

Inland Empire Foothills Area Narcotics Anonymous Outreach Subcommittee Guidelines

I. **DESCRIPTION**

- We are a Task Group Subcommittee of the IEFA Narcotics Anonymous Area Service Committee (ASC), and therefore directly responsible to the ASC.

II. **PURPOSE**

- To strengthen the unity of the IEFA in keeping with the 12 Traditions and 12 Concepts of Service, offering support, compassion and guidance.

III. **FUNCTIONS**

- A. Respond to the needs of the groups upon their request.
- B. Responds to the needs of the ASC in the spirit of strengthening and serving our fellowship.
- C. To facilitate Workshops and Learning Days.
- D. Conduct GSR orientation meeting at 7pm the day of IEFA ASC meeting to help new GSR's learn how to get literature, flyers, and directories, monthly handouts of agenda, minutes, roll call, and reports from treasurer, RSM and subcommittees. Give direction on how the ASC conducts business and where to turn in donation during roll call. Instruct them part of their GSR duty is to get involved in a subcommittee.
- E. To hold a regular monthly Subcommittee Group meeting at a time and place that is preannounced and accessible to the local fellowship.
- F. To assist new groups with establishing their structure and format.
- G. To track and assist groups with location of Carry the Banner.

IV. **PARTICIPANTS**

- A. This Subcommittee Group will be open to all interested members of Narcotics Anonymous.
- B. NA members are encouraged to attend the Subcommittee Group meetings.
- C. Administrative Officers will be the Chair-person, Vice-chair-person, Secretary and Carry the Banner Coordinator.
- D. Subcommittee Group members are Group Liaisons.
- E. To become an active participant one must attend two consecutive Subcommittee Group meetings.
- F. Active participant status is automatically removed when one misses three consecutive Subcommittee Group meetings or if one fails to fulfill the duties or requirements of one's position.

GENERAL REQUIREMENTS FOR POSITIONS

1. Active participants of this Subcommittee Group should have a commitment to service, the willingness, time, and resources to do the job.
2. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
3. Anything other than complete abstinence constitutes an automatic resignation from any elected position.
4. Attends all Subcommittee Group meetings and contacts Chair-person when unable to attend.
5. One year of service as GSR or ASC committee member.

POSITION REQUIREMENTS & DUTIES

1. Chair-person

Requirements

- a. Minimum of three (3) years clean.
- b. Fulfills all general requirements.

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- c. Ability to organize Subcommittee Group and give the group direction and encouragement.

Duties

- a. Responsible for the overall functions of the Subcommittee Group.
- b. Prepares agenda for Subcommittee Group meetings.
- c. Facilitate Subcommittee Group meetings
- d. Maintains communication and cooperation between Subcommittee Group members and the ASC.
- e. Keeps Subcommittee Group focused
- f. Must attend all ASC and Admin Team meetings.
- g. Creates an annual Working Group budget to be submitted to the IEFA-ASC by March 1st.
- h. Provides Annual financial information to ASC Admin Team for Annual Audit.
- i. Provide report to Vice Chair by noon on Monday before the ASC.
- j. Maintain financial record of monthly expenses and event costs, give copy of records to Secretary to include in monthly report, turn in all receipts to IEFA treasurer at ASC monthly meeting.
- k. Conduct GSR orientation.

2. Vice-chair-person

Requirements

- a. Minimum of two (2) years clean.
- b. Fulfills all general requirements.
- c. Willingness to become Chair-person upon acclimation the following year.

Duties

- a. In the absence of the Chair-person, the Vice-chair-person will perform the duties of the Chair-person.
- b. Will be responsible for acquiring and distributing any needed fliers and/or notices from the Outreach Subcommittee.
- c. Supplies all new Subcommittee Group members with the Outreach Subcommittee Group Guidelines.
- d. Responsible for overseeing Service Workshops and Learning Days.
- e. Get Subcommittee Group notes from Secretary, type, archive if necessary and return to Secretary.
- f. Takes minutes in the absent of Secretary.

3. Secretary *Requirements*

- a. Minimum of 90 days clean.
- b. Clerical skills necessary to do the job.

Duties

- a. Keep accurate minutes of each regular Subcommittee Group meeting.
- b. Distributes minutes of the regular Subcommittee Group meeting to Subcommittee Group participants.
- c. Maintains updated copies of the Subcommittee Group Guidelines.
- d. Maintain copies of all minutes, reports and financial records during their service commitment and pass along to next Secretary.

