



Outreach Subcommittee

DRAFT for WEBSITE 5/5/13

Purpose:

To provide support and communication to groups who are isolated, geographically, racially, linguistically, socially, economically, and by sexual orientation. The membership of this subcommittee shall comprise its membership in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

Goals:

- **Attending groups not represented at Area Service Committee (MASC) and share the importance of group involvement in the Area.**
- **Provide General Service Representative (GSR) Orientation at Area Service Committee (ASC) Monthly Meeting.**
- **Provide support for new meetings.**
- **Network in conjunction with Hospitals & Institutions (H&I), Public Relations (PR), Activities, Regional Committee Member(RCM) and GSR's in the area for the purpose of providing support. Subcommittee meetings are open to the general membership.**
- **Conduct Learning Days and Workshops on group service related topics.**
- **Plan and conduct activities that unify and carry the message to isolated groups: You are not alone.**

Trusted Servants:

Chair:

- **2 years continuous abstinence from all drugs.**
- **Working knowledge of the Twelve Traditions and the Twelve Concepts, and understanding of the service structure of Narcotics Anonymous.**
- **1-year prior experience at Area Service Committee (ASC) or Regional Service Committee (RSC).**
- **Willingness to travel.**
- **Communication skills and ability to work with various subcommittees.**
- **Ability to delegate tasks and responsibilities.**
- **Minimum time of service two years.**

Duties:

- **Provide agenda.**
- **Chair and facilitate monthly meetings.**
- **Report to ASC on a monthly basis.**
- **Facilitate and plan to address the needs of our fellowship through the inventory process.**
- **Attend subcommittee meetings (Activities, H&I, PR) and work in conjunction with these committees.**
- **Plan and facilitate a Service Learning Days every two years.**

Vice Chair:

- **2 years continuous abstinence from all drugs.**
- **Working knowledge of the Twelve Traditions and the Twelve Concepts, and understanding of the service structure of Narcotics Anonymous.**
- **1-year prior experience at Area Service Committee (ASC) or Regional Service Committee (RSM).**
- **Willing to travel.**
- **Communication skills.**
- **Ability to delegate tasks, responsibilities and coordinate as needed.**
- **Willingness to become Chair.**
- **Minimum term of service two years.**

Duties:

- Carry out the duties and responsibilities of Chair in the absence of the Chair.
- Assist in the planning and development of Outreach Events, Service Learning Days, and Inventory process.
- Other duties as assigned by Chair.

Treasurer:

- 3 years continuous abstinence from all drugs.
- Working knowledge of the Twelve Traditions and the Twelve Concepts, and understanding of the service structure of Narcotics Anonymous.
- Ability to keep accurate accounting records for Outreach Events, Service Learning Days, and other expenses incurred by Outreach Committee.

Duties:

- Provide Chair with monthly expense report and account reconciliation.
- Apply and maintain insurance for events through Regional Service Office (RSO).
- Collect and maintain records of signed liability forms.
- Collect and maintain records from Outreach Events, ticket sales, donations and fundraisers.

Recording Secretary:

- 1-year continuous abstinence from all drugs.
- Working knowledge of the Twelve Traditions and the Twelve Concepts, and understanding of the service structure of Narcotics Anonymous
- Ability to keep accurate records.
- Knowledge and experience with word processing, access to a computer and an active email account.

Duties:

- Record minutes of monthly meetings.
- Electronically send minutes to Outreach Subcommittee members.
- Maintain Outreach Subcommittee archives of meetings and events and file with ASC annually.
- Prepare flyers for Outreach Subcommittee events.