

GUIDELINES FOR THE OUTREACH SUBCOMMITTEE OF THE MASCNA

I. DEFINITION

The Maine Area Outreach Subcommittee, (MAOS), is a subcommittee of the Maine Area Service Committee of Narcotics Anonymous, and therefore is directly responsible to the MASCNA and is subject to its guidelines and directives. The MAOS will work in accordance with A Guide to Local Services in Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of Service in NA.

II. PURPOSE

The MAOS's purpose is to help overcome the isolation that hinders the growth and survival of our groups and individual members, and to strengthen the unity of all groups within the Maine area by offering support and guidance.

III. FUNCTION

- Make contact with isolated members or groups
- Respond to the needs of the members or groups
- Respond to the needs of the ASC in the spirit of strengthening and serving our fellowship
- Provide literature or information that is needed; ex: starter kits, contacts information, literature order forms, meeting lists, books and literature
- Help members and groups to develop plans to address their needs and fulfill our primary purpose
- Communicate the needs of any member or group to the ASC
- Maintain lines of communication with the meeting list coordinator to ensure the accuracy of the Maine Area meeting list and contact information for isolated groups
- Hold regularly scheduled monthly subcommittee meetings before the ASC meeting, or throughout the month as needed in a neutral location
- Maintain lines of communication between this subcommittee and the ASC by attending the monthly ASC meeting and providing verbal and written reports
- Maintain lines of communication and work closely with Public Relations (PR) subcommittee to prevent overlapping of services and increase support among the subcommittees

IV. SUBCOMMITTEE STRUCTURE

- This subcommittee will be open to all interested members of Narcotics Anonymous. NA members are encouraged to attend the subcommittee meetings
- The elected positions of the MAOS shall consist of: Chairperson, Vice-Chairperson and Secretary. All positions, with the exception of the Chairperson, who is elected by the MASCNA, are elected by a consensus of the MAOS
- 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 perform the duties of that position, a successor shall be voted in and approved at the next MAOS meeting. Should the Chairperson be unable to perform the duties of that position, the Vice-Chairperson will automatically assume the position of Chairperson until the next MASCNA meeting where a new Chairperson will be elected or appointed

V. GENERAL REQUIREMENTS FOR POSITIONS

- Active participants of this subcommittee who have a commitment to service, the willingness, time and resources to do the job will fill all positions
- A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service in Narcotics Anonymous
- Complete abstinence as defined by NA is a requirement. Anything other than complete abstinence constitutes an automatic resignation from any elected position. Further requirements are stipulated under each description
- Attends all subcommittee meetings and contacts Chairperson when unable to attend
- Prior NA service experience

VI. POSITION REQUIREMENTS & DUTIES

1. CHAIRPERSON

Requirements & Duties

- a. Minimum of two (2) years clean
- b. Fulfills all general requirements
- c. Organizes subcommittee meetings and prepares agenda for each meeting
- d. Gives direction and maintains order at subcommittee meetings
- e. Provides a report and representation of the subcommittee at the monthly MASCNA meeting

- f. Coordinates the activities for MAOS
- g. Is ultimately responsible for the subcommittee fulfilling it's purpose
- h. Maintains communication and cooperation between subcommittee members and the MASCNA

2. VICE-CHAIRPERSON

Requirements & Duties

- a. Minimum of one (1) year clean
- b. Fulfills all general requirements
- c. Willingness to become Chairperson upon acclimation the following year
- d. In the absence of the Chairperson, the Vice-Chairperson will perform the duties of the Chairperson
- e. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities
- f. Works with MAOS members to ensure that they are trained and willing to meet their responsibilities
- g. Supplies all new subcommittee members with the MAOS Guidelines

3. SECRETARY

Requirements & Duties

- a. Minimum of one (1) year clean
- b. Fulfills all general requirements
- c. Has the clerical skills necessary to do the job
- d. Records minutes of all subcommittee meetings and maintains archives of prior meeting minutes and related material
- e. Makes the minutes available to the officers and members of the subcommittee
- f. Keeps a current record of all subcommittee members including phone numbers and e-mail address
- g. Maintains updated copies of the MAOS Guidelines
- h. Keeps current records of all groups or individuals served with notes on what Outreach work was done and the result
- i. Aids the Chairperson to keep an active file of works in progress