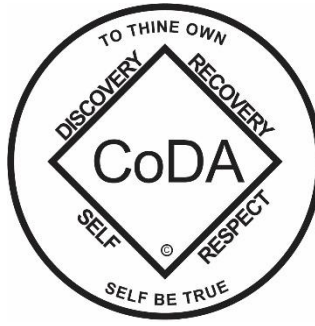


## **OUTREACH COMMITTEE POLICIES AND PROCEDURES MANUAL**

### **Mission Section 1**

The CoDA Outreach Committee focuses on “carrying the message to the co-dependent who still suffers,” by working towards sharing and developing Outreach resources that CoDA Fellowship members can access. This committee provides the “Outreach Resource Guide” which serves to share gathered and vetted information to the Fellowship. The categories of the Guide are:

- 1) Purpose (including the primary focus on the Twelve Traditions)
- 2) Attracting New Members (typical “outreach”)
- 3) Supporting Members and Meetings (otherwise known as “in-reach”)
- 4) Service Connections



## **Purpose of Policies and Procedures**

### **Section 2**

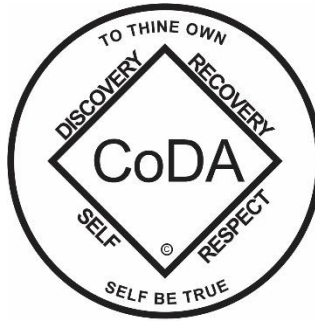
#### **2.1 Committee Purpose**

The CoDA Outreach Committee (Outreach) is a group of actively recovering codependents whose focus is on carrying the message to codependents who still suffer. We provide information to members and groups who seek to reach out to codependents outside of CoDA, focusing on attraction, not promotion. We also facilitate the sharing of information within CoDA, providing guidelines, templates and examples of Outreach activities. Outreach projects are created by committee members or received from Fellowship members. The projects are vetted through a process that carefully considers traditions, experience, strength and hope. Outreach provides developed information for fellowship members, local groups, intergroups, world organizations and Voting Entities in their efforts to carry the message. This committee works in conjunction with other CoDA World committees that engage in other outreach activities.

#### **2.2 Goals and Objectives**

- 1) Outreach Committee Projects
  - a. We support Outreach projects both from members of the committee and others in the Fellowship.
  - b. We employ a process for which formal Outreach Committee projects are proposed to the committee, carefully vetting the proposed projects through traditions and experience.
  - c. We suggest possible outcomes of projects, such as how to share their project with CoDA members.
- 2) Information on Outreach Activities
  - a. We serve as a conduit for the sharing of outreach activities, enabling the experiences of CoDA members to be utilized by the Fellowship.
  - b. We develop and maintain a clearinghouse of possible ways that members can carry the message.
  - c. We provide online and written materials, such as guidelines, templates, examples, etc.
- 3) Awareness
  - a. We hope to encourage the awareness of CoDA to those who may not know of the benefits of CoDA.
  - b. We hope to develop an awareness of the importance of CoDA outreach activities within the Fellowship.

- c. We strive to mutually support and communicate with those that do CoDA outreach activities worldwide in the spirit of inclusiveness and accessibility to all.
- 4) Assessment
- a. We consider the ongoing needs of the Fellowship members pertaining to carrying the message.
  - b. We assess the needs of the Fellowship for areas of new Outreach committee projects.
  - c. We support the development of new areas of outreach, providing guidance on the process to those who do outreach service.
  - d. We reflect on our committee procedures, doing a regular inventory on our Twelfth Step Work.



## Committee Membership Section 3

### 3.1 Membership Qualifications

1. Follows the Twelve Steps, Twelve Traditions, and Twelve Service Concepts.
2. Knowledgeable in the group conscience decision making process.

**3.2 Meeting Information** - The committee meets once a month usually in a 90 minute Skype conference, Free International Conference Call or another videoconferencing format for which the chair determines.

