

**GREATER SMOKY MOUNTAIN AREA OF NARCOTICS
ANONYMOUS (GSMANA) OUTREACH GUIDELINES (APPROVAL
DRAFT)**

Last revised 12-21-08

I. Basic Purpose and Goals of the Subcommittee

The purpose of this subcommittee is to reach out to the groups within our area and to act as a communication link between that group and the Area Service Committee (ASC). The goal of these efforts is intended to provide support and assist groups and individuals to learn how to help themselves.

II. Function

Currently, the function of this subcommittee includes:

- A. Bringing unity and a message to groups: You are not alone.
- B. Conduct learning days and workshops on group related topics (such as, but not limited to: GSR orientations, Group Booklet learning days, Tradition workshops, chairperson orientations).
- C. Attending groups not represented at the ASC, sharing the importance of group involvement in the area, and welcoming them to the GSMANA ASC.
- D. Passing on information about the NA service structure.
- E. Maintain communication with other ASC subcommittees.
- F. Maintain communication with WSO groups services coordinator and WSO Data Entry section (Group registrations as needed).
- G. Performs any other activities that benefit the Outreach efforts in the area.

III. Subcommittee Membership

Any member of Narcotics Anonymous may attend the subcommittee meetings and become a member of the subcommittee. The GSMANA Outreach subcommittee encourages member support; in fact, we depend on it.

A. Chairperson

1. Is elected by the group conscience of the ASC as per its guidelines.

Requirements for this position are:

- a) A working knowledge of the Twelve Traditions and all relevant Outreach literature.
- b) Willingness to commit to the position for one year.
- c) One year continuous clean time.

- d) Familiarity with the ASC meeting.
- 2. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedures.
- 3. Prepares a report for each ASC meeting and makes all motions on behalf of and is the voice of the Outreach subcommittee at the ASC.
- 4. Coordinates and is responsible for all work done by the subcommittee.
- 5. Is available to answer questions from the area's groups.
- 6. Attends the Regional Outreach subcommittee meeting each time that subcommittee meets (the first weekend of every even month).
- 7. Prepares a budget with the subcommittee to be submitted for the approval of the ASC for each upcoming period as outlined in the ASC guidelines.
- 8. Attends each ASC meeting.
- 9. If necessary, may be removed by the ASC as outlined in its guidelines.

B. Vice Chairperson

- 1. Is elected by the Outreach subcommittee.
Requirements for this position are:
 - a) A working knowledge of the Twelve Traditions and all relevant Outreach literature.
 - b) Willingness to commit to the position for one year (with intent to fulfill the chair position the following year).
 - c) Six months continuous clean time.
- 2. Must attend all meetings of the subcommittee, the ASC, and the Regional Outreach subcommittee.
- 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. If necessary, may be removed by a two-thirds vote of the subcommittee.

C. Secretary

- 1. Is elected by the Outreach subcommittee
Requirements for this position are:
 - a) A working knowledge of the Twelve Traditions.

- b) Willingness to commit to the position for one year.
 - c) Sixty days continuous clean time.
2. Must keep an accurate set of minutes of all Outreach subcommittee meetings and scheduled events.
 3. Coordinates and keeps records, files, and archives of this subcommittee.
 4. Keeps an updated list of all active members of the Outreach subcommittee.
 5. Sends out minutes of the subcommittee meeting within 14 days of the previous meeting.
 6. Works with the chairperson to ensure the smooth operation of the Outreach subcommittee.
 7. If necessary, may be removed by a two-thirds vote of the subcommittee.

D. Subcommittee Representatives

1. 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).
2. Have a working knowledge of the Twelve Traditions, all relative Outreach literature, and carry the message of Narcotics Anonymous.
3. Never work alone.
4. Be positive and supportive of the Group. If there is a problem, take it back to the subcommittee and ask for suggestions.

E. Agenda

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

F. Voting

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