

BLASCNA  
OUTREACH SUBCOMMITTEE OPERATING POLICY  
ASC Approved August 2012

I. **Definition:**

We are a subcommittee of the Best Little Area Service Committee of NA, serving the Toledo and Northwest Ohio area. We are supported by BLASCNA and are directly responsible to that committee.

II. **Purpose:**

To reach out to members and groups within our area, assist them in solving problems that may impede their growth and help them overcome many kinds of isolation by encouraging increased knowledge, contact and exposure to NA as a whole and the NA service structure. The goal is to provide support services to individuals and groups so that we can help them help themselves.

III. **Functions:** The function of this subcommittee is to:

1. Spread unity and our message to individuals and groups.
2. Encourage and improve GSR attendance and member involvement in NA service.
3. To bring NA meetings to recovering addicts who are unable to attend a regular meeting due to hospitalization, illness or being home-bound.
4. To hold a regular monthly subcommittee meeting at a time and place that is pre-announced and accessible to the local fellowship.
5. Respond to the needs of the ASC and the groups, upon their request, in the spirit of strengthening and serving our fellowship.

IV. **Membership:**

1. Membership shall consist of a Chairperson, Vice-chair, Secretary and any other interested NA member.
2. Each subcommittee member shall be encouraged to have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.

V. **Subcommittee Structure and Meeting:**

1. The Chairperson shall be nominated and elected according to BLASCNA Policy.
2. All other officers shall be nominated and elected by the Outreach Subcommittee to serve a one (1) year term.
3. All nominees for office shall be present at the time of nomination.
4. No officer shall hold more than two (2) consecutive terms of any one (1) position.
5. The subcommittee shall meet once a month with a consistent time and place determined by the subcommittee.
6. The members of the subcommittee shall be notified of any changes in the meeting time and location at least one (1) week prior.

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VI. Qualifications and Duties:

Chairperson

1. Shall have a minimum of two (2) years abstinence from all drugs.
2. Shall have a minimum of one (1) year service experience at any level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

Duties:

1. Arranges time and agenda for subcommittee meeting.
2. Maintains communication and cooperation between all subcommittees
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 BLASCNA Outreach subcommittee meetings.
5. Attends all monthly BLASCNA ASC 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. Submit a written, itemized, operational subcommittee budget bi-annually, in April and October, to the ASC.
8. Manages expenditures for the operation of the Outreach subcommittee.
9. Votes in the event of a tie.
10. Coordinates Outreach subcommittee representatives to visit groups not represented at the ASC for three (3) consecutive months.
11. To promptly report any relevant meeting changes to the PR chair.
12. Coordinates Outreach subcommittee members to bring NA meetings to recovering addicts who are unable to attend a regular meeting due to hospitalization, illness or being home-bound.

Vice-Chairperson

1. Shall have a minimum of one (1) year abstinence from all drugs.
2. Shall have previous experience at the group level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts for NA Service.
4. Shall have the 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 the chairperson and assist with all duties of the subcommittee.
3. Carryout responsibilities delegated by the Chairperson and/or the subcommittee.
4. Attend all BLASCNA Outreach subcommittee meetings.
5. Attend monthly BLASCNA ASC meeting in the absence of the Chairperson.

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**Secretary:**

1. Shall have at least six (6) months abstinence from all drugs.
2. Shall have previous service experience at a group level.
3. Shall have the willingness to serve, the time and initiative to commit for the length of 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 BLASCNA Outreach subcommittee meetings.

**Outreach Subcommittee Representative:**

1. A member of the Outreach subcommittee, chosen by the subcommittee, to facilitate scheduled events (such as, but not limited to: homebound visitations, group visitations, workshops.)
2. Never works alone.
3. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
4. Shall be positive and supportive of each Group. If there is a problem, take it back to the subcommittee and ask for suggestions.

**VII. Voting:**

1. Any member of Narcotics Anonymous is welcome to vote at the Outreach subcommittee meeting, after their 2<sup>nd</sup> consecutive meeting.
2. Failure to attend three (3) consecutive Outreach subcommittee meetings shall result in the loss of voting privileges.

**VIII. 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) consecutive subcommittee meetings without being excused by the Chairperson.
4. If by two-thirds (2/3) vote of the subcommittee, the Chairperson is found in non-compliance, a written request to remove them may be submitted to the ASC executive body.
5. Upon receipt of said written request, the ASC executive body may remove or investigate the officer.
6. All other subcommittee officers or coordinators may be removed from office by two-thirds (2/3) vote of the subcommittee.

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- IX. Meeting Agenda Template (Amendable by chair and committee):
1. Opening Prayer (Serenity Prayer).
  2. Service Prayer.
  3. Read 12 Traditions.
  4. Read 12 Concepts of NA Service.
  5. Review and Approval of Agenda and Previous Minutes (Secretary Report).
  6. Administrative Reports.
  7. Prior Month's Activities (Task/Project Reports).
  8. Old Business.
  9. Elections.
  10. New Business.
  11. Review of upcoming subcommittee activities and motions for the ASC.
  12. Announcements (Set Next Outreach Subcommittee Meeting).
  13. Closing Prayer.