### 3.3 Membership Responsibilities

1. Outreach Committee members are to participate in a meeting once a month, when possible (ideally more than 6 per year).
2. Technical Abilities:
  - a. Ability to access web-based documents. If such venues such as Google Docs or Skype cannot be accessed, committee members will assist in the set up or accommodations for lack of access.
  - b. Outreach Resource Guide access. The working draft of the Outreach Resource Guide is located at <http://codaoutreach.org/> but Committee and Workgroup members must log-in to access the website.
3. Acknowledge all incoming committee communication with a response within 3 days and be engaged with committee communication.
4. Participate in Work Groups.
5. Participate with administrative duties, as needed, (e.g. taking meeting minutes, auditing minutes, point person on emails, writing the QSR, etc.)
6. Remain prudent with F2F location selection and airfare & hotel prices.
7. Helps write motions per CSC deadlines.
8. Actively participates in committee meetings to the best of their abilities or listens to meeting recordings if missed.
9. Participates with any committee recruiting efforts.

### 3.4. Chair Responsibilities

1. Acknowledge all incoming communication with a response.
2. Take action so that Committee focus does not stray from the pursuit of the Committee mission.
3. Coordinates, facilitates, and prepares the agenda for the monthly teleconference meeting.

4. Ensures minutes are taken, distributed for approval and forward the approved minutes to the Board Liaison and records the teleconference meeting.
5. Attends Chairs Forum or appoints a committee member to attend in their place.
6. Ensure budget constraints are met.
7. Does, or asks for volunteer, and/or input, to write Quarterly Service Report (QSR.)
8. In preparation for CoDA Service Conference (CSC):
  - a. Prepares and submits Outreach Budget for following year.
  - b. Guides committee in developing Annual CSC Committee report, Goals & Objectives.
  - c. Attends and Presents Committee report and motions at CSC.
  - d. Participates with any committee recruiting efforts and any Board/Chair events.
  - e. Creates a report to the committee regarding the CSC.
9. Provides Web Coordinator with necessary email addresses for alias and gives committee members a list of Outreach members with pertinent information.
10. Provides Outreach members with the Finance Liaison and Board Liaison contact information.
11. Appoint someone to take over as needed when the Chair is out of town or unavailable.

**3.5 Committee Secretary Responsibilities** - Take minutes at each meeting and send to Chair for distribution to committee members.

### **3.6 Work Group Member Responsibilities**

1. Participate in workgroups to see selected projects to completion.
2. Workgroups report back to the committee with project updates, as necessary.
3. Workgroup Member Contributors - may or may not be part of the Committee.

An Outreach Committee workgroup is a group of CoDA members who meet to create or revise materials or procedures for a specific area of outreach. The facilitator must be an Outreach Committee member, but other members of the group do not need to be. Workgroup members can be actively engaged in an ongoing basis, or play consultant-type roles, sharing their experience on specific aspects of a topic. Groups may be created for shorter or longer periods of time.

After a member or members have identified a topic area they feel should be addressed, a project proposal is brought to the committee as a whole for consideration and approval. This vetting process ensures that the project is appropriate for the Outreach Committee that it meshes with the Twelve Traditions and that information has been gathered prior to starting. Potential Work Group ideas should fill out the Outreach Project Proposal, which can be found in the ORG.

#### **Examples of Work Groups:**

- Traditions (Outreach Service and the Twelve Traditions)
- Website
- Step-Study Groups
- Social Media
- Sponsorship
- CoDA Literature Review
- Accessibility of Meetings
- Recovery Communities
- Professional Outreach (*needs facilitator*)
- Reaching Out to Communities (*needs facilitator*)

**3.7 Communication Point Person Responsibilities** - Answer communications as they come in to the Outreach alias ([outreach@coda.org](mailto:outreach@coda.org)).

Emails to the committee - There are currently 2 email addresses connected to the Outreach Committee. Each alias has different emails that come in, and there are some guidelines offered on responses. Current responsibilities for email response:

1. **[outreach@coda.org](mailto:outreach@coda.org)** – Described on ORG to be “For questions regarding outreach activities or the Outreach Resource Guide. Materials can also be submitted to this email address.”  
Emails that come to this address must be screened as this used to be the email address that any fellowship member would write to for an email response. Now those emails are forwarded to “[info@coda.org](mailto:info@coda.org)”
2. **[prooutreach@coda.org](mailto:prooutreach@coda.org)** – Described on ORG to be “For committee business, or requests to become a member of the Outreach Committee or a **workgroup** member (committee membership not required).”