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- e. If necessary, provide notes to Vice-chair-person to type and archive.

4. Group Liaison

Requirements

- a. Minimum of (2) years clean.
- b. Fulfills all general requirements.
- c. Clerical skills necessary to do the job.

Duties

- a. Respond to the needs of the groups upon request.
- b. Respond to the needs of the ASC in the spirit of strengthening and serving our fellowship.
- c. Contacts group when the group has missed two (2) consecutive ASC.

5. Workshop Facilitator

Requirements

- a. Minimum of two (2) years clean.
- b. Fulfills all general requirements.

Duties

- a. Responsible for maintaining Workshops.
- b. Conducts Workshops using established formats.
- c. Maintains a pool of volunteers that have attended workshops in the past.
- d. Conducts Workshop Volunteer Orientations.

6. Carry the Banner Coordinator

Requirements

- a. A minimum of 6 months clean time.
- b. Basic computer skills and access to the internet.

Duties

- a. Facilitates updates and changes to the web of Banner location.
- b. Serves as liaison between Capture participants and Outreach

V. OPERATIONS

A. CONSENSUS BASED DECISION MAKING

- Business will be conducted by Roberts Rules of Order. During business, any participant may bring forward a subject or concern. After full discussion, being mindful to listen to the minority point of view, a consensus is reached. Either a proposal or no action being taken may express the consensus.

B. ELECTIONS

- Task Group will present its nomination for the Chair-person at the October ASC.
- All other working group positions will be elected in the October Subcommittee Group Meeting
- All administrative members will be elected each year in October.
- No member will hold the same position more than two (2) consecutive terms.
- Nominees for any elected position must be present to state qualifications and answer questions at the time of the nominations and election.
- All positions are elected by simple majority
- Duties for the new trusted servants begin immediately after the election and continue until the next election for their respective positions. In the case that a trusted servant fails to fulfill the term of office, a special election is held to fill the remaining portion of the term.

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Appendix A-Capture the Banner Guidelines

Purpose: To reach out to groups and encourage an exchange of ideas and experiences between groups within an area. To show/practice Home Group unity through friendly competition with other groups.

This is accomplished by encouraging each Home Group to get its members together and make special trips to group meetings they would otherwise not attend.

The Eleven Functions of Capturing the Banner

- 1.** Only groups registered as being members of the IEFA of Narcotics Anonymous Area may participate.
- 2.** In order for a group to Capture/Pass the Banner, at least 5 members of that Home group must attend the regularly scheduled meeting of the group that currently has possession of the Banner.
- **Note:** Any group that has the banner in their possession may give it to a group that does not have 5 home group members. Remember: the banner is not about prestige. It's about NA unity in the IEFA-one home group supporting another home group.
- 3.** The banner cannot be captured/passed until the meeting is over. It is recommended that the capture take place after the closing. At no time should the capture of the banner interrupt the primary purpose of Narcotics Anonymous meetings. All 5 home group members must be in the meeting from the opening prayer to the closing prayer.
- 4.** If more than one Home group attends the meeting and wants to capture the banner the final determining factor will be the farthest distance travelled from their home group to the capture group.
- 5.** When a home group captures/passes the banner from another group, the capture/pass must be reported to the Capture the Banner coordinator via email or phone in order that they may update web on that same day.
- 6.** Once captured/passed, the Banner must be present and displayed at all of the regularly scheduled meetings until it is captured by another group. If a home group that has captured the banner fails to display the banner, then it is forfeited back to Outreach.
- 7.** At no time should a capture be refused as long as the above-noted conditions are met.
- 8.** In order to find out which group currently has possession of the banner, members can check the status on the web or call the Banner Coordinator
- 9.** The Home Group that has possession of the banner during an IEFA activity must send a member with the banner to the activity for display. If no member from that group plans to attend the activity, the banner must be relinquished temporarily to the IEFA Outreach to bring to the activity and display. Banner will be returned to the Group prior to the Groups next scheduled meeting.
- 10.** The banner cannot be captured at a function; it must be captured at a regularly scheduled meeting.
- 11.** All disputes will be settled by the Outreach Task Group as necessary.