

VOLUNTEER REGION SERVICE COMMITTEE OUTREACH SUBCOMMITTEE

GUIDELINES

October 2005

BASIC PURPOSE:

The VRSC Outreach subcommittee serves the needs of all Areas within the Region by coordinating Area Outreach subcommittees and conducting activities that develop and strengthen outreach efforts within the region and the Fellowship.

FUNCTION OF THE SUBCOMMITTEE

- A. Provides a forum or pooling place for Area Outreach subcommittees share their experience, strength, and hope.
- B. Conducts workshops to address and/or work on problems the member Areas are experiencing or to discuss new methods of Outreach work.
- C. Develop and maintain an Outreach Handbook and other resources and materials necessary to better carry the message.
- D. Coordinates with other Regional subcommittees on matters related to outreach.
- E. Maintains communication with related WSC Committees.
Communication flows both ways between the Area and World level through the Regional subcommittee.
- F. Maintains communication with WSO Group Services coordinator and WSO Data Entry section (Group registrations) as needed.
- G. Maintains Regional Map showing constituent Area boundaries.
- H. Performs any other activities that benefit the Outreach efforts In the Region.

SUBCOMMITTEE MEMBERSHIP

Membership on the regional outreach subcommittee shall consist of the chairperson, vice chairperson, secretary, and chairpersons of Area Outreach subcommittees or their designated representative as well as any member of the Fellowship who wishes to better carry the message through outreach.

VOLUNTEER REGION SERVICE COMMITTEE OUTREACH SUBCOMMITTEE

AGENDA

1. Opening Prayer.
2. Read 12 Traditions.
3. Read basic purpose and functions of the RSC Outreach subcommittee.
4. Secretary report (last meetings minutes).
5. Administrative committee report (activities since last meeting).
6. Area Reports.
7. Task/Project reports.
8. Open Forum.
9. Old business.
10. Elections.
11. New Business.
12. Review of upcoming subcommittee activities and motions for the RSC.
13. Learn/Sharing session.
14. Announcements.
15. Closing Prayer.

VOTING.

Voting members of the Regional Outreach subcommittee shall be the Area Outreach subcommittee chairperson or the designated **Y-OJ**(representative such as the Area Outreach vice-chairperson, the RCM or *RCM* Alt., the Area vice-chairperson or chairperson or an appointed member of the Area Outreach Sub-committee. The RSC Outreach Vice-chairperson and RSC Outreach secretary each have one vote. The RSC Outreach chairperson only has a vote in the case of a tie. Other interested members of the Fellowship may be elected to voting membership after attending two consecutive Regional Outreach subcommittee meetings. Other interested members elected to voting membership may vote as long as they don't miss two meetings in a row.

VOLUNTEER REGION SERVICE COMMITTEE OUTREACH SUBCOMMITTEE

QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

A. CHAIRPERSON

1. Is elected by the group conscience of the RSC as per its guidelines.
2. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedure.
3. Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice of the Outreach subcommittee.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the Area Outreach subcommittees.
6. Maintains communication with related WSC committees.
7. Prepares a budget with the subcommittee to be submitted for the approval of the RSC for the upcoming year.
8. If necessary may be removed by the RSC as outlined in its guidelines.

B. VICE CHAIRPERSON

1. Is elected by the Outreach subcommittee.
2. Must have abstained from all drugs for at least two years.
3. Must have at least one year experience in Outreach work and a working knowledge of the 12 Steps and 12 Traditions through application.
4. Must attend all meetings of the subcommittee as well as the RSC.
5. Works with the chairperson to ensure the smooth operation of the Outreach subcommittee.
6. Performs the duties of the chairperson in their absence.
7. If necessary may be removed by a 2/3 vote of the subcommittee.

C. SECRETARY

- Is elected by the Outreach subcommittee.
- Must have abstained from all drugs for at least one year.
- Must have at least six months experience in Outreach work

VOLUNTEER REGION SERVICE COMMITTEE OUTREACH SUBCOMMITTEE

- and a working knowledge of the 12 Steps and 12 Traditions through application.
- Must have a certain amount of clerical skills.
- Must keep an accurate set of minutes of all Outreach subcommittee meetings and learning sessions (topics discussed). They should be ready for the approval of the chairperson within 14 days for distribution to all subcommittee members.
- Works with the chairperson to ensure the smooth operation of the Outreach subcommittee.
- If necessary may be removed by a 2/3 vote of the subcommittee.

SUBCOMMITTEE MEETINGS

Subcommittee meetings will be held on a "regular" and "special" basis. Regular meetings will be held every month at the VRSC. Special meetings may be called by any Administrative Committee Member to address issues as they arise according to need. All voting members must be notified at least one week prior to any special meetings.

The vice-chairperson of the RSC is a member of this subcommittee .. All subcommittee members may bring motions to the floor. Motions must be seconded by a voting member. All members may speak to motions. Only voting members may vote on motions.

AMMENDMENT OF GUIDELINES

These guidelines are written and maintained by the Regional Outreach subcommittee. Approval requires a 2/3 vote of both this subcommittee and the RSC.

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