

# Sacramento Fellowship of Narcotics Anonymous Outreach Task Group Operating Guidelines

## I. DESCRIPTION

- We are a Task Group of the Sacramento Fellowship of Narcotics Anonymous Area Service (ASC), and therefore directly responsible to the ASC.

## II. PURPOSE

- To strengthen the unity of the SACFNA in keeping with the 12 Traditions and 12 Concepts of Service, offering support, compassion and guidance.

## III. FUNCTIONS

- A. Respond to the needs of the groups upon their request.
- B. Responds to the needs of the ASC in the spirit of strengthening and serving our fellowship.
- C. To facilitate Workshops and Learning Days.
- D. To hold a regular monthly Task Group meeting at a time and place that is preannounced and accessible to the local fellowship.
- E. To assist new groups with establishing their structure and format.

## IV. PARTICIPANTS

- A. This Task Group will be open to all interested members of Narcotics Anonymous.
- B. NA members are encouraged to attend the Task Group meetings.
- C. Administrative Officers will be the Task Leader, Co-Task Leader and Secretary.
- D. Task Group members are Group Liaison and Capture the Banner Coordinator
- E. To become an active participant one must attend two consecutive Task Group meetings.
- F. Active participant status is automatically removed when one misses three consecutive Task Group meetings or if one fails to fulfill the duties or requirements of one's position.

### A. GENERAL REQUIREMENTS FOR POSITIONS

1. Active participants of this Task Group should have a commitment to service, the willingness, time, and resources to do the job.
2. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
3. Anything other than complete abstinence constitutes an automatic resignation from any elected position.
4. Attends all Task Group meetings and contacts Task Leader when unable to attend.

### B. POSITION REQUIREMENTS & DUTIES

#### 1. **Task Leader**

##### ***Requirements***

- a. Minimum of three (3) years clean.
- b. Fulfills all general requirements.
- c. Ability to organize Task Group and give the group direction and encouragement.

##### ***Duties***

- a. Responsible for the overall functions of the Task Group.
- b. Prepares agenda for Task Group meetings.
- c. Facilitate Task Group meetings
- d. Maintains communication and cooperation between Task Group members and the ASC.
- e. Keeps Task Group focused
- f. Must attend all ASC and Admin Team meetings.
- g. Creates an annual Working Group budget to be submitted to the SacFNA-ASC by March 1st.

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- h. Provides Quarterly financial information to ASC Admin Team for Quarterly Audit.
- i. Provide report to Vice Chair by noon on Tuesday before the ASC.

## **2. Co- Task Leader**

### ***Requirements***

- a. Minimum of two (2) years clean.
- b. Fulfills all general requirements.
- c. Willingness to become Task Leader upon acclimation the following year.

### ***Duties***

- a. In the absence of the Task Leader, the Co-Task Leader will perform the duties of the Task Leader.
- b. Will be responsible for acquiring and distributing any needed fliers and/or notices from the Outreach Task Group.
- b. Supplies all new Task Group members with the Outreach Task Group Guidelines.
- c. Responsible for overseeing Service Workshops and Learning Days.
- d. Get Task Group notes from Secretary, type, archive if necessary and return to Secretary
- e. Takes minutes in the absent of Secretary.

## **3. Secretary**

### ***Requirements***

- a. Minimum of 90 days clean.
- b. Clerical skills necessary to do the job.

### ***Duties***

- a. Keep accurate minutes of each regular Task Group meeting.
- b. Distributes minutes of the regular Task Group meeting to Task Group participants.
- c. Maintains updated copies of the Outreach Task Group's Guidelines.
- d. If necessary, provide notes to Co-Task leader to type and archive.

## **4. Group Liaison**

### ***Requirements***

- a. Minimum of (2) years clean.
- b. Fulfills all general requirements.
- c. Clerical skills necessary to do the job.

### ***Duties***

- a. Respond to the needs of the groups upon request.
- b. Respond to the needs of the ASC in the spirit of strengthening and serving our fellowship.
- c. Contacts group when the group has missed two (2) consecutive ASC.
- d. Develop and maintain a reference database of possible meeting facilities.

## **5. Workshop Facilitator**

### ***Requirements***

- a. Minimum of two (2) years clean.
- b. Fulfills all general requirements.

