

Manitoba Area Outreach Committee

Policies and Guidelines

(Last Revised Oct 2012)

1.0 Geographical Boundaries

The Outreach committee shall serve the area as defined by the MASC policies and guidelines

2.0 Purpose and Function

2.1 Purpose

The purpose of the Outreach Committee is to help carry the message of recovery to the addict who still suffers and foster growth and unity of the fellowship as a whole.

2.2 Functions

The basic functions that support this purpose are:

- a) Helping groups isolated by geography, personal choice, language, cultural differences, or a location within a locked facility not served by the Hospitals and Institutions committee.
 - i. Travelling to and supporting groups on a regular basis as outlined in the committee handbook.
 - ii. Keeping a positive line of communication open with all groups who wish to have communication.
- b) To assist with the start-up of new NA meetings by providing the Start-Up package as specified in section 5.2D of the MASC Policies and Guidelines.
- c) To assist groups who are struggling with recruiting and keeping trusted servants.
- d) To promote service as a whole to the members of Narcotics Anonymous
- e) To hold panel presentations as requested by groups or a service body.

3.0 Executive Members / Elected Positions

- a) Committee Chairperson
- b) Committee Vice-Chairperson
- c) Secretary

4.0 Outreach References

The outreach committee must comply with the following NA materials:

- a) The Twelve Traditions of Narcotics Anonymous
- b) The Twelve Concepts of Narcotics Anonymous
- c) Current publication of the outreach committee policies and guidelines
- d) A guide to local service in Narcotics Anonymous
- e) Public Relations Handbook
- f) Future directives of the MASC
- g) MASC Outreach Committee Handbook.

5.0 Service Meetings

5.1 Regularly Scheduled Service Meetings

- a) All meetings shall be held on a regularly scheduled basis, as deemed by the committee.
- b) There must be at least one Executive Member present to conduct a meeting.
- c) Announcements and any changes made in regards to meeting time and place shall be related at the MASC meeting prior to the event or meeting change.

5.2 Special/Emergency Outreach Committee Meetings

- a) Written notice of special/emergency meetings must be submitted to MASC Secretary at least seven days in advance.
- b) The reason for the special/emergency meeting must be stated in the notice.
- c) The special/emergency meeting is limited to the business stated in the notice.

6.0 Outreach Executive Member Responsibilities

6.1 Outreach Committee Chairperson

- a) Attend all regularly scheduled and special/emergency meetings.
- b) In the event that the Outreach Chairperson is unavailable to attend a committee meeting, sufficient notice (7days) shall be given to the committee where possible.
- c) Familiarize themselves with the documents listed in section 4.0 of these guidelines.
- d) Write and submit full monthly reports to MASC.
- e) Attend all MASC meetings; however, if the Chairperson is unavailable the Vice-Chair will attend in place of the Chairperson (see section 6.2.e).
- f) Prepare an agenda at least 7 days in advance of scheduled meetings and send the Outreach Secretary.

6.2 Outreach Committee Vice-Chairperson

- a) Attend all regularly scheduled and special/emergency meetings.
- b)
 - i. In the event that the Outreach Chairperson is unable to attend a regularly scheduled Outreach Committee meeting, it is the responsibility of the Vice-Chair to conduct the meeting.
 - ii. If Vice-Chair is unable to attend regular or special/emergency meeting, Secretary may conduct the meeting (as per section 5.1b).
- c) Familiarize themselves with the documents listed in section 4.0 of these guidelines.
- d) When the Chairperson is unable or has delegated to the Vice-Chair to perform certain tasks within the bounds of Outreach duties, the Vice-Chair is responsible for those tasks.
- e)
 - i. When the Chairperson is unable to attend MASC the Vice-Chair will attend, submit the committee report and carry the vote for the Outreach Committee.
 - ii. If Vice-Chair is unable to attend MASC in lieu of the Chairperson, Secretary will attend (see section 6.3.c.ii).

6.3 Outreach Committee Secretary

- a) Attend all regularly scheduled and special/emergency meetings
- b) Take accurate minutes of all Outreach committee meetings, and submit them to the Chairperson within 7 days.
- c)
 - i. In the event that the Chairperson and Vice-Chair are unable to attend regular or special/emergency meetings, the Secretary may conduct the meeting (as per section 5.1b).
 - ii. In the event that the Chairperson and the Vice-Chair are not able to attend MASC, the Secretary will attend and submit report.

- d) Upon receiving the agenda from the Chairperson, the Secretary will distribute it to all committee members within a timely manner.

7.0 Requirements for Elected Positions

7.1 Suggested Clean Time Requirements

- a) Outreach Committee Chairperson 1 Year
- b) Outreach Committee Vice-Chair 9 Months
- c) Outreach Committee Secretary 6 Months

7.2 Election Procedures

- a) Candidates for Vice-Chair or Secretary will be by nomination or through expressed interest.
- b) The candidate will be questioned and voting will take place at the same meeting.

7.3 Terms of office

- a) Terms will last 1 Year
- b) Only 2 consecutive terms allowed

7.4 Dismissal and Resignation

- a) In the event that an executive member has been negligent of their duties, absent from 2 consecutive Outreach Committee meetings (except for humanitarian/compassionate reasons), unable to perform responsibilities, relapse, and/or refusal to comply with the documents listed in section 4.0 of these guidelines, there will be a two thirds (2/3) majority vote to determine whether the executive member will be dismissed.
- b) Executive members may resign from their positions with one month's notice.

8.0 Voting

8.1 Voting Eligibility

- a) All executive members, except the chair, have a vote.
- b) Interested members must attend 2 regularly scheduled meetings within a six-month period to become a voting member, able to vote at that second meeting.
- c) Voting members will lose the right to vote when they have missed 2 consecutive regularly scheduled committee meetings.
- d) The chair only votes to break a tie.

8.2 Voting Procedures

- a) All regular Outreach Committee business votes will be a show of hands of all eligible voting members.
- b) All executive election votes will be by a secret ballot of all eligible voting members.

Outreach Policy and Guidelines - Amendments

MASC DATE	SECTION	HEADING	DESCRIPTION
Oct 2011	All	All	Entirely new P&Gs are passed.
Feb 2012	8.1	Voting Eligibility	<p>Change: "...interested members must attend two regularly scheduled meetings before becoming a voting member."</p> <p>To: "...interested members must attend 22 regularly scheduled meeting within a six month period to become a voting member, able to vote at that meeting."</p>
Oct 2012	2.2b	Startup	<p>Change: To assist with the start-up of new NA meetings by providing the following start-up package.</p> <ul style="list-style-type: none"> - 5 Little White Booklets - 1 Group Booklet - 1 Treasurer's Handbook - 50 Information Pamphlets (Another Look, Am I an Addict?, Just for Today, Sponsorship, By Young Addicts for Young Addicts, For the Newcomer, For those in Treatment, Self-Acceptance, The Loner, Staying Clean in Isolation, Welcome to Narcotics Anonymous) - 5 Welcome Key Tags - 2 of every tag up to 9 months - 1 current copy of the MASC Policies and Guidelines - 10 Meeting Lists <p>To: To assist with the start-up of new NA meetings by providing the Start-Up package as specified in section 5.2D of the MASC Policies and Guidelines.</p>

Oct 2012	8.1	Voting Eligibility	Change: "...at that meeting." To: "...at that second meeting."