

Guidelines for the Outreach subcommittee of the MHASC

I). Definition and Purpose of the Subcommittee:

The Mile High Area Outreach Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous, existing to help overcome the isolation that hinders the growth and survival of our groups and individual members.

As a Subcommittee of the Mile High Area Service Committee (MHASC) we shall maintain effective communication and cooperation with the MHASC. Meetings are open to all members of the N.A. fellowship.

II). Functions of the Subcommittee:

- A) To hold regularly scheduled monthly meetings
- B) To communicate and disburse all information to and from all volunteers.
- C) To distribute Narcotics Anonymous literature to isolated individuals and groups
- D) To provide representation for participation in the MHASC.
- E) To coordinate the development of any new Outreach project.
- F) To elect coordinators in order to facilitate Outreach project.
- G) To elect and/or appoint members to fulfill the needs of the subcommittee.
- H) To educate the fellowship at large and train volunteers.
- I) To maintain an archive of all minutes and correspondences.
- J) To coordinate and work closely with H&I and PI subcommittees to prevent overlapping of services and increase support among the subcommittees.

III). Structure of elected Positions:

The elected Positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, and Secretary. All positions, with the exception of the Chairperson, who is elected by the MHASC, are elected by a consensus of the Subcommittee.

All terms of office are one (1) year with eligibility for a second term of one (1) year, followed by two (2) years of ineligibility for that position.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next MHASC meeting where a new Chairperson will be elected or appointed.

IV). Qualifications and Duties of Elected Committee Members:

A). Chairperson: elected by the MHASC - see MHASC requirements and responsibilities in the MHASC guidelines on the web at nacolorado.org.

Responsibility to the subcommittee includes:

- 1) Presiding at subcommittee meetings
- 2) Preparing an agenda for each meeting
- 3) Maintaining order at the meeting
- 4) Providing a report and representation of the subcommittee at the monthly MHASC meeting.
- 5) Working with volunteers to draft correspondence to individuals.
- 6) Ensure the archives of minutes and correspondences are maintained.
- 7) Is ultimately responsible for the subcommittee fulfilling it's promises to any addict who reaches out to this subcommittee.
- 8) Creating an annual and quarterly Subcommittee budget to be submitted to the MHASC as outlined by the MHASC guidelines.

B). Vice-Chairperson: Suggested clean time requirement of one year.

Responsibility of the position includes:

- 1) Assuming the duties of Chairperson in the Chairpersons absence.
- 2) If the office of chairperson should become vacant, the Vice-Chairperson assumes the duties of the Chairperson until a Chairperson is elected or appointed by the MHASC.
- 3) Works closely with the Chairperson to become familiar with all aspects of the Chairpersons responsibilities.
- 4) Work with volunteers to ensure that they are trained and willing to meet their responsibilities.
- 5) Attending any Outreach meeting when applicable to observe and assist volunteers in carrying the message.

C). Secretary: Suggested clean time requirement of one year. Responsibility of the position includes:

- 1) Recording minutes of all meetings of the Subcommittee and maintaining archives of prior meeting minutes and related materials.
- 2) Copying and distributing minutes from Subcommittee meetings.
- 3) Keeping current records of all Subcommittee members including address, phone numbers and email address
- 4) Keeping records of all facilities, group and individuals served: to include facility guidelines, rules and regulations, meeting schedules, and facility, groups and individual contacts and phone numbers.
- 5) Being responsible for any printing or copying (fliers etc.).

D). Treasurer: Suggested clean time requirement of one year. Responsibility of the position includes:

- 1) Maintain a simple set of accounting books for the subcommittee.
- 2) Acquiring and maintaining a stock of stamps and envelopes.
- 3) Perform a quarterly review of spending to ferret out any opportunities to reduce funding.

