Inactive meetings
 - 2.) Outreach Request
 - c.) _____
 - III Special Assignments
 - A.) Reports
 - 1.) _____
 - 2.) _____
 - B.) Assignments
 - 1.) _____
 - 2.) _____
 - IV.) Previously tabled issues:
 - a.) _____
 - b.) _____
 - V.) New Business

a.) _____

b.) _____

8.) Adjournment

9.) Literature Distribution

SERVICE FORMAT

- All Committee members attending the ASC meeting will avail themselves to the “GSR Orientation”.

Many meetings state simply that they “need support”. We have found this to be too vague to warrant automatic attendance. Our human resources are too limited to provide for such attendance. Also, many meeting state that they “have no money”. Experience has taught us, in both of these situations, that there are some “standard” suggestions that can be made. We have determined that we can provide better service by making these suggestions quickly and efficiently. In view of these findings, we have established the following “Committee Conscience” in contacting meetings by telephone.

TELEPHONE CONTACT PROCEDURES

When performing telephone contacts, the Telephone Contact Person shall adhere to the following procedures: *Insure anonymity by only discussing NA matters with those groups’ Trusted Servants (DO NOT LEAVE MESSAGES WITH OTHER PEOPLE OR ON A MESSAGE MACHINE.)*

- Identify yourself as an Outreach Representative.
- Remind the meeting contact that their group is autonomous.
- “Needs Support: - suggest: With a group conscience
- - a.) Review meeting format
 - b.) Include speaker meetings (have speaker bring a leader)
 - c.) The “hostage” attendance method
 - d.) An approved* flyer
 - e.) Announce your meeting at other meetings
- “Needs Money” – suggest:
 - a.) Contact the Activities Committee for suggestions
 - b.) Fund-raiser (potluck, ect)
 - c.) Raffle (book, ect)
 - Any other issues shall be referred back to the Committee for further review.

MEETING DIRECTORY LIAISON

- At each ASC meeting, obtains a list of all inactive meetings (Two consecutive ASC meeting missed) from the Meeting Directory Person (or Assistant)*
- Reports these findings at the Outreach Committee meeting.
- Compiles results of “inactive meetings” from the attendees.
- One and One-half weeks prior to the next ASC meeting, informs the Meeting Directory Person of the results. This time factor is imperative due to the printing schedule of the Area Directory.

*Note: Our goal is to attend meetings “on the verge” of becoming “inactive”. (e.g. having missed two consecutive ASC meetings) However, it is our responsibility to perform the above procedures.

LIVE MEETING ATTENDANCE

When attending a meeting that has requested Outreach assistance:

- A minimum of two members must attend in order to represent Outreach conscience.
- Every attempt to contact a meeting before attending shall be made. We don't want to "surprise" anyone.

Experience has taught us that the usual method of contacting any meeting is by telephone. Since this is done normally by one person only, we have established the following "Committee Conscience" regarding that contact. In a situation where the Outreach Committee intends to attend a meeting, over the phone, we will:

- Announce the day we will be at the meeting, and that we would like to arrive ½ hour early.
- Request that all trusted servants arrive early also so that we may introduce ourselves.
- Gather any pertinent information regarding specific problems.
- Refrain from offering suggestions. This will be done when we attend.

At the meeting:

- Introduce ourselves as Outreach Committee members.
- We do not enforce the traditions,
 - a.) We will be loving and caring. *We Do not govern.*
 - b.) Should a group be blatantly out of principle, explain why, encouraging them per our Purpose.
- Determine groups' literature & worksheet inventories.
 - a.) GSR Handbook?
 - b.) "The Group" booklet?
 - c.) Treasurer worksheets and handbook?
 - d.) Literature order forms?
 - Explain our Area's Flyer Guidelines* (for ASC distribution).
 - Can we help them with a Business meeting? (i.e. group booklet)

"Inactive Meeting" contact procedures:

Many times the process of notifying an inactive meeting of its status is nothing more than a fact finding mission. That is, that the meeting in fact is dark. Therefore we have determined our Committee Conscience to be that a single Outreach representative can verify an "Inactive Meeting's" existence. Should we find that the meeting does exist, the following procedures shall be adhered to:

- Identify yourself as an Outreach Committee member.
- Inform the group of it's "Inactive" status, and procedures to regain "Active" status. (Attendance by any group member at the next ASC meeting reactivates the meeting. Two consecutive ASC meetings attended regains their vote at their second meeting.)
- Ask why they have not had representation at the ASC. (*Advise them that a group meeting in isolation affects NA as a whole.*)
- Have them fill out a GSR Report form.
- Advise them to attend the next ASC Meeting and the GSR Orientation.
- Quote- "You must attend the next ASC meeting or your group will be deleted from the directory Our Guidelines state that any group missing three ASC meetings in a row shall lose their vote."
- Refer any other issues back to the Committee for further review.

NOTE: The attending group member cannot be a GSR for any other meeting.

VII. AMENDMENT OF GUIDELINES

Approval and amendment of these guidelines shall be in accordance with the ASC's amendment procedures.

NOTE: Principles before Personalities.

***AREA FLYER GUIDELINES**

In order to have a Flyer distributed by the ASC to it's participants, the flyer must contain the following:

- The NA logo prominently displayed and containing the Registered Trademark Symbol ®
- Two contact names and phone numbers.
- A map containing two freeways. (One freeway is acceptable for a local event)
- The meetings (events) name, address, time, and cost (if any).