

WSC Outreach Ad Hoc Committee Internal Guidelines

I. Purpose:

The WSC Outreach Ad Hoc Committee acts as a resource to outreach subcommittees in their efforts to develop and sustain NA groups and to encourage their involvement in NA service. WSC Outreach designs simplified summaries of existing service materials and provides guidance for NA communities to develop and help themselves. WSC Outreach works closely with the World Service Office to assist in the formation of new outreach subcommittees. WSC Outreach tasks include:

- A. To gather information on outreach efforts in NA and pass along this information to areas and regions requesting it.
- B. To register area and region outreach subcommittees providing a network for outreach communication.
- C. To develop and maintain an outreach handbook.
- D. To coordinate outreach subcommittees in their efforts to help NA communities develop.

II. The committee:

The committee is directly responsible to those it serves through the WSC. The committee reports to the WSC and follows such direction as the WSC may give.

III. Membership:

Committee membership shall consist of a Chair, Vice Chair, and five members to be appointed by the WSC Chairperson.

IV. Officers duties:

A. Chairperson:

1. To chair in an orderly manner all meetings of the committee with a general understanding of Robert's Rules of Order, and to prepare reports to the WSC for regular inclusion in the *Conference Report*.
2. To ensure proper and speedy communication of all work being done by the committee and to stay in regular contact with committee members.
3. To prepare a work plan to present to the Interim Committee.
4. To prepare an agenda of business with the vice chairperson for each committee meeting.

B. Vice Chairperson:

1. To work closely with the chairperson and coordinate activities of those responsible to the committee, seeing that all members submit regular reports of their activities.

2. To preside over committee meetings when the chairperson is unavailable.
- C. Appointed H&I and PI members:
1. To participate in committee work and serve as liaisons to their respective committees.
- D. Committee members:
1. To complete work assignments in a timely manner.
 2. To maintain an open line of communication with the chairperson regarding any concerns about work assignments.
 3. Lack of willingness to participate in work assignments may result in removal from the committee.
- E. Associate members:
1. Minimum of 3 years continuous abstinence from all drugs.
 2. At least 2 years outreach experience.
 3. Willingness and desire to serve.
 4. To maintain an open line of communication with the vice chairperson regarding any concerns about work assignments.
 5. To complete work assignments in a timely manner.
 6. To actively attempt to be part of a local outreach effort.
 7. Causes for removal as an associate member:
 - a. Relapse
 - b. Failure to carry out tasks and responsibilities agreed to.
 8. Based upon stated criteria, associate members may be added or removed with concurrence of committee chair and vice chair.
- F. Interested members:
1. This is basically a mailing list of persons wishing to maintain communication with the committee.
 2. No outreach experience is necessary to be listed as an interested member.
 3. Interested members with outreach experience may be appointed as associate members after requesting and completing a work assignment.

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