



## **Esperanza Area of Narcotics Anonymous Outreach Subcommittee Guidelines**

### **I. DESCRIPTION**

We are a subcommittee of the Esperanza Area of Narcotics Anonymous (EANA) and therefore directly responsible to EANA.

### **II. PURPOSE**

To strengthen the unity of the EANA in keeping with the 12 Traditions and 12 Concepts of Service, offering support as an outstretched hand to isolated groups and addicts by vehicle transportation or virtual meetings to ensure that no addict goes it alone.

### **III. FUNCTIONS**

Schedules Outreach trips outside Loop 1604 and responds to the needs of a new group or existing groups that are having problems and specifically request Outreach support.

Responds to the needs of the Area Service Committee (ASC) in the spirit of strengthening and serving our fellowship.

To hold a regular monthly subcommittee meeting at a time and place that is prearranged 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 which shall include scheduled Outreach trips and copies of all travel expenditure receipts.

Maintain lines of communication with Public Information (PI) subcommittee and obtain current Meeting Schedules which shall be distributed when visiting isolated groups.

### **IV. PARTICIPANTS**

This subcommittee will be open to all interested members of Narcotics Anonymous (NA). NA members are encouraged to attend the subcommittee meetings.

Trusted Servants will be the Chairperson, Vice-chairperson and the Secretary.

### **V. 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 Twelve Steps, Twelve Traditions and Twelve 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 the Outreach Chairperson when unable to attend.

### **VI. POSITION REQUIREMENTS & DUTIES**

#### **1. CHAIRPERSON (This position is elected by the ASC)**

##### Requirements

- a. Minimum one (1) year clean.
- b. Fulfills all general requirements.
- c. Ability to organize, give direction and encouragement to this subcommittee.

##### Duties

- a. Responsible for the overall functions of the subcommittee.
- b. Arranges an Agenda for subcommittee meetings.
- c. Presides over subcommittee meetings.
  - d. Maintains communication and cooperation between subcommittee members and the ASC
- e. Submits a monthly report to the ASC and includes accomplishments, specific problems, fuel expenses and attach copies of fuel receipts to the monthly report. Forthcoming Outreach trips are to be included in the monthly report also.

## **2. VICE-CHAIRPERSON**

### Requirements

- a. Minimum of one (1) year clean.
- b. Fulfills all general requirements.
- c. Willingness to become Outreach Chairperson upon acclimation the following year.

### Duties

- a. In the absence of the Chairperson, the Vice-chairperson shall perform the duties of the Chairperson.
- b. Is responsible for acquiring and distributing any needed flyers and/or notices from the Outreach Subcommittee.
  - c. Supplies all new subcommittee members with the Outreach Subcommittee Guidelines.

## **3. SECRETARY**

### Requirements

- a. Minimum of one (1) year clean.
- b. Fulfills all general requirements.
  - c. Clerical skills necessary to do the job.

### Duties

- a. Keep accurate minutes of each regular subcommittee meetings.
- 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.

## **VII. VOTING PROCEDURE**

- A. NA members present at the Outreach Subcommittee meeting will have a vote.
- B. Any Guidelines change motions are to be voted on with a simple majority of those present in order to pass.

## **VII. BUDGET**

Annual Budget for Outreach will be determined by the EANA Treasurer and approved by the ASC. The EANA Treasurer will notify this Subcommittee of its budget.