

Tualatin Valley Area Outreach Committee Guidelines

Section 1 – Purpose of the TVA Outreach Committee

1. The Outreach Committee has been formed at the request of, and operates in service to, the groups of the Tualatin Valley Area of Narcotics Anonymous.
2. The main purpose of the Outreach Subcommittee is to support and represent the needs of the groups in the Tualatin Valley Area, promoting unity and overcoming isolation among individual groups. Outreach can offer assistance to NA groups struggling with lack of experience or information, cultural differences and difficulties arising from internal controversy.
3. The Outreach Committee shall not make any decision, pass any proposal or take any actions that conflict with the Twelve Steps, Twelve Traditions or Twelve Concepts of Narcotics Anonymous.
4. The Committee shall use consensus based decision making as its decision making process.
5. The Outreach Committee shall comply in all its actions with the following documents in order of priority as listed below:
 - a. The Twelve Traditions, Concepts and Steps of Narcotics Anonymous;
 - b. The current Guidelines of the Outreach Committee;
 - c. Any special rules of order the Outreach Committee may adopt;
 - d. The current Guidelines of the Tualatin Valley Area;
 - e. A Guide to Local Service in NA, and conference approved service handbooks;
 - f. A Model for Consensus Based Decision Making.

Section 2 – Committee Membership

1. Any member of a Tualatin Valley Area group of Narcotics Anonymous may attend and participate in an Outreach Committee Meeting.
2. All persons attending a meeting shall have equal participation in any decisions required by the committee membership, using the consensus based decision making process.

Section 3 - Committee Meetings

1. The Outreach Committee will meet on the third Wednesday of each month at 7:30 PM.
2. Information on the date, time and location of the monthly meeting is to be available to all GSR's at the Area Service Meeting.

Section 4 – Money Handling

1. Funding for the Committee is received from the Tualatin Valley Area Service Committee.
2. The Chair shall request necessary funding from the Area and shall receive a check from the Area Treasurer made out to the Committee Chair or Treasurer.
3. The Committee Treasurer shall be responsible for the disbursement and tracking of all funds received and shall provide the Area Treasurer with receipts for funds spent at the next Area meeting following the purchase of materials or services.

Section 5 – Trusted Servants

1. Chairperson – The Committee Chairperson is selected by the groups of the Tualatin Valley Area. There is a two year clean time requirement.
2. Committee members shall select all other Committee trusted servants. These positions shall be filled by consensus at the first meeting following the selection of a new chair person.
3. Committee trusted servant positions, clean time requirements and responsibilities are as follows:
 - a. Chairperson – 2 year clean time requirement – Represents the Committee at Area. Facilitates Committee meetings.
 - b. Vice Chair – 1 year clean time requirement – Steps in for Chairperson in their absence.
 - c. Secretary – 6 month clean time requirement – Takes and distributes minutes of the Committee meetings. Maintains Committee member contact list.
 - d. Treasurer – 1 year clean time requirement – Manages Committee funds. Prepares Committee budget. The Committee Treasurer shall provide the Committee with a monthly accounting of all funds received and disbursed.
 - e. Speaker Meeting Coordinator – 1 year clean time requirement – Coordinates and facilitates the monthly Many Of Us Have Said Outreach speaker meeting.
 - f. GSR Coordinator – 1 year clean time requirement – Conducts monthly new GSR training at Area Service Meeting. Maintains GSR binders.
 - g. Meeting Outreach Coordinator – Coordinates Committee member visits to group meetings throughout the Area.
 - h. Hospital Meeting Coordinator – Facilitates volunteers to take meetings to Tualatin Valley Area members who are unable to attend a meeting due to hospitalization or home confinement.