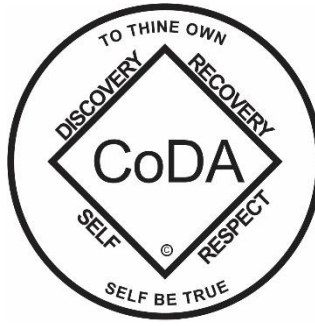
### **3.8 Agenda and Meeting Process**

Suggested Guidelines for Motions, Discussion and Voting:

*All participants can vote and make motions. Time limit may be agreed upon.*

1. Motion made.
2. Motion seconded - proceed to discussion (or motion not seconded and stops).
3. Discussion. *Chair goes through all participants, round robin (in order), for discussion with each member participating one time. Discussion may continue to additional rounds.*

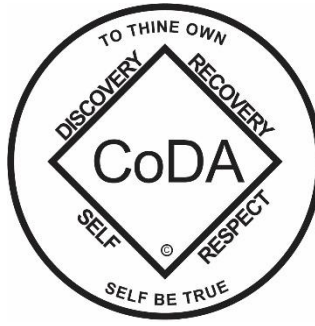
**30 Second Rule:** *30 Seconds may be employed at any time, by any member. Process: A member says “30 seconds” and the group has 30 seconds of quiet, then says the Serenity Prayer. Business resumes.*



## **Outreach Resource Guide (ORG) Section 4**

The Outreach Committee is responsible for the Outreach Resource Guide and for vetting materials that go into it. The purpose of the ORG is to create resources that people or groups can access to do outreach in their area.

The ORG can be found on the website at <http://outreach.coda.org/>.



## **Project Proposals and Workgroup Structure**

### **Section 5**

The Outreach Committee has a process to support the projects at the CoDA World level. The projects are vetted by the Outreach Committee through a process that carefully considers traditions, experience, strength and hope. For example, a proposed project could be in direct violation of the traditions or a project may have been done previously.

The Outreach Committee provides developed information for fellowship members, local groups, intergroups, world organizations and Voting Entities in their efforts to carry the message. The outcomes of projects can vary, but common outcomes would be that the project is shared through the "Outreach Resource Guide," the online resource are for outreach activities. Also, Guidelines may be developed regarding certain topics. These are approved at CSC.

#### **5.1 Project Proposal**

When a member of the Outreach committee or a fellowship member has an idea for a project, the member would take the following steps...

1. Write Proposal - Fill out an "Outreach Committee Project Proposal" (OCP) Form (can be found in the ORG). This form includes information such as...
  - a. Name of person/people "facilitating" the project. This is the contact person/ people. At least one of the people should be on the Outreach Committee, to serve as liaison to the group.
  - b. Names of others who are interested in helping with the project. This is optional. These people are not required to be on Outreach.
  - c. Consider the project: what the purpose is, what the goals are, how might these goals break down to objectives and what the outcome or product might be.
  - d. How would you measure success of the project? Is there a goal for a quantity or quality of service? How do you plan to get feedback or measure this?
  - e. Is there any budget that is needed to start the project or for the pilot. What is the timeframe?
2. Present Initial Proposal
  - a. Send to members: The Proposal is sent to the Outreach Committee, ideally one week before the next teleconference.
  - b. Present at the Outreach Committee teleconference: The facilitators of the project present the initial proposal to the Committee for feedback. At every teleconference, there is an agenda item for new proposals as well as updates on previous proposals.



3. Outreach Committee Feedback - The Outreach Committee gives feedback in the following process:
  - a. Discussion/Questions: When the project is proposed, Committee Members have discussion, ask questions and give feedback.
  - b. Immediate Revisions: Minor revisions may be made directly in the meeting and approved. The final draft should be emailed to members. Larger revision will entail the project presenter to rewrite and resubmit to at the next teleconference.
  - c. Committee Vote: The Committee Members vote on approval for a project, with consensus being the aim of the group.
  - d. Revise and Resubmit: If the project is not accepted at the first vote –or if a vote was not taken as many changes were needed in the original feedback, the presenter/facilitator may make revisions and resubmit.
4. Start Your Service Project
  - Follow your passion! Go to town
  - Return to Committee for giving updates
  - Utilize the recommended templates for writing up your project
5. Submit Final Project

The Work Group will submit a final project document for inclusion in the ORG.

**Appendix A** – Outreach Project Proposal Form

**Appendix B** – Workgroup Policies and Procedures

**Appendix C** – History

**Appendix D** – Outreach Resource Guide Site Map