

Greater Albuquerque Area of Narcotics Anonymous Outreach Subcommittee Guidelines

A. Definition and Purpose of the Outreach Subcommittee

The Greater Albuquerque Area Outreach Subcommittee is a volunteer group of members of Narcotics Anonymous which duties encompass a wide range of activities based on local needs and the local fellowship it serves.

The main purpose of Outreach is to help overcome the isolation that hinders the growth and survival of our groups. The focus tends to be on groups that are geographically isolated, but may also include assistance to groups isolated by such things as personal choice, language, cultural differences, or location within a locked facility not served by a Hospitals & Institutions Committee. While the main emphasis is on outreach efforts that are aimed at bringing geographically isolated NA members into the larger community, the Outreach Subcommittee is not limited to those activities. What Outreach does depends upon local area needs.

Outreach committees do not start or run groups. The Outreach Subcommittee should work closely with H&I and Public Information committees because each type of service has some areas of overlap. Just like H&I and PI committees, Outreach organizes and/or participates in workshops and learning days.

Outreach efforts can range from supporting groups that are far away to informing members that local groups are in need of support. Sometimes this requires Outreach members to travel to the isolated group(s). When travel is necessary, to such groups/meetings, the Outreach Committee expenses are usually paid for by its respective ASC or RSC.

B. Helping Struggling Groups and Areas

In urban centers, Outreach efforts may involve attendance at groups that have not participated in the area service structure for some time. To the greatest extent possible, Outreach should be done in teams. Outreach Committee Members engaging with such isolated groups can promote re-involvement through direct, open discussion of concerns with the groups trusted servants after the recovery meeting. This can recreate enthusiasm for service work within the group. Some groups may not want their isolation ended, and this decision should be respected. It is important for visiting Outreach Subcommittee Members to respect the autonomy of each group.

When visiting groups, it is very important not to negatively judge the way local groups operate. Many outreach efforts have been hampered by “experts” arriving to tell local members how things should be done. It is never the function or purpose of Outreach to give orders to a group or threaten removal from a list or other forms of exclusion. Outreach work is done to end isolation and to promote growth, not to spread some homogeneous approach to recovery in NA.

The Outreach Subcommittee is involved in providing communication, support, and some limited services to these meetings, groups, and/or areas. The services it provides may include establishing and maintaining some form of ongoing communication, regular visits, sharing experience about service issues, sharing information on how and where to order literature and register with the WSO, and providing information about other meetings that may be nearby.

C. Summary

Through the efforts of NA Members, Outreach attempts to end the isolation of groups and areas in order to help them survive and grow. Activities include: visiting isolated groups and ASC's; hosting workshops, providing basic service and meeting information; and sponsoring simple fellowship events. It is hoped that all parts of our fellowship can be connected for our mutual benefit in recovery and carrying the message to the addict who still suffers.

D. Elected Officers

1. The Outreach Sub-Committee's officers shall consist of a chairperson, a vice chairperson, and a secretary. All officers are to be elected by a majority vote of the subcommittee at large, except for the chairperson, who is nominated by the subcommittee and affirmed by the ASC.
2. Eligible voters on the Outreach Subcommittee include: officers, and special subcommittee members who have been in attendance at two or more consecutive subcommittee meetings. During elections, in the case of more than two nominations for any office, a second run-off ballot shall be taken of the two top names.
3. All officers are elected for a term of one year and will be eligible for reelection for a second term of one year, followed by one year of ineligibility.
4. Any subcommittee officer, except the chairperson, may be removed from office by a majority vote of the Outreach Subcommittee.

5. In case of resignation, the vice chairperson shall automatically assume the position of chairperson until the ASC is able to elect a new chairperson. The vice chairperson may decline, in which case the area vice chairperson will assume the duties of chairperson until the area is able to elect a new chairperson.
6. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.
7. All elected officers and those serving in appointed positions shall attend the regular monthly business meetings of Narcotics Anonymous Outreach. In the instance of elected officers and those serving in appointed positions, three consecutive months absence will be considered a resignation.

E. Chairperson: Suggested one year of continuous clean time, and a willingness to commit to the position for one year. A working knowledge of the Twelve Traditions through application. Duties include:

1. Prepare the monthly subcommittee agenda; brings before the general meeting of the subcommittee matters they should act upon with a general understanding of parliamentary procedure.
2. Carries out policies and orders for the subcommittee.
3. Appoints special subcommittee members when required.
4. Represents the Outreach subcommittee at the area level by attending area meetings.
5. Reports relevant area business to the Outreach subcommittee.
6. Attends any regional Outreach subcommittee meeting.
7. Keeps an open line of communication with all Outreach subcommittee members as well as other area representatives, appointed or otherwise.
8. Calls upon the officers and subcommittee members for any necessary assistance.

F. Vice-Chairperson: Elected by the Outreach Subcommittee. Suggested one year of continuous clean time and a willingness to commit to the position for one year. A working knowledge of the Twelve Traditions through application.

Duties include:

1. The vice-chairperson assumes the responsibilities of the chairperson in the event of his/her absence.
2. Coordinates and facilitates new member orientation.
3. Must attend all meetings of the subcommittee.

G. Secretary: Elected by the Outreach Subcommittee. Suggested minimum of sixty days of continuous clean time. A willingness to commit to the position for six months. Duties include:

1. Takes minutes of all subcommittee meetings, and copies and distributes those minutes at next Outreach subcommittee meeting.
2. Keeps records of all subcommittee members , including their addresses (physical & e-mail), and phone numbers,
3. Maintains all archives of the Outreach subcommittee.

VOTING

Members must attend two (2) consecutive meetings of the area Outreach subcommittee to become a voting member. Absence of three (3) consecutive meetings results in the loss of voting privileges.

H. General Information

1. Subcommittee Membership: Any member of Narcotics Anonymous may attend the subcommittee meetings and become a member of this subcommittee. There is no cleantime requirement to become an Outreach subcommittee member. We suggest that at least one member in an Outreach visit team have 6 months or more cleantime and an Outreach orientation.

2. The Outreach committee is a subcommittee of the Greater Albuquerque Area Service Committee (ASC) meeting. We shall maintain effective liaison and complete accountability to that committee.
3. Regular business meetings will be held each month, the time and the location to be chosen /determined by the subcommittee.