

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. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Service of NA, "A Guild to Local Services" book, and the "Outreach Resource Information" handbook.

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) Preside at subcommittee meetings
- 2) Prepare an agenda for each meeting
- 3) Maintain order at the meeting
- 4) Provide a report and representation of the subcommittee at the monthly MHASC meeting.
- 5) Work with volunteers to draft correspondence to individuals.
- 6) Is ultimately responsible for the subcommittee fulfilling its purpose to any addict who reaches out to this subcommittee.
- 7) 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) Assume 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) Attends 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) Record minutes of all meetings of the Subcommittee and maintaining archives of prior meeting minutes and related materials.
- 2) Copy and distribute 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) Is 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) Acquire and maintain a stock of stamps and envelopes.

V). Correspondence project:

- A) The goal of the subcommittee is that every letter sent by an individual be answered within one month of the postmark date.
- B) All volunteers 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, a correspondent 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 to remain anonymous. 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 correction’s institutions 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 individual, 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 individual’s letter and a self addressed, stamped, return envelope from the coordinator.
- F) The response to the individual’s letter will be sent back to the coordinator so that it can be reviewed and logged.

- 1) A log will be kept of all letters received by individuals, 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 individual
- 2) It is important to track the return to ensure that each letter is answered within two weeks. The letter will be reassigned to a different volunteer if there is no response.
- 3) 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.
- 4) Response letters will be reviewed to ensure agreement with the policies of the Subcommittee and the rules of the facility.

G) **Correspondence Coordinator:** Suggested clean time requirement of one year and requires completion of Outreach Correspondence Training. Responsibilities of the position include:

- 1) The primary responsibility is to ensure that every letter sent by an individual is answered within one month of the postmark date.
- 2) Ensure all volunteer correspondents have been trained.
- 3) Obtain 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 individuals to volunteers within the guidelines outlined above.
- 6) Maintain the correspondence log.
- 7) Provide the volunteer with their needs to meet their responsibilities.
- 8) Track and reassign letters if necessary.
- 9) Review the returned letters and mail to the individual within two days of receiving it.
- 10) Mail N.A. literature to individuals 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 individual'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: 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.

A) Structure of project

1. The subcommittee will maintain a volunteer sign up sheet with contact information.
2. 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.
3. At least two volunteers must attend the meeting.

B. Positions

1) Meeting on Wheels Coordinator: Suggested clean time requirement of one year. Responsibilities of the position include:

- A) Checks the phone line message box every three days to see if there is a request for a meeting.
- B) Maintain the volunteer log for Meetings on Wheels.
- C) Follow all the policies of the subcommittee.
- D) Contact the facility the meeting will be held in (if appropriate) to make sure there will not be any conflicts.
- E) Call all the volunteers and let them know the date, time, and location of the meeting as soon as possible.
- F) Make sure a meeting literature packet with a minimum of a "Basic Text" and "In times of Illness" are available at the meeting.

2) Volunteer Leader: suggested clean time of six months. Responsibilities of the position include:

- A. Chair the meeting

3) Volunteer: suggested clean time of 24 hours. Responsibilities of the position include:

- A. Attend the meeting

V) Isolated Meetings: As per suggestion of the MHASC, a work plan for helping isolated groups is being outlined at this time and specific guidelines will be developed when there is sufficient experience with meeting the needs of the groups in this area.