

1 **Laurel Mountain Highlands Area of Narcotics Anonymous**

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3 **Outreach Subcommittee Guidelines**

4 **Approved (2/25/2024)**

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7 **ARTICLE I**

8 **Basic Purpose and Goals of the Committee**

9 The purpose of this subcommittee is to reach out to the isolated or struggling groups, facilities,  
10 or individuals within our area and to act as a communication link between that group, facility, or  
11 person and the Area Service Committee (ASC). The goal of these efforts is intended to provide  
12 support and assist groups to learn how to help themselves.

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14 **ARTICLE II**

15 **Function of the Committee**

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17 The function of this subcommittee can include many activities. Some of these activities include:

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- 19 **A.** Attending groups not represented at ASC and share the importance of the group's involvement  
20 in the Area.
- 21 **B.** Passing on information about the NA service structure.
- 22 **C.** Helping addicts by supporting new meetings.
- 23 **D.** Encouraging groups to make announcements and fliers, and provide information about new  
24 meetings and meetings needing support to more established groups.
- 25 **E.** Networking with various subcommittees in the area for the purpose of providing support to  
26 groups in need.
- 27 **F.** Providing new groups with a Group Booklet and answering or explaining any questions or  
28 concerns the group may have.
- 29 **G.** Helping groups to register with the ASC, RSC, and WSO. Informing groups as to how they may  
30 be included meeting lists.
- 31 **H.** Conducting learning days and workshops on group related topics and concerns.
- 32 **I.** Conduct activities that are beneficial to the Outreach efforts in the area as well as the groups in  
33 the area.
- 34 **J.** Communicate with any isolated facilities that may have interest in NA and pass along their  
35 wishes to PI/H&I to organize an in-service.
- 36 **K.** Organize and facilitate meetings for isolated individuals.
- 37 **L.** Bringing unity and a simple and clear message to groups: You are not alone!!!
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## **ARTICLE III**

### **Subcommittee Membership**

Any member of Narcotics Anonymous may attend the subcommittee meetings and become a member of the subcommittee. The area Outreach Subcommittee encourages member support. A subcommittee member travels to the groups as a representative of the Outreach Committee and/or the ASC. An acting subcommittee representative shall have a suggested six months of continuous clean time. It is also suggested that subcommittee representatives never work alone.

#### **A. Chairperson**

1. Is elected by the group conscience of the ASC as per its guidelines. Requirements for the position are as follows:
  - a. Suggested one year continuous clean time.
  - b. NA Home Group and an NA Sponsor.
  - c. Willingness to commit to the position for one year.
  - d. Must have a working knowledge of the Twelve Traditions of NA.
  - e. Able to commit time and resources necessary to fulfill duties of the position.
2. Mediates all meetings of the subcommittee with a general understanding of Roberts Rules of Order.
3. Prepares a report for each ASC meeting and makes motions on behalf of and is the voice of Outreach subcommittee to the ASC.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the area groups.
6. Attends or sends a representative to Regional Outreach subcommittee meeting when and where it is held.
7. If necessary, may be removed by the ASC as per its guidelines.

#### **B. Vice Chairperson**

1. Is elected by the Outreach Subcommittee. Requirements are as follows:
  - a. Suggested six months of continuous clean time.
  - b. NA Home Group and an NA Sponsor.
  - c. Willingness to commit to the position for one year.
  - d. Must have a working knowledge of the Twelve Traditions of NA.
  - e. Able to commit time and resources necessary to fulfill duties of the position.
2. Must attend all meetings of the subcommittee. Attendance at the ASC is encouraged.
3. Works with the Chairperson to ensure the smooth operation of the Outreach subcommittee.
4. Performs the duties of the Chairperson in his/her absence.
5. Shall have an automatic nomination for Chairperson the following year.
6. Shall assume all responsibilities as the Chairperson if he/she cannot fulfill commitment.
7. If necessary, may be removed by a two-thirds vote of the subcommittee.

93 **C. Secretary**

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- 95 1. Is elected by the Outreach Subcommittee. Requirements are as follows:
- 96 a. Suggested six months of continuous clean time.
- 97 b. NA Home Group and an NA Sponsor.
- 98 c. Willingness to commit to the position for one year.
- 99 d. Must have a working knowledge of the Twelve Traditions of NA.
- 100 2. Must attend all meetings of the subcommittee. Attendance at ASC is encouraged.
- 101 3. Works with the Chairperson to ensure the smooth operation of the Outreach
- 102 subcommittee.
- 103 4. If necessary, may be removed by a two-thirds vote of the subcommittee.
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105 **D. Members (Subcommittee Representatives)**

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- 107 1. Suggested six months of continuous clean time.
- 108 2. NA Home Group and an NA Sponsor.
- 109 3. Have a working knowledge of the Twelve Traditions of NA.
- 110 4. Attendance at subcommittee meetings and ASC is encouraged.
- 111 5. As with any service in NA, never work alone. The ideal situation is to have another
- 112 subcommittee member with you when conducting service work on behalf of the
- 113 LMHANA Outreach Committee.
- 114 6. Be positive, non-confrontational, and supportive of the home group(s) being assisted by the
- 115 subcommittee. If there is a problem, take it back to the subcommittee and ask for
- 116 suggestions.
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118 **ARTICLE IV**

119 **Suggested Subcommittee Meeting Format**

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- 121 **A.** Opening Prayer
- 122 **B.** Read 12 Steps, 12 Traditions, 12 Concepts
- 123 **C.** Read Basic Purpose and Goals of the Committee
- 124 **D.** Secretary Report (last meetings minutes)
- 125 **E.** Administrative Committee Report (activities since last meeting)
- 126 **F.** Open Forum
- 127 **G.** Old Business
- 128 **H.** Elections
- 129 **I.** New Business
- 130 **J.** Review of the upcoming subcommittee activities and motions for the ASC
- 131 **K.** Announcements
- 132 **L.** Closing Prayer