



Narcotics Anonymous[®]

Australian Regional Service Committee

Outreach Subcommittee Guideline.

1. Purpose.

- 1.1 To foster the growth of new groups in places that have restricted access to the Existing service structure.
- 1.2 To provide support for individual members in isolated places until the formation of a group is practical. This is done in co-operation with other appropriate branches of the service structure.
- 1.3 To encourage the creation and growth of area service committees in newly established areas
- 1.4 To provide support to Area Outreach activities.

2 Committee Members.

The committee is open to all recovering addicts with at least 30 days clean time who express a desire to be part of the outreach subcommittee. Any member with less than 30 days clean time is welcome to attend, listen, ask questions and participate in any discussion, but not vote or hold office. (Clean-time requirements apply to elected officers, detailed later.)

3 Business.

The Outreach. sub-committee (in conjunction with other fellowship service arms) must let addicts and those people working with addicts, who do not have normal access to the NA service structure, know of NA's existence.'

4 Information strategies.

The outreach subcommittee is responsible for developing and carrying out strategies that alert the community-at-large to it's and NA's existence and what support can be offered to a recovering addict.

5. Supporting, isolated groups.

Contact or respond to contact by sending a Welcome to the Region' pack. The pack includes:

5.1 Group registration form

- 5.2 Welcoming letter from the Outreach Subcommittee that includes explanation of advantages of registration and instructions for returning the form to the Fellowship Service Office, and outreach contact phone number.
- 5.3 Other items as decided by the subcommittee, for example, literature and or tape

6. Supporting isolated individuals -'Loners'.

Contact or respond to contact by sending a 'Welcome to the Region' pack. The pack includes:

- 6.1 Welcoming, letter from the outreach subcommittee that includes information about the nearest groups; explanation of how Outreach can help them and information about the wide range of NA literature that can help them, and
- 6.2 Other items as decided by the sub committee, for example, literature and or tapes.
- 6.3 Forward names and addresses to appropriate branches of the service structure, particularly 'Loners'.
- 6.4 Maintain contact with individuals until there is sufficient local support in the Area Service structure or in the formation of a local group.
- 6.5 Maintain a local register of 'pen pals'- recovering addicts who are able to correspond with 'loners'.
- 6.6 The Outreach Committee can, if the new ASC requires, send one or more members with broad service experience to the area to provide guidance on establishing the area's service structure.

7. General Business.

- 7.1 Maintain lines of communication with other regional subcommittees and FSO;
- 7.2 Maintain lines of communication with the World Service Convention Committee on Outreach.
- 7.3 Provide support to Area Outreach subcommittees.

8 The Subcommittee Meeting.

8.1 Sample Agenda.

- 8.1.1 Open with serenity prayer
- 8.1.2 Reading of 12 Concepts of Service
- 8.1.3 Confirmation of Minutes-
- 8.1.4 Reports on current projects and other old business
- 8.1.5 Election of Officers (if Appropriate)

- 8.1.6 New Business
- 8.1.7 Pass around pen - pal and phone contact list
- 8.1.8 Review of business of the day.
- 8.1.9 Set the date for the next meeting-
- 8.1.10 Close with the Serenity Prayer

9 Duties and Responsibilities of Officers.

9.1 Chair person.

- 9.1.1 Compiles a re-arranged agenda prior to each Regional Outreach Sub committee meeting.
- 9.1.2 Preside over all region outreach Subcommittee meetings in a spirit of harmony, drawing out all aspects of a discussion fairly.
- 9.1.3 Maintains lines of communication between this subcommittee and the RSC.
- 9.1.4 Co-ordinates and keeps records, files and archives of this subcommittee
- 9.1.5 Directs requests not appropriate to this committee to the proper level of service.
- 9.1.6 Acts as a treasurer of the committee budget unless a separate treasurer's position exists and is filled.
- 9.1.7 Has authority to operate the Regional Outreach Account at the FSO

9.2 Vice Chairperson.

- 9.2.1 Fulfils all the duties of the chairperson in their absence.
- 9.2.1 Familiarises themselves with all aspects of the subcommittee with a view to maintaining continuity of elected as chairperson by the RSC in the following year.

9.3 Secretary.

- 9.3.1 Takes the minutes of the meeting and has them typed up and distributed within 20 days after the meeting.
- 9.3.2 Read the minutes of the previous meeting at the start of the meeting.
- 9.3.3 Keep archives of minutes and the addresses of all committee members.

The Chairperson is elected at the RSC by the RCM's and not by this subcommittee, but this Sub committee can nominate a new chairperson through the chair at the end of the term, or through the vice chair person if the chairperson were to resign or relapse.

10 Qualifications of Elected Officers.

10.1 Chair person.

10.1.1 Willingness and desire to serve.

10.1.2 Two year commitment

10.1.3 Has served as an Outreach Committee member or elected officer for at least six months prior to the election, and have been present at two out of the last three regional Outreach subcommittee meetings.

