

PORTLAND AREA OUTREACH SUBCOMMITTEE GUIDELINES

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Article I Definition

We are an operating subcommittee of the Portland Area Service Committee of Narcotics Anonymous (PASCNA). We are supported by the PASC and are accountable to that committee.

Article II Purpose

The purpose of this subcommittee is to reach out to the groups within our area, assist them in solving problems that may impede their growth or threaten their survival and to help them overcome many kinds of isolation by encouraging increased knowledge, contact, and exposure to NA as a whole and to the NA service structure.

The goal is to provide support services to groups and individuals so that we can help them help themselves.

Article III Spiritual Guidance

In all of its endeavors, the Outreach Committee will comply with the following:

1. The Twelve Traditions of Narcotics Anonymous.
2. The Twelve Concepts for NA Service.
3. The current publication of "A Guide to Local Services in Narcotics Anonymous."
4. The current publication of "Outreach Resource Information"
5. The current publication of the "Public Relations Handbook."
6. Portland Area Service Committee (PASC) By-Laws.
7. Any special rules of order adopted by this subcommittee.
8. In the case of a conflict, the Outreach Subcommittee will turn to the PASC for guidance.

Article IV Function

The function of this committee is to:

1. Spread unity and our message to groups: You are not alone!
2. Present and take part in activities designed to bring members and groups together with each other and the NA community.
3. Conduct learning days and workshops on group related topics (such as, but not limited to: Group Inventories, GSR orientations, Group Booklet learning days, Tradition workshops, chairperson orientations, etc...).
4. Attend groups not represented at the ASC, sharing the importance of group involvement in the area, and welcoming them to the PASC.
5. Passing on information about the NA service structure.
6. Maintain communication with other ASC subcommittees.
7. Maintain communication with other Outreach Committees.
8. Maintain communication with WSO Public Relations Coordinator and WSO Data Entry section (Group registrations as needed).
9. Develop, coordinate, and maintain a service to jail or prison inmates that provides a communication link for them to NA through the mail. (such as a Step writing program.)
10. Facilitate, encourage and improve GSR attendance at area meetings.
11. Develop and maintain an informative map of PASC service area.
12. Facilitate the development and availability of simplified service materials.
13. Perform any other activities that benefit Outreach efforts in the area.

Article V Membership

Membership is open to any NA member. The Portland Area Outreach subcommittee encourages member support; in fact, we depend on it. Each subcommittee member will be encouraged to

have a working knowledge the spiritual documents listed under the “Spiritual Guidance” Section. Each member is encouraged to have their own copy of each of these documents.

Article VI

Subcommittee Structure and Meeting

1. This subcommittee should consist of a Chairperson, Vice Chairperson, Secretary, GSR Orientation Leader, Outreach Service Representatives, and any task force coordinators or Ad-Hoc chairs deemed necessary by the subcommittee.
2. The Chairperson, with the approval of the subcommittee, appoints task force coordinators or Ad-Hoc Chairs.
3. All meetings are open to interested members of NA.
4. The Chairperson will be nominated and elected according to PASC By-Laws.
5. All other Outreach officers will be nominated and elected by the subcommittee to serve a one (1) year term.
6. All nominees for office must be present at the time of nomination.
7. No officer shall hold more than two (2) consecutive terms of any one position.
8. The committee will meet at least once a month, with a consistent time and place, determined by the subcommittee. The members of the subcommittee shall be notified of any changes in the meeting time and location at least one (1) week prior to the meeting.

