

# S.A.O.S.C.

## Guidelines

Written 10/07

Revised 8/19

### Article # 1

#### Name

The name of this sub-committee shall be Suffolk Area Outreach Sub-committee. (Here in after may be referred to as S.A.O.S.C.)

### Article # 2

Section 1: To Bring Narcotics Anonymous meetings to Narcotics Anonymous members who have been isolated by illness, injury, and other reason beyond the individuals, or groups control.

Section 2: To provide Narcotics Anonymous members with another avenue to experience the twelfth step.

Section 3: To provide both the isolated member (or group) and the sub-committee members, the opportunity to share the therapeutic value of one addict helping another addict.

### Article # 3

#### Officers

1: Suffolk Area Outreach Sub-Committee Chairperson

#### Requirements

- ❖ One year street clean time. Six months Outreach experience.

#### Responsibilities

- ❖ Stay in touch with Narcotics Anonymous Helpline.
- ❖ **Attend all Regional Speaker-Exchange/homebound/outreach Regional Service Sub-Committee Meetings (being removed no longer applies, no regional meeting)**
- ❖ Run the monthly Sub-Committee meeting.
- ❖ Oversee that all responsibilities of the Committee are met.
- ❖ Report to the Suffolk Area Services Committee Monthly.
- ❖ To speak with member(s) in need of outreach and set up the outreach needed.

## 2: Suffolk Area Outreach Sub-Committee Vice Chair

### Requirements

- ❖ One year street clean time. Six months Outreach experience.

### Responsibilities

- ❖ To help the chair fill the needed responsibilities.
- ❖ Attend all Regional Speaker-Exchange/homebound/outreach Regional Service Sub-Committee Meetings (being removed no longer applies, no regional meeting)
- ❖ To act as Chair, in the absence of the Chair in any of the listed responsibilities above.

## 3: Suffolk Area Outreach Sub-Committee Secretary

### Requirements

- ❖ Six months street clean time. The ability to record the minutes and show up on a monthly basis.

### Responsibilities

- ❖ Record the minutes of each sub-committee meeting.
- ❖ Distribute copies of those minutes to committee members at the following meeting.

## Article # 4

### Committee Members

Section 1: General Membership in the Suffolk Area Outreach Sub-Committee shall be open to all Narcotics Anonymous members.

Section 2: To vote at the Suffolk Area Outreach Sub-Committee business meeting, a member must have attended two (2) out of the last three (3) business meetings of the sub-committee. (for new members that would mean they could vote at the second meeting they attend.)

## Article # 5

### Suffolk Area Outreach Sub-Committee Meetings

The Suffolk Area Outreach Sub-Committee business meeting shall be held on the second Thursday of the month (Each Month) at St John's Nepomucene Church, Locust Avenue and Church Street, Bohemia, NY. Time will be 7:00pm (being removed as the chair can change time and location)

## Article # 6

### General Policy

Revised 8/19

Section 1: The S.A.O.S.C. shall not make any motion or take any action that (it knows or believes) conflicts with the twelve traditions, twelve concepts, Suffolk Area policy, or any other Narcotics Anonymous, literature.

Section 2: The S.A.O.S.C. shall comply in all it's actions will the following documents in succession

- ❖ The twelve traditions and the twelve concepts
- ❖ **The Current Suffolk Area policy**
- ❖ **The S.A.O.S.C. policy (order reversed)**
- ❖ The Guide to Local Service
- ❖ Current publications of all pertinent Narcotics Anonymous handbooks and current edition of Robert's Rules of Order, newly revised.

### Homebound

Revised 8/19

Purpose: To bring meetings to Narcotics Anonymous members who have been isolated by illness and/or injury.

### Outreach

Purpose: To bring meetings to Narcotics Anonymous members who have been isolated from our meetings for any number of reasons.

#### Requirements

- ❖ For both homebound and outreach meeting coordinators, must have six months clean time. Must be a member of the sub-committee.

