

# Outreach sub committee guidelines

(October 15, 2011)

## I. Definition and purpose of the subcommittee:

The LMHANA outreach subcommittee is a volunteer group of the fellowship of Narcotics Anonymous, existing to help overcome the isolation that hinders the growth and survival of our groups and individuals members. All activities directed to that end shall be carried out in accordance with the twelve traditions of Narcotics Anonymous, the Twelve Concepts of NA. "A guild to local services" book, and the "outreach resource information" handbook. Any NA member may vote at an outreach subcommittee meeting. As a subcommittee of the LMHANA service committee we shall maintain effective communication and cooperation with the LMHANA. Meetings are open to all members of the NA fellowship.

## IV 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.

### C) 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 Chair

### D) Elections:

- 1) All administrative members will be elected each year
- 2) No member will hold the same position more than two consecutive terms

## II. Funtions of the subcommittee:

- A. To hold regularly scheduled monthly meetings.
- B. To communicate and disburse all information to and from all volunteers.
- C. To distribute Narcotics Anonymous literature to isolated individuals and groups.
- D. To provide representationfor participation in LMHANA.
- E. To coordinate the development of any new Outreach project.
- F. To elect and/or appoint members to fulfill the needsof the subcommittee.
- G. To educate the fellowship at large and train volunteers.
- H. To maintainan archive of all minutes and correspondences.

47 I. To coordinate and work closely with H&I and PI subcommittees to prevent overlapping  
48 of services and increase support among the subcommittees.

49 J. To facilitate the newcomer workshops

50 K. To be a group liaison if needed

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#### **IV. Structure of elected positions:**

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55 The elected positions of the subcommittee shall consist of a Chairperson, Vice Chairperson,  
56 Secretary, and Comptroller. All positions with the exception of the Chairperson who is elected  
57 by the LMHASC are elected by a consensus of the subcommittee.

58 All terms of office are one (1) year with eligibility for a second term of one (1) year, followed by  
59 two (2) years of ineligibility for that position.

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#### **IV Structure of elected positions: (continued)**

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64 If an elected committee member becomes unable to discharge the duties of that position a  
65 successor shall be named by the Chairperson and approved by the subcommittee at the next  
66 business meeting. Should the Chairperson be unable to discharge the duties of that position, the  
67 Vice Chairperson will automatically assume the position of the Chairperson until the next  
68 LMHASC meeting where a new Chairperson will be elected or appointed.

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#### **V Qualifications and duties of elected committee members:**

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##### **A) Chairperson:**

75 elected by the LMHASC see LMHASC requirements and responsibilities in the LMHASC  
76 guidelines on the web at [lmhana.org](http://lmhana.org). Responsibility to the subcommittee includes:

77 1) Preside at subcommittee meetings

78 2) Prepare an agenda for each meeting

79 3) Maintain order at the meeting

80 4) Provide a report and representation of the subcommittee at the monthly LMHANA  
81 meeting

82 5) Work with volunteers to draft correspondence to individuals

83 6) Is ultimately responsible for the subcommittee fulfilling its purpose to any addict who  
84 reaches out to this subcommittee

85 7) Creating an annual and quarterly subcommittee budget to be submitted to the LMHASC  
86 as outlined by the LMHASC guidelines.

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##### **B) Vice Chairperson:**

90 Suggested clean time requirement of one year. Responsibility of the position includes:

91 1) Assume the duties of chairperson in the chairperson's absence.

92 2) If the office of chairperson should become vacant, the Vice Chairperson assumes the  
93 duties of the Chairperson until a Chairperson is elected or appointed by the LMHASC

94 3) Works closely with the Chairperson to become familiar with all aspects of the  
95 Chairpersons responsibilities

96 4) Work with volunteers to ensure that they are trained and willing to meet their  
97 responsibilities

98 5) Attends any Outreach meeting when applicable to observe and assist volunteers in  
99 carrying the message

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102 **C) Secretary:**

103 Suggested clean time requirement of one year. Responsibility of the position includes:

104 1) Records minutes of all meetings of the subcommittee and maintaining archives of prior  
105 meeting minutes and related materials.

106 2) Copy and distribute minutes from subcommittee meetings

107 3) Keeping current records of all subcommittee members including address, phone numbers  
108 and email address

109 4) Keeping records of all facilities, group and individuals served: to include facility  
110 guidelines, rules and regulations, meeting schedules, and facility, groups and individual contacts  
111 and phone numbers.

112 5) Is responsible for any printing or copying (fliers etc.)

113 6) Supplies all new subcommittee members with the outreach subcommittee guidelines

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116 **D) Comptroller:**

117 Suggested clean time requirement of one year. Responsibility of the position includes:

118 1) Maintain a simple set of accounting books, keep accurate finances ledger

119 2) Acquire and maintain a stock of stamps and envelopes

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122 **General requirements for positions:**

123 1) Active participants of this subcommittee who have a commitment to service, the  
124 willingness, time and resources to do the job will fill all positions.

125 2) A working knowledge of the 12 steps, 12 traditions and 12 concepts of service.

126 3) Complete abstinence as defined by NA is a requirement. Anything other than complete  
127 abstinence constitutes an automatic resignation from any elected position. Further requirements  
128 are stipulated under each description.

129 4) Attends all subcommittee meetings and contacts Chairperson when unable to attend.

130 5) Prior NA service experience.

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132 **VI Correspondence project:**

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At the request of an addict, we will creat a temporary meeting of two or more members to go where needed and hold a meeting for someone who can't go out to a meeting.

**A) Structure of project:**

- 1) The subcommittee will maintain a volunteer sign up sheet with contact information
- 2) Any NA member, or their home group members, can request a meeting at home or in a facility if they are unable to attend regular mettings due to illness
- 3) At least two volunteers must attend the meeting

**B) Positions:**

**1) Meeting on wheels Coordinator:**

Suggested clean time requirement of one year. Responsibilities of the position include:

- A) Checks the phone line message box every three days to see if there is a request for a meeting
- B) Maintain the volunteer log for the meetings on wheels
- C) Follow all the policies of the subcommittee
- D) Contact the facility the meeting will be held in (if appropriate) to make sure there will not be any conflicts
- E) Call all the volunteers and let them know the date, time, an location of the meeting as soon as possible
- F) Make sure a meeting literature packet with a minimum of a "Basic Text" and "In times of illness" are available at the meeting

**2) Volunteer Leader:**

Suggested clean time of six months, Responsibilities of the position include:

- A) Chair the meeting

**Second volunteer:**

suggested clean time 24 hours. Responsibilities of the position include:

- A) Attend the meeting

**VIII Isolated Meetings:**

As per suggestion of the LMHANA, a work plan for helping isolated groups is being outlined at this time and specific guidelines will be developed when there is sufficient experience with meeting the needs of the groups in this area.

- 1) Checking meeting list to see if meetings still exist, traveling to meetings
- 2) Hold GSR workshops, if requested by the group/ GSR orientation at ASC.
- 3) Encourage involvement at are level/ any issues or concerns with area level service
- 4) Liaizon between groups in area