V. Correspondence project

- A) The goal of the subcommittee is that every letter sent by an inmate be answered within one month of the postmark date.
- B) All volunteer correspondents must be trained and understand both the policies of the subcommittee and rules of the facilities they are writing to.
 - 1) A training packet listing the “Do’s and Don’ts”, guidelines for letter writing and several example letters will be reviewed with each volunteer before they can write any letters.
 - 2) Any special rules of a facility will be reviewed with the volunteer before they are assigned anyone from that facility.
- C) A volunteer list will be kept containing the following information:
 - 1) **Volunteers name and contact information**; address, phone numbers email, more is better.
 - 2) **Volunteers clean date**. While there is only a three-month clean time requirement, it would be best if people with various clean time are assigned to a letter. Like all of us, an inmate can benefit from a newcomer as well as someone with experience and care should be taken to balance the responses when assigning volunteers.
 - 3) **Volunteer’s anonymity preference**. Some volunteers prefer not to be known by inmates who may be released in their area. In such cases, they should make this known on the volunteer list and care will be taken when assigning letters to that volunteer. Signing their letters with initials can further protect ones anonymity.
 - 4) **List of H&I facilities visited by the volunteer**. Most institution require that H&I volunteers have no other contact with inmates beyond the meetings. Volunteer will not be assigned letters from institutions they visit.
 - 5) **Training received**. Volunteers should not write letters until the subcommittee has trained them.
- D) When a letters is received from an inmate, the coordinator will assign it to at least two volunteer correspondents within one week. The coordinator will take care to match the volunteer’s sex, anonymity needs and balancing the amount of clean time of respondents. There is no harm in assigning the letter to many volunteers. It is recommended each letter be assigned to at least two people.
- E) The volunteer will get a copy of the inmate’s letter and an addressed (coordinator’s address), stamped, return envelope.
- F) The response will be sent back to the coordinator so that it can be reviewed and logged.
 - 1) It is important to track the return to ensure that each letter is answered within two weeks. The letter will be reassign to a different volunteer if there is no response.
 - 2) Correspondence between the coordinator and volunteers can also be accomplished via email or face-to-face, however the stamped envelope increases the chances of a rapid return.

- 3) Response letters will be reviewed to ensure agreement with the policies of the Subcommittee and the rules of the facility.
 - 4) A log will be kept of all letters received by inmates, the postdate, all volunteers assigned to answer that letter, all responses returned to the coordinator and the date the response letter is sent to the inmate.
- G) Correspondence Coordinator: suggested clean time requirement of one year. Requires completion of Outreach Correspondence Training. Responsibilities of the position include:
- 1) The primary responsibility is to ensure that every letter sent by an inmate is answered within one month of the postmark date.
 - 2) Ensure all volunteer correspondents have been trained.
 - 3) Obtaining and the rules and requirements of each facility served and any other information the secretary may need for a facility.
 - 4) Work with the secretary to maintain the contact information on the volunteer list.
 - 5) Assign and log the letters from inmates to volunteers within the guidelines outlined in section 6 below.
 - 6) Maintain the correspondence log.
 - 7) Provide the volunteer with everything they need to meet their responsibilities.
 - 8) Track and reassign letters if necessary.
 - 9) Review the returned letters and mail to the inmate within two days of receiving it.
 - a) Mail N.A. literature to inmates as requested.

H) Correspondence Volunteers: Suggested clean time requirement of three months. Require completion of Outreach correspondents training. Responsibilities of the position include:

- 1) The primary responsibility is to mail your response to the inmate's letter to the Correspondence Coordinator within two weeks of getting the letter.
- 2) Follow all the policies of the subcommittee and rules of the facilities in your response letter.
- 3) Answer every letter assigned to you within two weeks, it's worth repeating.

IV) Meeting on wheels project:

- A) At the request of an addict, we will create a temporary meeting of two or more members to go where needed and hold a meeting for someone who can't go out to a meeting.
- B) The subcommittee will maintain a volunteer sign up sheet with contact information.
- C) Any N.A. member, or their home group members, can request a meeting at home or in a facility if they are unable to attend regular meetings due to illness.
- D) At least two volunteers must attend the meeting.

