

## **TABLE OF CONTENTS**

|   |          |
|---|----------|
| <b>ARTICLE I. Description</b>                           | <b>1</b> |
| <b>ARTICLE II. Purpose</b>                              | <b>1</b> |
| <b>ARTICLE III. Functions</b>                           | <b>1</b> |
| <b>ARTICLE IV. Membership</b>                           | <b>1</b> |
| ARTICLE V. Elected Officers Duties                      | 1        |
| ARTICLE VI. Nominations and Elections                   | 2        |
| ARTICLE VII. Consensus Based Decision Making            | 2        |
| <b>ARTICLE VIII. Voting Procedures</b>                  | <b>2</b> |
| ARTICLE IX. Suggested Agenda For Sub-Committee Meetings | 2        |

# **Primary Purpose Area Sub-Committee Guidelines Out Reach Committee**

**Revised January 2008**

## **ARTICLE I. Description**

**The name of this sub-committee shall be the Primary Purpose Area Outreach Committee, hereafter referred to as Outreach. We are a subcommittee of the Primary Purpose Area of Narcotics Anonymous, and therefore directly responsible to the Primary Purpose A.S.C.**

## **ARTICLE II. Purpose**

1. To help members, Groups, Areas, and Sub-committees of the Primary Purpose Area, and Narcotics Anonymous as a whole, with any needs that are not covered by other standing Sub-Committees.
2. To help other standing Sub-Committees and/or Ad Hoc Committees when directed by the Primary Purpose Area or when asked by other sub-committees or ad hoc committees.
3. To strengthen the unity of NA as a whole in keeping with the 12 Traditions and 12 Concepts of Service, offering support, compassion and guidance.

## **ARTICLE III. Functions**

1. Respond to the needs of NA groups upon their request.
2. Responds to the needs of the ASC in the spirit of strengthening and serving our fellowship.
3. To hold a regular monthly subcommittee meeting at a time and place that is pre- announced and accessible to the local fellowship.
4. Maintain lines of communication between this subcommittee and the ASC by attending the monthly ASC meeting and providing written and verbal reports.
5. To provide "Meetings on Wheels" to any addict upon request that is unable to attend a meeting due to illness or other circumstances.
6. To contact meetings in rural or isolated communities and offer support.

## **ARTICLE IV. Membership**

Membership of this committee is open to members of Narcotics Anonymous. It is suggested that members have a working knowledge of the Twelve Traditions, and the Twelve Concepts, of Narcotics Anonymous.

## **ARTICLE V. Elected Officers Duties**

### **Chairperson:**

1. Must have at least one-year continuous clean time.
2. Writes and has available agendas for meetings, presides over meetings and keeps them focused on agenda and flowing in a timely manner.
3. Shall turn in a written report to the Secretary at each PPASC meeting.
4. Compile a list of people and/or organizations to contact for assistance with Additional Needs. Keep this list updated and available to all who ask for it, and make sure it is fully understood by the new officers

when elected.

5. The chairperson shall answer all questions put to them, in a timely manner if they do not know the answer when asked. This will include people and/or organizations that can help the person asking the question. In following this duty the Chairperson shall make available their phone number and email address.

**Secretary:**

1. Must have minimum of 90 days continuous clean time
2. Will record minutes at sub-committee meetings.
3. Will preside over sub-committee in the absence of chair.
4. Will perform other duties as needed.
5. Will maintain an updated list of members phone numbers/email addresses.

**ARTICLE VI. Nominations and Elections**

Nominations and elections will be held yearly at regular A.S.C. elections, refer to **Article V, Section 2, Sub Section C, of the Primary Purpose Area Guidelines.**

**ARTICLE VII. Consensus Based Decision Making**

Business will be conducted by consensus. 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 motion or no action being taken may express the consensus.

**ARTICLE VIII. Voting Procedures**

1. An active participant is defined as attending 2 (two) consecutive sub-committee meetings.
2. Voting participants include all active participants.
3. All voting participants may make a motion.

**ARTICLE IX. Suggested Agenda For Sub-Committee Meetings**

1. Open with a moment of silence followed by the Serenity Prayer.
2. Read the Twelve Concepts of Narcotics Anonymous.
3. Read and amend if necessary, the minutes from the previous meeting.
4. Old business.
5. New business.
6. Announcements.
7. Open discussion.
8. Close with Third Step Prayer.