

## **Regional Outreach Subcommittee Policy (DRAFT March, 2015)**

### **I. BASIC PURPOSE**

This service committee was formed by, and is directly responsible to, the Tri-State Regional Service Committee of Narcotics Anonymous (TSRSCNA). The purpose of Regional Outreach is to assist isolated groups or troubled areas within the tri-state region, providing information through literature or attendance. This sub-committee is also responsible for Sponsorship Behind the Walls which sponsors inmates currently incarcerated through letters. This sub-committee will follow all applicable TSRSCNA and NAWS guidelines and policy.

### **II. FUNCTION OF THE SUBCOMMITTEE**

- A. A resource to assist members, groups, and areas by providing supplies, literature, information, and other materials necessary to better carry the message.
- B. Attend Regional Meetings to report progress and collecting information from RCM's related to needs of each Area.
  - a. Maintain an updated list of Area Meeting dates, time, and location; as well as a contact person, as available.
- C. Attend Area meetings to evaluate support needs at an Area and Group level.
- D. Attend Group meetings in need of support to evaluate meeting needs.
- E. Follow-up with Areas and Groups to ensure needs were met.
- F. Maintain communication with the RSC Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level throughout the Regional Outreach Subcommittee.
- G. To be a subcommittee of the Tri-State Regional Service Committee and maintain effective communication and cooperation with that committee.
- H. To follow the Guidelines contained in the WSC Regional Outreach Handbook.
- I. Performs any other activities or functions that benefit the Outreach effort in the Region, including monthly and/or quarterly business meetings, if necessary.
- J. The TSRSC Regional Outreach Subcommittee shall meet as needed to review guideline revisions.
- K. Is directly responsible to TSRSCNA
- L. Shall open and maintain the lines of communication between NA and the public, and between the individual member, the area, regional, and world levels of NA service.
- M. Shall respond to all requests for information and sponsorship by inmates and see that such requests are handled appropriately.
- N. Shall assist Regional requests for presentations.

### **III. FUNDING**

This subcommittee shall have a working budget of \$200 between regional meetings and will follow all applicable TSRSCNA and NAWS guidelines and policies.

Budget will be used for materials necessary for Sponsorship Behind the Walls such as stamps, envelopes, postage, paper, pens, IPAs, and meeting lists.

Funds, no greater than \$50.00 (50% of monthly budget), will be spent on materials to assist areas and meetings needing support. Purchases will be made following a group conscious at that Area and Meeting and a group conscious decision of the Regional Outreach Subcommittee. Purchases are limited to recovery-related literature and materials (e.g., coffee, cups, food, etc., are not to be purchased with these funds).

#### **IV. SUBCOMMITTEE MEMBERSHIP**

Membership on the TSRSC Regional Outreach Subcommittee shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, Institutional Liaison, Area Liaison, as well as, any member of the fellowship who wishes to better carry the message.

#### **V. AGENDA**

1. Serenity prayer
2. Twelve traditions
3. Twelve concepts
4. Function of the TSRSC Regional Outreach Subcommittee
5. Welcome new members/visitors
6. Roll Call
7. Approval of minutes
8. Chairperson report
9. Old business
10. New business
11. Announcements
12. Serenity prayer

#### **VI. VOTING**

Voting members of the TSRSC Regional Outreach Subcommittee shall be the Vice-chairperson, secretary, treasurer, institutional liaison, and Area liaison. All voting members will have equal rights of input and vote on decisions made by this subcommittee. The chairperson only has a vote in the case of a tie.

All officers are elected for a term of one (1) year and will be eligible for a second term of one (1) year, followed by two (2) years of ineligibility for that position. Nominations shall take place in April elections shall take place in May for all positions.

Any other committee member wishing to vote must have attended two (2) of the previous three (3) subcommittee meetings

## VII. QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEE MEMBERS

No trusted servant will be eligible to serve more than two (2) terms consecutively in the same position.

Relapse constitutes automatic resignation of a trusted servant.

Any Regional Outreach trusted servant may be removed from service by a 2/3 majority vote of the subcommittee, except the chairperson who can only be removed by TSRSCNA.

All trusted servants of TSRSCNA RO must have an NA sponsor and an NA homegroup.

All trusted servants must attend the monthly Regional Outreach meetings. Two consecutive unexcused absences constitute resignation of RO commitment. Whether an absence is excused or not will be decided at a group conscience of the subcommittee.

### A. Chairperson

1. Is elected by the group conscience of the home group, nominated by Area, and elected by the TSRSC for a one year term.
2. Will be elected in June of each year by TSRSCNA and is accountable and subject to guidelines.
3. Requires three (3) years uninterrupted clean time.
4. Recommend a minimum of one (1) year activity at the Regional level.
5. Must express a willingness to serve.
6. Mediate all meetings of the subcommittee with a general understanding of parliamentary procedure.
7. Prepares a report for each TSRSC meeting and makes all motions on behalf of the subcommittee.
8. Attend all TSRSCNA business meetings and the first P&A meeting after election.
9. Coordinates and is responsible for all work done by the TSRSC RO Subcommittee and generate enthusiasm for involvement.
10. If necessary may be removed by the TSRSC as outlines in its guidelines.
11. A working knowledge of the 12, 12 and 12 of NA.
12. A working knowledge of TSRSCNA Guidelines and Policy
13. A working knowledge of NAWS and TSRSCNA Regional Outreach Guidelines
14. The ability to organize and serve this subcommittee.
15. The willingness to give the time and resources necessary to conduct the business of this subcommittee.
16. Must have an NA sponsor and NA homegroup.
17. Prepare monthly agenda.
18. Rigorously maintain subcommittee archives that are to be given to the next Chairperson.
19. Work closely with this subcommittee to uphold the integrity of NA in all correspondence with the general public.
20. Make a bi-monthly report of all expenses to TSRSCNA and this subcommittee, to be validated with receipts.