Article VII

Trusted Servant Qualifications and Duties

Chairperson

Requirements

1. At least two (2) years abstinence from all drugs.
2. Previous service experience at a group level and with Outreach.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Outreach Resource Information, Public Relations Handbook, and all other documents within the “Spiritual Guidance” Section.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

Duties

1. Arrange times and agendas for subcommittee meetings.
2. Initiates all necessary correspondence, including communications between areas, regions and World Service Public Relations and Fellowship Development Correspondents.
3. Is ultimately responsible and acts as the single point of accountability for all files, records, and overall functioning of the Subcommittee.
4. Attends all PASC - Outreach subcommittee meetings.
5. Attends all monthly PASC meetings.
6. Prepares a report for each ASC meeting, makes all motions on behalf of the committee and is the voice of the Outreach subcommittee at the ASC.
7. Manages expenditures for the operation of the outreach subcommittee.
8. Votes in the event of a tie.
9. Provides copies of GSR orientation booklets prior to each ASC meeting.
10. Coordinate Outreach Subcommittee Representatives to visit groups not represented at the ASC for 3 consecutive months, or as requested, and to promptly report all relevant changes to the PR Chair.

Vice Chairperson

Requirements

1. At least one (1) year abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Outreach Resource Information, Public Relations Handbook, and all other documents within the "Spiritual Guidance" Section.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

Duties

1. To assume responsibility for the subcommittee in the Chairperson's absence.
2. To work closely with and assist with all duties of the subcommittee.
3. Carryout responsibilities delegated by the Chairperson and/or subcommittee.
4. Attend all PASC-Outreach subcommittee meetings.
5. Attend all monthly PASC meetings
6. Assists the GSR Orientation Leader as needed.

Secretary

Requirements

1. At least 6 months abstinence from all drugs.
2. Previous service experience at a group level.

3. Willingness to serve, the time and initiative to commit for the length of the time involved.

Duties

1. Record minutes of each Subcommittee meeting.
2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.
3. Attend all PASC-O meetings.

Outreach Subcommittee Representatives

Definition

Outreach Subcommittee Representatives are members of the Outreach subcommittee, chosen by the subcommittee, to facilitate scheduled events (such as, but not limited to: workshops, group visitations, orientations).

Requirements

1. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Outreach Resource Information, Public Relations Handbook, and all other documents within the “Spiritual Guidance” Section.
2. Never work alone.
3. Be positive and supportive of the Group. If there is a problem, take it back to the subcommittee and ask for suggestions.

GSR Orientation Facilitator

Requirements

1. At least six (6) months abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Outreach Resource Information, Public Relations Handbook, and all other documents within the “Spiritual Guidance” Section.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

Duties

1. Welcome new GSRs to the PASC.
2. Conduct the monthly GSR Orientation before PASC.
3. Educate and inform new GSRs about their place in the service structure of Narcotics Anonymous.
4. Educate and inform new GSRs about the structure and agenda of the PASC meeting using the GSR Orientation Booklet.
5. Answer questions from new GSRs.
6. Help facilitate the transition into Area service with love and care.
7. Distribute GSR handbook.

Article VIII

Voting

Any member of Narcotics Anonymous is welcome to vote at the Outreach subcommittee meeting.

Article IX

Removal from Office

Subcommittee officers and coordinators may be removed from office for noncompliance, which includes but is not limited to:

1. Loss of abstinence
2. Non-fulfillment of the duties of their position.
3. Non-attendance of two (2) or more subcommittee meetings without being excused by the Chairperson.
4. If by two thirds (2/3) vote of the Subcommittee, the Chairperson is found in noncompliance, a written request to remove them may be submitted to the PASC Board of Directors
5. Upon receipt of said written request, the PASC Board of Directors may remove or investigate the officer.

All other subcommittee officers and coordinators may be removed from office by two thirds (2/3) vote of the Subcommittee.

Article X

Meeting Agenda Template (Amendable by Chair and Committee)

1. Opening Prayer.
2. Read 12 Traditions.
3. Read 12 Concepts.
4. Read basic purpose and functions of the ASC Outreach subcommittee.
5. Read concept of the month and discuss it for about 10 minutes.
6. Secretary report (last meeting's minutes).
7. Administrative reports
8. Reports on activities since last meeting (facilitators report on the respective events of the month).
9. Task/Project Reports.
10. Old Business.
11. Elections.
12. New Business.
13. Review of upcoming subcommittee activities and motions for the ASC.
14. Learn/Sharing session.
15. Announcements.
16. Closing Prayer.