10.1.4 Have an active knowledge of Outreach.

10.1.5 Have a working knowledge of the 12 Traditions of NA and 12 concepts for Service.

10.1.6 Recommended 5 years clean time. - -

10.1.6 Have the time to serve this position.

10.2 Vice chair person.

10.2.1 Willingness and desire to serve.

10.2.2 Four year commitment (second 2 year s as Chairperson if elected).

10.2.3 Have served as an Outreach committee member or elected officer and has prior NA service experience of at least six months.

10.2.3 Have an active knowledge of Outreach.

10.2.4 Have a working knowledge of the 12 traditions of the NA and 12 concepts for NA Service.

10.2.5 Recommended minimum four years clean time.

10.2.6 Have the time to serve this position.

11 Secretary.

11.1 Willingness and desire to serve.

11.2 One year commitment

11.3 Has access to typewriter or word-processor.

11.4 Have a working knowledge of the 12 traditions and of the NA 12 concepts of Service.

11.5 Minimum two years clean time.

11.6 Have the time to serve this position.

12 Voting and Motions.

12.1 Voting.

12.1.1 The chairperson is not allowed to vote (neither is the vice-chair whilst presiding as the chair). Anyone else in attendance at the Regional Outreach Committee meeting with more than 30 days clean time has the right to vote.

12.2 Motions.

12.2.1 Anyone on attendance at the Regional outreach meeting has the right to make and second motions. This includes the chairperson.

Amended October 2001 Motion 2001-06-09

Updated October 2002

Example letter for Outreach "Welcome to NA" pack new group

Dear group representative

Thank you for contacting us to tell us about your new NA meeting. I would like to welcome you to Narcotics Anonymous. I am from the Australian Regional Outreach committee, which is responsible for providing support to groups who are isolated from the rest of the NA service structure. If you have any, problems at all please write to the Outreach committee at the Fellowship Service Office (FSO) or give me a ring on 021 5697932 (hin).

I have included with this letter some basic literature, an NA Today and a Group Starter Kit pamphlet. The middle pages of the Starter Kit contain a registration form. I urge you to f-W out this form and send it to the Fellowship Service Office. This will result in a set of paper banners and a selection of N.A pamphlets being sent to you for your group. We will also be able to put your group on the Australian-meetings fist so others addicts will be able to see you are there.

You will notice if you look in the meetings list in the NA Today that your that your nearest meeting is at Warburton mission only 1600 kilometres. They are a strong team and would love to be able to share with some new recovering addicts. Perhaps your group could travel down there sometime.

It is tremendous that you have been able to get the group started there and we wish all the best of luck- Don't forget to contact us if you have any concerns or queries about anything

Yours sincerely

Matthew C

Australian Regional Outreach Subcommittee.

Note: if there were an established Area Outreach committee able to support this group, this letter would include an introduction to that committee.

Example letter for Outreach "Welcome to NA" pack

Loner

Dear recovering. Addict

Thank you for contacting us and welcome to Narcotics Anonymous. I am from the Australian regional Outreach committee, which is responsible for providing support to recovering addicts who are isolated from the rest of the N.A service structure. If you have any problems at all please write to Outreach at the Fellowship Service Office or give me a ring. on 021 56979321 (lim).

Included with this letter are some of our pamphlets on various aspects of recovery, an NA Today that includes an Australian meeting list, and a *Meetings by Mail* magazine. We would urge you to join the loners group and start to correspond with other addicts through the *Meetings by Mail*. Also included is a Starter Kit pamphlet, which will help you if you have the chance to start your own meeting. There is also a literature order form and a list of tapes for you to place order with the Fellowship Service Office.

Your nearest group is at Thargaminda and you can contact Cheryl there on 6352 1. Cheryl says there's a chance-they'll get meeting going at Cunnamulla fairly soon.

It is tremendous that you have been able to start Your recovery, even if You are stuck out there on your own but please remember to give us a ring if you need help or just want to talk to another recovering addict.

Yours sincerely

Matthew C Australian

Regional Outreach Subcommittee

Note: If there were an established Area Outreach committee able to support this recovering addict this letter would include an introduction to that committee.

OUTREACH COMMITTEE

Denise W.

Telephone

023103805

C/O F'SO 1 ST. FLOOR

204 KING STREET

NEWOWN NSW 2042

02 565 1453(Saturdays 10 - 4pm)

Thank you for contacting us and welcome to Narcotics Anonymous. I am from the Regional Outreach Committee, which is responsible for providing support to recovering addicts and new Narcotics Anonymous meetings which are isolated from the rest of the N.A. Service structure.

Included in this letter is the address and phone number of the Fellowship Service Office, this is where you send details of your meeting so it can be put on the Regional Meetings list. Also this office is where you purchase, Basic Texts and all N.A. products e.g., key tags, T-shirts, tapes etc. Also included is a literature order form so you can order some for your new meeting. The F. S.O. will send you a Basic Starter Kit when you register your new Group.

It is tremendous that you have been able to start your recovery even though you are in an isolated area. Please feel free to give me a call if you need help or just want to talk to another recovering addict.

Yours sincerely,

Australian Regional Outreach Chair.