- E) Meeting on Wheels Coordinator: Suggested clean time requirement of three months. Responsibilities of the position include:
- 1) Maintain the volunteer log for Meetings on Wheels.
 - 2) Follow all the policies of the subcommittee.
 - 3) Contact the facility the meeting will be held in (if appropriate) to make sure there will not be any conflicts.
 - 4) Call all the volunteers and let them know the date, time, and location of the meeting as soon as possible.

V) Adopt A Group project:

- A) At the request of the groups trusted servants, Outreach will assist groups that are struggling with attendance, financial constraints or getting started.
- B) Structure of program for groups requesting attendees:
- 1) The goal is to arrange to have two or more members attend each meeting for a three month period
 - i. The subcommittee will maintain a volunteer sign up sheet with contact information for members who are willing to commit to going to a meeting at least once in a three month period.
 - ii. The first month will be covered by Outreach volunteers on that list.
 - iii. The second month will be covered by MHASC GSR.
 1. Prepare a single sign up sheet with the meeting date, time, location and directions. Have three blank lines next to each date the meeting will be held that month. Pass the sign up sheet around the Area meeting asking GSR's to make a commitment to go one time by signing their name and phone number.
 - iv. The third month will be covered by the fellowship at large.
 1. Prepare a sign up sheet similar to the one above with the dates of the meeting for the following month and three sign up lines by each date.
 2. Bring enough copies for each GSR to get one and ask them to have their home group member's commit to going to one meeting by signing up. Then return the sheet to outreach at the next area meeting.
 - v. Outreach will call the individuals from the above sign up sheets two days before the meeting to remind them of their commitment and answer any questions about getting to the meeting.
 - 2) Create 50 flyers for the group listing the meeting name, date, time, location, and purpose and pass them out at the area meeting.
 - i. Be sure the NA and/or MHASC logo are prominently displayed on the flyer.
 - ii. List the meeting date, time, location, directions and whatever may serve as a motivator for service.
 - iii. Be sure to attend the home group for flyer approval and input.
- E) Structure of program for helping new groups get started.
- 1) The goal of outreach is to serve as resource for new groups in getting hooked into the existing service structure.

- 2) Outreach will stay abreast of the procedures for registering a group with WSO, getting put on the regional meeting list and getting put on the MHASC meeting list.
 - i. Help the group to understand their responsibility and the procedures for keeping the meeting information updated
 - ii. Help the group understand their role and responsibilities as members of MHASC as outlined in the “Guide to Local Services”.
 - 3) Assist the group in obtaining the starter kit from WSO.
 - 4) Assist the group in making flyers and have 50 copies available at MHASC meeting.
 - 5) Assist the group in obtaining the necessary literature.
 - i. For example “Guide to Local Services”, “Treasures Workbook”
 - 6) Assist the group in obtaining additional start up funding from MHASC if after assessing the needs it is apparent they will need it.
- F) Structure of program for helping groups in need of funding.
- 1) Assist the group at their group conscience in reviewing the 7th tradition, IP’s on self support and the basket, and WSO position papers.
 - 2) Be prepared with recent MHASC financial reports to assess the areas ability to help.
 - 3) Assist the group in writing a motion for funding at the next MHASC if after the above review a need is still indicated.
- G) Adopt a Group Coordinator
- 1) Suggested clean time is 6 months.
 - 2) Follows all policies of the subcommittee
 - 3) Responsibilities include:
 - i. Maintain the volunteer list
 - ii. Call to remind people of their commitment
 - iii. Prepare all sign up lists and flyers
 - iv. Attends group conscience as required
 - v. Maintains files with updated information concerning group registrations, group funding, start up kits and any other information pertinent to group support from throughout the service structure.