## B. Vice Chairperson

1. Is elected by the Regional Outreach subcommittee by a majority vote for a term of one (1) year.
2. Requires at least three (3) years uninterrupted clean time
3. Recommend at least one (1) year experience in Region.
4. Prepares a report of each TSRSC RO subcommittee meeting and makes all motions of and is the voice of the H&I subcommittee in the absence of the Chairperson.
5. Works with the Chairperson to ensure the smooth operation of the subcommittee.
6. Attend all Subcommittee meetings and be available for Regional Meetings.
7. Chairs all Ad-Hoc Committee meetings.
8. Be available to perform quarterly audits of literature and records.
9. Willingness to give the time and resources necessary to serve.
10. A working knowledge of the 12, 12 and 12 of NA.
11. A working knowledge of NAWS and TSRSCNA PI/Helpline Guidelines
12. Must have an NA sponsor and an NA homegroup.
13. Take an active part in the direction of this subcommittee, working closely with the Chairperson and assisting with organizational duties.
14. In the absence of the Chairperson, will chair the subcommittee business meeting.
15. In the event of the inability of the Chairperson to perform, or upon resignation of the Chairperson, the Vice Chairperson will receive an automatic nomination for the chairperson in accordance with TSRSCNA guidelines.
16. Suggested attendance at the TSRSCNA business meeting

## C. Secretary

1. Is elected by the TSRSC Regional Outreach subcommittee
2. Requires at least two (2) years uninterrupted clean time.
3. Recommended six (6) months experience in Regional Outreach work.
4. Must have a certain amount of clerical skills.
5. Must keep an accurate set of minutes of all Regional Outreach subcommittee meetings and learning sessions.
6. Keep a current list of subcommittee members.
7. Responsible for distributing minutes monthly to all area subcommittee representatives.
8. Maintain a file of all correspondences and minutes at the TriState Regional Office. The next business meeting must turn in all receipts.
9. Work with the Chairperson to ensure to smooth operation of the TSRSC H&I Subcommittee

## D. Institutional Liaison

1. Is elected by the TSRSC H&I Subcommittee
2. Requires at least two (2) years uninterrupted clean time.
3. Recommended six (6) months experience in Regional Outreach work.
4. Recommended experience with jails and institutions.
5. Communicate with jails in the Tristate region to coordinate Sponsorship Behind the Walls participation.

6. Send letters, upon review of the committee, to jails regarding Sponsorship Behind the Walls.

#### E. Area Liaison

1. Is elected by the TSRSC H&I subcommittee.
2. Requires at least two (2) years uninterrupted clean time.
3. Must have some understanding and experience with Regional Outreach as well as all activities.
4. Communicate with Area Chairs to coordinate visits from Regional Outreach to Area meetings needing support.

#### F. Treasurer

1. Is elected by the TSRSC H&I Subcommittee
2. Requires at least two (2) years uninterrupted clean time.
3. Recommended six (6) months experience in Regional Outreach work.
4. No history of stealing NA funds.
5. Private bank account.

### VIII. Sponsorship Behind the Walls

Sponsorship Behind the Walls is a component of Regional Outreach and its commitment to isolated groups or individuals.

- A. Who is eligible to sponsor:
  - a. Any addict with a working knowledge of the 12 steps is eligible to sponsor an inmate. It is preferred that the sponsor has worked all 12 steps through at least once.
  - b. Clean with an NA sponsor and NA homegroup.
  - c. Reviewed and understands the background packet related to Sponsorship Behind the Walls policy
  - d. Attendance of monthly Regional Outreach Subcommittee meetings is recommended but not required
  - e. Must follow all guidelines and restrictions instituted by the subcommittee.
- B. Guidelines for Sponsorship Behind the Walls
  - a. All correspondences will occur via mail. No calls or face-to-face meetings between the sponsor-ponsee will occur while the sponsee is incarcerated.
  - b. All letters will go through the Regional Office. No personal addresses will be used.
  - c. A pen name should be used by the sponsor to assist with anonymity.
  - d. The sponsor will not send any money, products, items, books, etc., to the sponsee. If the sponsee requests literature, the sponsor should notify the Regional Outreach Committee to handle the request.

- e. Upon release from jail, all communications on behalf of the sponsor's position in Sponsorship Behind the Walls will stop. Any further communication is at the discretion of the sponsor and is separate from Regional Outreach.
- f. Sponsorship Behind the Walls can only assist incarcerated individuals within the Tristate Region. Any requests from outside of the region will be referred to the appropriate contact, as possible.
- g. All letters received related to sponsorship will be assigned immediately to a sponsor. If a sponsor is not currently available, an introduction letter will be sent to the inmate based on the template below. Upon receipt of their follow-up letter, the sponsee will be assigned to a sponsor. If a sponsor is not available within three weeks of the receipt of the reply letter, a second follow-up letter containing step work questions will be sent to ensure a timely reply to the sponsee. Every effort should be made to identify a sponsor right away.
- h. It is a group conscious decision that men sponsor men and women sponsor women. If a request is made for sponsorship outside of these guidelines, it will be a group conscious decision whether or not the request is met.
- i. A central database will include a list of all sponsees, their institution, their sponsor, and other information as necessary. It will be updated upon receipt of each new letter.
- j. All outreach will be done at the level of the institution and no inmates will be contacted directly without reaching out to the subcommittee first.