#### Responsibilities

- ❖ For both homebound and outreach, to coordinate the meeting or meetings and make sure all people asked to take part have gone over the do's and don'ts with them.
- ❖ Meeting precipitation: You must have six months street clean time and a good understanding we don't walk in alone. We always meet and go in as a group.  
**(homebound & Outreach have been combined as they have the same requirements responsibilities, & the do's & don'ts are the same)**

## Homebound & Outreach

### Do's & Don'ts

#### Do's

- ❖ Alert all individuals that attend meetings through S.A.O.S.C. for Homebound & Outreach to focus on spirituality, not the reason for the meeting.
- ❖ Respect the wishes of the recovering addict, we are there to help.
- ❖ Ask what type of meeting would be preferred, step, tradition, chapter, speaker, etc.
- ❖ Follow the format approved by the S.A.O.S.C. and run as a regular meeting, including clean time.
- ❖ Respect all home, hospital, and care facility rules.
- ❖ If addict being helped wishes, invite family & friends to participate, if present.

#### Don'ts

- ❖ Debate issues with recovering addict or their friends & family members.
- ❖ Discuss or offer opinions on medications prescribed by a doctor.
- ❖ Bring food, drinks, or contraband for yourself or the recovering addict.
- ❖ Enter a home or facility alone. Always have another member with you.
- ❖ Smoke in or at a home or facility. Do not throw butts out in the parking lots or driveways of the recovering addict you are bringing the meeting to.

## Outreach via Email

Purpose: To give people another safe way to get recovery, if they are in an isolated place that doesn't let them get or receive letters. Or for the person who has a one time question.

### Requirements

- ❖ One year Narcotics Anonymous street clean time. Knowledge of the 12 traditions. A member of the sub-committee. Have access to a computer with an internet connection and some knowledge of how to work a computer.

Responsibilities: To respond in a timely matter. To keep to committee informed. To ask the chair or vice-chair how to respond if they are uncertain. And to stay within the 12 Traditions of Narcotics Anonymous. Keep in touch with the webmaster for communication purposes.

## Outreach via Email

### Do's & Don'ts

#### Do's

- ❖ Respond in a timely matter.
- ❖ Use Narcotics Anonymous language when speaking with addicts.
- ❖ Use Narcotics Anonymous 12 traditions when speaking with addicts and non-addicts with questions.

#### Don'ts

- ❖ Give out your personal information. (full name, email, address, or photos)
- ❖ Give out opinions on any outside services.
- ❖ Agree to meet anyone alone

## Recovery by Mail

Purpose: To give people in different facilities the ability to get connected.

### Requirements:

- ❖ Coordinator must have 18 months street clean time. Knowledge of the 12 traditions. Must be a member of the sub-committee. **One year to answer letters. (moved from do's section)**

### Responsibilities:

- ❖ Coordinator needs to read the letters coming in for informational purposes. (Male/Female, looking for sponsorship, wants literature) Unless it is a repeat writer with someone's name on it, then they are to get that person the letter.

### Do's & Don'ts

#### Do's

- ❖ Encourage the writer through your experience, strength, and hope.
- ❖ Use Narcotics Anonymous language (examples: addict, clean, serene, serenity, and hope)
- ❖ Encourage making meetings inside and outside the facility where possible.
- ❖ Encourage writing more than one letter as we are on a one month loop to receive our mail and we may be their only friend.
- ❖ Do respond as soon as possible.

### Don'ts

- ❖ Give out your full name, personal address, home or cell phone numbers.
- ❖ Give or send any personal photographs.
- ❖ Send any financial assistance of any time.
- ❖ Write to acquaintances pass or present.
- ❖ Agree to meet anyone alone. (if you can't get someone to meet an addict coming home with you, meet them in the parking lot so you know you will not be alone.)

### Speaker Exchange

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Purpose: To provide speakers for isolated groups, whether they are in our area neighboring areas, or regions. Speaker Exchanges is a group of men and women who represent their respective group rather than themselves. This in turn helps us further carry out the fifth tradition.

### Miscellaneous Policy

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- ❖ Any meeting that we anticipate going for longer than 3 months will always have a co=chair.
- ❖ All meetings going for more than six months will have elections for a new chair and co-chair. This will take place at the regularly scheduled business of the S.A.O.S.C. before the committee of the current chair and co-chair is finished. The new chair and co-chair will be advised of the start of their term and asked to sit in with the outgoing chair and/or co-chair for the next few times for the sake of the addict we are bringing the meeting too.