### ***Duties***

- a. Responsible for maintaining Workshops.
- b. Conducts Workshops using established formats.
- c. Maintains a pool of volunteers that have attended workshops in the past.
- d. Conducts Workshop Volunteer Orientations.

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## 6. Capture The Banner Coordinator

### *Requirements*

- a. A minimum of 6 months clean time.
- b. Basic computer skills and access to the internet.

### *Duties*

- a. Facilitates updates and changes to the web.
- b. Tally all passes and points meetings earn on spreadsheet.
- c. Tally total miles the banner has traveled from the beginning.
- d. Serves as liaison between Capture the Banner participants and Outreach.

## V. OPERATIONS

### A. CONSENSUS BASED DECISION MAKING

- Business will be conducted by consensus. During business, any participant may bring forward a subject or concern. After full discussion, being mindful to listen to the minority point of view, a consensus is reached. Either a proposal or no action being taken may express the consensus.

### B. ELECTIONS

- Task Group will present its nomination for the Task Leader at the October ASC.
- All other working group positions will be elected in the October Task Group Meeting.
- All administrative members will be elected each year in October.
- No member will hold the same position more than two (2) consecutive terms.
- Nominees for any elected position must be present to state qualifications and answer questions at the time of the nominations and election.
- All positions are elected by simple majority
- Duties for the new trusted servants begin immediately after the election and continue until the next election for their respective positions. In the case that a trusted servant fails to fulfill the term of office, a special election is held to fill the remaining portion of the term.

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## Appendix A-Capture the Banner Guidelines

**Purpose:** To reach out to groups and encourage an exchange of ideas and experiences between groups within an area. To show/practice Home Group unity through friendly competition with other groups. This is accomplished by encouraging each Home Group to get its members together and make special trips to group meetings they would otherwise not attend.

## The Twelve Functions of Capturing the Banner

1. Only groups registered as being members of the Sacramento Fellowship of Narcotics Anonymous Area may participate.
  2. In order for a group to Capture/Pass the Banner, at least 5 members of that Home group must attend the regularly scheduled meeting of the group that currently has possession of the Banner.
- \*\*Note:** Any group that has the banner in their possession may give it to a group that does not have 5 home group members. Remember: the banner is not about prestige. It's about NA unity in the Sacramento Fellowship Area-one home group supporting another home group
3. The banner cannot be captured/passed until the meeting is over. It is recommended that the capture take place after the closing. At no time should the capture of the banner interrupt the primary purpose of Narcotics Anonymous meetings. All 5 home group members must be in the meeting from the opening prayer to the closing prayer.
  4. If more than one Home group attends the meeting and wants to capture the banner the final determining factor will be the farthest distance travelled from their home group to the capture group.
  5. When a home group captures/passes the banner from another group, the capture/pass must be reported to the Capture the Banner coordinator via email or phone in order that they may update web on that same day.
  6. Once captured/passed, the Banner must be present and displayed at all of the regularly scheduled meetings until it is captured by another group. If a home group that has captured the banner fails to display the banner, then it is forfeited back to Outreach.
  7. At no time should a capture be refused as long as the above-noted conditions are met.
  8. In order to find out which group currently has possession of the banner, members can check the status on the web or call the Banner Coordinator
  9. The Home Group that has possession of the banner during NCCNA must send a member with the banner to the convention for display at the Saturday Main Speaker meeting during the Area Roll Call. If no member from that group plans to attend NCCNA, the banner must be relinquished temporarily to the Sacramento Fellowship Area Outreach Task Group.

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**10.** Every Banner Capture/Pass will be noted and recorded by the Outreach Task Group to count towards the annual Pass totals. Points are only accrued through PASSING the Banner, not the capture. An EXTRA point is earned by passing the Banner to those meetings that are recorded at area as needing support. You may call or email the Outreach Task Leader for assistance in finding those needing support.

**11.** The banner cannot be captured at a function; it must be captured at a regularly scheduled meeting.

**12.** All disputes will be settled by the Outreach Task Group as necessary.

**\*\* Note:** At the end of the year, the group with the most recorded points will be duly recorded on the banner and they will retain bragging rights for the next year!