

The Greater San Jose Area of Narcotics Anonymous Outreach Subcommittee Operating Guidelines Proposed March 2003

I. 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.

II. PURPOSE

- To strengthen the unity of the GSJA in keeping with the 12 Traditions and 12 Concepts of Service, offering support, compassion and guidance.

FUNCTIONS

- Respond to the needs of the groups upon their request.
- Responds to the needs of the ASC in the spirit of strengthening and serving our fellowship.
- To facilitate the Newcomer Workshops
- To facilitate the Service Forums.
- To hold a regular monthly subcommittee meeting at a time and place that is pre-announced and accessible to the local fellowship.
- Maintain lines of communication between this subcommittee and the ASC by attending the monthly ASC meeting and providing written and verbal reports.
- Maintain lines of communication and work closely with Public Information (PI) committee by sending a liaison to the monthly PI meeting.
- To facilitate new GSR orientation at the monthly ASC meeting.

PARTICIPANTS

- This subcommittee will be open to all interested members of Narcotics Anonymous. NA members are encouraged to attend the subcommittee meetings.
- Administrative Officers will be the Chairperson, Vice-Chairperson, Secretary and Comptroller.
- Task Leaders are Group Liaison,, Newcomer Workshop Facilitator and PI Liaison.
- To become an active participant one must attend two consecutive subcommittee meetings.
- 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.

A. GENERAL REQUIREMENTS FOR POSITIONS

- Active participants of this subcommittee who have a commitment to service, the willingness, time and resources to do the job will fill all positions.
- A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
- 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.
- Attends all subcommittee meetings and contacts Chairperson when unable to attend.
- 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. Maintains communication and cooperation between subcommittee members and the ASC.
- e. Keeps subcommittee focused on the purpose.
- f. Must attend all ASC meetings.
- g. Responsible for making PI liaison appointment.

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. Will be responsible for acquiring and distributing any needed fliers and/or notices from the Outreach Subcommittee.
- c. Supplies all new subcommittee members with the Outreach Subcommittee Guidelines.
- d. Acts as liaison to the facilitators of the Outreach Subcommittee.
- e. Responsible for managing Service Forums.

3. SECRETARY

Requirements

- a. Minimum of two (2) 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.
- e. Maintains budgetary records and tracks expenses.

4. COMPTROLLER

Requirements

- a. Minimum of two (2) years clean.
- b. Fulfills all general requirements.
- c. Accounting skills necessary to do the job

Duties

- a. Work with the chair to make sure all expenses are paid.
- b. Provides reimbursement forms to committee members.
- c. Keeps accurate financial ledger.
- d. Monitors budget activity.
- e. Provides a written report of current budget at committee meetings.

5. GROUP LIAISON

Requirements

- a. Minimum of four (4) 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. Develop and maintain a reference database of possible meeting facilities.
- e. Must attend all ASC meetings.

- f. 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.

6. 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.

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 attended the Newcomer Workshop, the Newcomer Workshop Orientation and have been approved by the subcommittee.
- e. Conducts Newcomer Workshop Volunteer orientations.

V. OPERATIONS

A. QUORUM

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

B. CONSENSUS BASED DECISION MAKING

- 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

- Voting participants include all active participants.
- All voting participants may make a motion.
- Any member of NA may speak to a motion if recognized by the Chair.

D. ELECTIONS

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

- Nominations for the Outreach Subcommittee Chair are open in January. Presentation of Outreach Subcommittee Chair will occur at the February ASC.
- Nominees for any elected position must be present to state qualifications and answer questions at the time of the nominations and election.
- All positions are elected by a two-thirds (2/3)-majority vote.
- Nominees for Newcomer Workshop Facilitator must have attended the Newcomer Workshop Orientation and co facilitated the Newcomer Workshop.
- 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

- Annual budget created by subcommittee to be approved and presented prior to the May ASC.
- Chair must attend the ASC budget meeting.
- The Chair at ASC will present expenses of approved budget line items for reimbursement.
- 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

- 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.