

Outreach Subcommittee Operating Guidelines

Revised and approved by ASC June 18, 2015

I. PURPOSE

1. To strengthen the unity of the GSJNA in keeping with the 12 Traditions and 12 Concepts of Service, offering support, compassion and guidance.
2. To assist in the education and development of the fellowship and its members and potential members.

II. DESCRIPTION

We are a subcommittee of the Greater San Jose Area of Narcotics Anonymous Area Service Committee (GSJASC), and therefore directly responsible to the GSJASC.

III. FUNCTIONS

1. Respond to the needs of the groups upon their request.
2. Responds to the needs of the ASC in the spirit of strengthening and serving our fellowship.
3. To facilitate the Newcomer Workshop.
4. To facilitate the Newcomer Workshop on the Road.
 - a. To reach potential new members as they transition from addiction recovery oriented programs into the fellowship of Narcotics Anonymous.
 - b. Expand into the addiction recovery community as resources allow.
5. Visit groups that have missed two consecutive ASC meetings and will become inactive if they miss a third consecutive ASC meeting.
6. To facilitate the Service Forums.
7. To hold a regular monthly subcommittee meeting at a time and place that is pre-announced and accessible to the local fellowship.
8. Maintain lines of communication between this subcommittee and the ASC by attending the monthly ASC meeting and providing written and verbal reports.
9. To facilitate new GSR orientation at the monthly ASC meeting.

IV. PARTICIPANTS

1. This subcommittee will be open to all interested members of Narcotics Anonymous. NA members are encouraged to attend the subcommittee meetings.
2. Administrative Officers will be the Chairperson, Vice-Chairperson, and Secretary.
3. Task Leaders are Group Liaison, Newcomer Workshop Facilitator, Newcomer Workshop on the Road Facilitator
4. To become an active participant one must attend two consecutive subcommittee meetings.
5. Active participant status is automatically removed when one misses two consecutive subcommittee meetings or if one fails to fulfill the duties or requirements of one's position.

Outreach Guidelines

A. GENERAL REQUIREMENTS FOR POSITIONS

1. Active participants of this subcommittee who have a commitment to service, the willingness, time and resources to do the job will fill all positions.
2. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA.
3. Complete abstinence as defined by NA is a requirement. Anything other than complete abstinence constitutes an automatic resignation from any elected position. Further requirements are stipulated under each description.
4. Attends all subcommittee meetings and contacts Chairperson when unable to attend.
5. Prior NA service experience.

B. Position Requirements & Duties

1. Chairperson

Requirements

- a. Minimum of four (4) years clean.
- b. Fulfills all general requirements.
- c. Ability to organize subcommittee and give the subcommittee direction and encouragement.

Duties

- a. Responsible for the overall functions of the subcommittee.
- b. Arranges agenda for subcommittee meetings.
- c. Presides over subcommittee meetings.
- d. Will be acting Comptroller
- e. Provides reimbursement forms to committee members.
- f. Keeps accurate financial ledger.
- g. Monitors budget activity and compares with that of the ASC.
- h. Provides a written report of current budget at committee meetings.
- i. Will be responsible for acquiring and distributing any needed fliers and/or notices from the Outreach Subcommittee.
- j. Maintains communication and cooperation between subcommittee members and the ASC.
- k. Keeps subcommittee focused on the purpose.
- l. Must attend all ASC and JAC meetings. If Chair is unable to attend either meeting, they will arrange for an Outreach subcommittee member to stand in their place.
- m. Places literature order quarterly. April, July, October, and January.
- n. Verify month prior to literature pick up; the order has been placed.
- o. Picks up Literature at the ASC and counts order to ensure the entire order has been filled.
- p. Responsible for managing Service Forums.

Outreach Guidelines

2. Vice-Chairperson

Requirements

- a. Minimum of three (3) years clean.
- b. Fulfills all general requirements.
- c. Willingness to become Chairperson upon acclimation the following year.

Duties

- a. In the absence of the Chair the Vice-Chair will perform the duties of the Chair.
- b. Work with the Chairperson to make sure all expenses are paid.
- c. Supplies all new subcommittee members with the Outreach Subcommittee Guidelines.
- d. Acts as liaison to the facilitators of the Outreach Subcommittee.

3. Secretary

Requirements

- a. Minimum of one (1) years clean.
- b. Fulfills all general requirements.
- c. Clerical skills necessary to do the job.

Duties

- a. Keep accurate minutes of each regular subcommittee meeting.
- b. Distributes minutes of the regular subcommittee meeting to subcommittee participants.
- c. Maintains updated copies of the Outreach Subcommittee Guidelines.
- d. Maintains archives and performs correspondence duties.

4. Group Liaison

Requirements

- a. Minimum of three (3) years clean.
- b. Fulfills all general requirements.
- c. Ability to interact with public entities in a professional manner and abides by PI protocol.
- d. Clerical skills necessary to do the job.

Duties

- a. To respond to the needs of the groups upon the groups requests.
- b. Respond to the needs of the ASC in the spirit of strengthening and serving our fellowship.
- c. Contacts group when the group has missed two (2) consecutive ASC meetings, notifying them that their activity status is under review. The Group Liaison listens to the groups concerns offering support, compassion and guidance.
- d. Must attend all ASC meetings.
- e. Conducts new GSR orientation at the monthly ASC meeting thirty minutes before the ASC business meeting. For the purpose of introducing new GSR's to the practical format of the ASC business meeting. Included but not limited to: discussion regarding duties and responsibilities of the position.

