**Outreach Committee Annual Report**

**CSC 2016**

**History and Purpose:** The purpose of the Outreach Committee has been to focus on developing procedures, tools and / or systems for “carrying the message to the codependent who still suffers”. One example of its efforts at standardising the process by which information is shared has been the development of the Outreach Resource Guide (ORG). The ORG is now online as a public resource, on the “Outreach” tab of the coda.org website, located at <http://outreach.coda.org/>. This web-based tool is a repository of information for the Fellowship where members can share resources, once they are vetted by the Committee. The categories of information are:

* Purpose of the ORG (including the primary focus on the Twelve Traditions)
* Attracting New Members (or typical “outreach”)
* Supporting Members and Meetings (otherwise known as “in-reach”)
* Service Connections

**Committee Membership**

Current members include Annie S. (Massachusetts- US), Charles Z (Colorado- US), Geraldine H. (UK), Renu B.(Malaysia/ Australia), Florence (Maryland- US) and Sharon B (BC- Canada). Mary I is our Board Liaison. Several other CoDA members are on workgroups on the committee, but not formal committee members. Many workgroup members are listed below. The Committee meets monthly by Free Conference Call, at a time best for members. As our members are from around the globe, setting a time can be challenging. We often meet at 2pm PST.

**2015-2016 Progress on Goals**

The goals and progress for 2015-2016 were as follows :

**Goal 1- Develop the Outreach Resource Guide (ORG) on mirror website.**

Status: The mirror website was developed and served to be a working platform for the ORG. The committee decided upon was satisfactory as template which all committee members could access and work on. The webmaster had endorsed its use due to the simplicity with which it could later be transferred to coda.org.

**Goal 2- Work to upload approved mirror website text to coda.org**

Status: The committee worked with the web liaisons and webmaster to transfer the text and documents to coda.org. The ORG which went ‘live’ online, in July 2016 after two years of intense work by the Committee.

**Goal 3- Continue to develop and document the committee’s procedures**

Status: The Policies and Procedures Manual continues to be in development. We have documented many procedures such as general committee practices, email responses, and sponsorship workgroup procedures. This is a constantly developing, especially as our committee is just transitioning from the development of the ORG to building/maintaining the ORG. Areas of development include how to respond to submissions, how to engage the workgroups, and the creation of more consistent public relations policies, for example.

**Goal 4- Request collaboration from the Fellowship and share developed information.**

Status: To this end, a submissions process was developed within the ORG, as a result of which any members of the worldwide fellowship who had information or tools that might be helpful to recovery or group business, could share it.

In relation to communicating with members of the worldwide Fellowship the committee continues to engage the Board and Communications Committee as regards the current challenges which impede the steady distribution of information to all groups, inter-groups and voting entities registered with World Services.

**Goal 5- Internationalize our language and resources; strive to create our information so that it accessible to everyone.**

Status: This is an ongoing goal for which we strive with all materials uploaded to the ORG and our practices.

**Additional Activities- Workgroups**

 Here is a list of some of the 2015-2016 workgroup members who contributed to the development of webpages or ongoing working groups:

* Webgroup (Current: Charles, Renu, Florence and Annie; Editor: Andree)
* Traditions/Outreach Service and the Twelve Traditions (Previous members: Charles, Florence, Renu)
* Step-Study Groups (Previous: Addie)
* Social Media: (Ad-hoc: Geoff, Nancy and Annie).
* Sponsorship: (Current: Madeline, Don; Previous: Annie and Olean): A workgroup has been initiated to manage a list of sponsors which is primarily for people who are unable to get a sponsor in traditional methods. The workgroup communicates in relation to requests for sponsors and answers questions pertaining to sponsorship.
* Accessibility of Meetings (Consulting members: Jacob, Don, and Annie)
* CoDA Literature Review (Previous: Sharon and Geraldine)
* Linguistic Diversity (Consulting members: Linda and Annie)
* Professional Outreach: (In development: Scott and Kim)
* Reaching Out to Communities/ Multicultural Membership: (In development: Julie and Annie)

We are very grateful to the service of those listed above as well as the dozens of other members who have contributed to the ORG with support and feedback. This includes members of the Spanish Outreach Committee , the CoDA Email Team and the Communication Committees, in particular.

We are actively looking for workgroup members in all of the areas above, as well as all areas that are sections of the ORG. There are areas that have been planned but have no facilitators, such as “Young Members Support.” To any CoDA member- please ask if you are interested in joining a workgroup or finding out how to propose a new workgroup to meet a need of the fellowship!

**2016-2017 Goals and Objectives**

**Budget**

The budget we are requesting is only nominally higher than last year to accommodate the following:

* Travel funding for the outgoing chair and incoming chair and co-chairs to CSC.
* The translation of the ORG webpages into other languages, as possible and prioritized by language needs, including the translation of supplemental materials, when appropriate.

**Action Plan 2016-2017**

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|  | **GOAL & OBJECTIVES** |
| **1** | **Expansion of the Outreach Resource Guide (ORG).** * Review Submissions to Outreach Resource Guide (ORG) for approval and uploading.
* Complete additional webpages, prioritizing the sections in development.
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| **2** | **Continue to develop and document the committee’s Policies and Procedures** |
| **3** | **Collaborate with various committees to improve communication between CoDA Inc. and Voting Entities engaged in outreach.** * Meet with Committee representatives to consider ways to communicate with the fellowship regarding Outreach activities.
* Reach out to request submissions for the ORG.
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| **4** | **Globalise our language and resources; strive to improve dissemination of outreach information so that it is accessible to persons outside the English speaking world.** * Support the translation of the ORG text in multiple languages, starting with Spanish.
* Work with the web liaison, webmaster and board to develop webpages for multiple languages.
* Work with other committees, such as the Translation Management Committee (TMC) and the Literature Committee, to make free CoDA materials available by pdf and in various languages.
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| **5** | **Support for and development of Workgroups.*** Support the ongoing development of current workgroups.
* Utilize the Project Proposal Process to develop new workgroups and facilitate service.
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**Justification for Wish List**

**Additional participation at CSC**

The Outreach Committee works with the objective of managing and making accessible information intended for codependents worldwide who still suffer. Since the online publication of the Outreach Resource Guide in July 2016 Outreach has evolved into a knowledge intensive committee. Augmenting the information on the ORG and managing its thematic work is labour intensive.

To this end, the Outreach Committee has piloted a flexible approach to outreach service by hosting both ad-hoc and permanent work groups which undertake small areas of responsibility. At present there are 8 such groups operating (see Outreach Annual Report). In addition to the 6 committee members, there are 10 other workgroup members actively contributing to the business of outreach. The Committee has considered this model of working as effective and capable of fostering increased service within CoDA. It therefore wants to be able to support the development of these workgroups members who contribute to this critical work by including them (at least on a rotational basis), in attendance at CSC,to ensure that they keep abreast with the information download at CSC and continued connection with the Outreach Committee as a whole.( see Goal 5 of Action Plan)

For the same reason, ie the need to keep abreast with the business of other committees, the participation of two members at CSC, such as the co-chairs or the incoming chair and outgoing chair, has been viewed by the committee as important to the continued work of the committee, especially without the funding for a Face-to-Face meeting

**Globalising information dissemination**

The Committee has observed a need for a ‘connecting entity’ that has access to knowledge and the resources to support translations. For example, lone groups in non-English speaking countries do not have the kind of knowledge or resources that the Outreach Committee has so we wish to support proactive outreach endeavors through the translation of the ORG and supplemental materials, as well as the consideration of making the ORG accessible to all.