Outreach Guidelines

5. Newcomer Workshop Facilitator

Requirements

- a. Minimum of three (3) years clean.
- b. Fulfills all general requirements.
- c. Compassionate to the needs of the Newcomer.
- d. Ability to carry a clear, concise NA message.
- e. Ability to facilitate Newcomer Workshop keeping it focused and flowing.
- f. Must dress and speak according to the PI Presentation Protocol.

Duties

- a. Responsible for maintaining Newcomer Workshops.
- b. Participates in orientation for this position.
- c. Abides by Newcomer Workshop format.
- d. Creates and maintains a pool of volunteers that have been approved by the subcommittee.
- e. Bring new Co-Facilitators (in name) to the Outreach Subcommittee for approval before they Co-Facilitate, who have attended the Newcomer Workshop twice and the Newcomer Workshop Orientation.
- f. Conducts Newcomer Workshop Volunteer orientations.
- g. Dress and speak according to the PI Presentation Protocol.

6. Newcomer Workshop Co-Facilitator

Requirements

- a. Minimum of two (2) years clean.
- b. Fulfills all general requirements.
- c. Compassionate to the needs of the Newcomer.
- d. Ability to carry a clear, concise NA message.
- e. Must attend a Newcomer Workshop Volunteer Orientation.
- f. Must attend two Newcomer Workshops prior to Co-Facilitating.
- g. Must be approved by the Outreach Subcommittee.
- h. Must dress and speak according to the PI Presentation Protocol.

Duties

- a. Abides by Newcomer Workshop format.

7. Newcomer Workshop On The Road Facilitator

Requirements

- α. Minimum of three (3) years clean.
- β. Fulfills all general requirements.
- χ. Compassionate to the needs of the Newcomer.
- δ. Ability to carry a clear, concise NA message.
- ε. Ability to facilitate Newcomer Workshop keeping it focused and flowing.
- φ. Time and ability to coordinate Newcomer Workshop scheduling with outside agencies.
- γ. Must dress and speak according to the PI Presentation Protocol.

Outreach Guidelines

Duties

- a. Responsible for scheduling Newcomer on the Road Workshop with facilities and Co-Facilitators.
- b. Responsible for conducting Newcomer on the Road Workshop.
- c. Participates in orientation for this position.
- d. Abides by Newcomer Workshop on the Road format.
- e. Creates and maintains a pool of volunteers that have been approved by the subcommittee.
- f. Bring new Co-Facilitators (in name) to the Outreach Subcommittee for approval before they Co-Facilitate, who have attended the Newcomer Workshop twice and the Newcomer Workshop Orientation.
- g. Must dress and speak according to the PI Presentation Protocol.

8. Newcomer Workshop On The Road Co-Facilitator

Requirements

- a. Minimum of two (2) years clean.
- b. Fulfills all general requirements.
- c. Compassionate to the needs of the Newcomer.
- d. Ability to carry a clear, concise NA message.
- e. Must be an approved co-facilitator.
- f. Must co-facilitate the Newcomer Workshop three times prior to being approved to co-facilitate on the road.
- g. Must be approved by the Outreach Subcommittee after requirements are met.
- h. Must dress and speak according to the PI Presentation Protocol.

Duties

- a. Abides by Newcomer Workshop format.

V. Operations

A. Quorum

1. A quorum must be established prior to conducting any old or new business.
2. A quorum of this subcommittee will be a simple majority of active participants.

B. Consensus Based Decision Making

1. Business will be conducted by consensus. During business any participant may bring forward a subject or concern. After full discussion, being mindful to listen to the minority point of view, a consensus is reached. Either a motion or no action being taken may express the consensus.

X. Voting Procedures

1. Voting participants include all active participants.
2. All voting participants may make a motion.
3. Any member of NA may speak to a motion if recognized by the Chairperson.

Outreach Guidelines

Δ. Elections

1. All administrative members will be elected each year in April.
2. No member will hold the same position more than two (2) consecutive terms.
3. Nominations for the Outreach Subcommittee Chair are open in January.
4. Presentation of Outreach Subcommittee Chair will occur at the February ASC.
 5. Nominees for any elected position must be present to state qualifications and answer questions at the time of the nomination and election.
 6. All positions are elected by a simple majority vote.
7. Nominees for Newcomer Workshop Facilitator and the Newcomer on the Road Workshop, must have attended the Newcomer Workshop Orientation and co facilitated the Newcomer Workshop.
8. Duties for the new trusted servants begin immediately after the election and continue until the next election for their respective positions. In the case that a trusted servant fails to fulfill the term of office, a special election is held to fill the remaining portion of the term.

VI. Financial Operations

A. General

1. Annual budget created by subcommittee to be approved and presented prior to the May ASC.
 2. Chair must attend the ASC budget meeting.
3. The Chair at ASC will present expenses of approved budget line items for reimbursement.
4. Any additional expenses will be made in the form of a motion for the addition of a line item to the ASC budget.

B. Theft

1. Each trusted servant is entirely responsible for any subcommittee funds or materials that may be entrusted to them. In the event of misplacement or theft, the trusted servant must repay the group within thirty (30) days. If the restitution is not made, the trusted servant is removed from office. In the event a trusted servant is removed, a waiting period of one (1) year after direct financial amends are completed will be observed, before another service position can be held.