

***Inland Empire West Area
Public Relations
Subcommittee Guidelines
Rev. October 21, 2017***

Purpose

The Public Relations Subcommittee of the Inland Empire West Area is a group of members of Narcotics Anonymous who believe in the concept "To assure that NO ADDICT seeking recovery need die without having had a chance to find a better way of life. From this day forward, may we provide the necessary services." The purpose of the subcommittee is to inform the public that Narcotics Anonymous exists and to create and maintain relationships with various public entities. It offers recovery from active addiction and information about how and where to find it. All activities directed to that end shall be carried out according to the Twelve Steps and Traditions of Narcotics Anonymous, as well as the 12 Concepts and the PR Handbook.

Function

The basic functions of this subcommittee are:

1. To open and maintain lines of communication between:
 - ❖ N.A. and the public
 - ❖ All Subcommittees
 - ❖ A.S.C and R.S.C
2. To respond to all request for Relations in a timely and effective manner.
3. To be sure that those requests are handled at the appropriate level of service. We are to always remember our Ninth Tradition which states subcommittees are directly responsible to those they serve.

Membership

The subcommittee will be made up of the following members:

COMMITTEE OFFICERS:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Regional Representative
5. Phone lines Coordinator.
6. Phone lines Co-Coordinator.
7. Directories Coordinator.
8. Website Coordinator
9. P.A.C.T Program Coordinator.
10. School Presentation Coordinator.
11. Welcome to Recovery Workshop Coordinator

GROUP REPRESENTATIVES:

Each group is encouraged to have a P.R. representative attend the monthly P.R. subcommittee meeting.

GENERAL MEMBERS:

Any additional members of Narcotics Anonymous wishing to participate in the Public Relations are welcome to attend subcommittee meetings at anytime.

ELECTED MEMBERS

The officers of PR are the Chair, Vice Chair and the Secretary.

1. All elected members may serve two consecutive terms maximum.
2. No member of the subcommittee can be elected as more than one officer position simultaneously.
3. During elections, the nominees shall leave the room following all discussion and prior to voting.
4. Elections will be decided by a simple majority.
5. A trusted servant may be removed from their office for non-compliance only after that person has been notified either by letter and/or phone call from the PR Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. IF a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:
 - ❖ Relapse
 - ❖ Failing to perform the duties of the position
 - ❖ Two consecutive unexcused absences from PR meetings
6. In the case of the resignation of the Chair, the Vice Chair shall automatically assume that position until the end of the previous Chair's term. If the Vice Chair cannot or will not accept the position, the subcommittee can elect an interim Chair.
7. Be Familiar with PR Hand Book.

SPECIAL RULES

1. If necessary, the subcommittee may waive the guidelines by a two-thirds majority vote.
2. Only NA approved literature will be used for projects, meetings, presentations, etc.
3. PR outreach shall be performed in teams.

MOTION AND VOTING PROCEDURES

1. Each P.R. member will carry one vote except for the chairperson who may only vote in the case of a tie.
2. Attendance of three consecutive meetings is required to establish voting privileges for group representatives and general members. Upon attendance of the consecutive meeting members then can vote.
3. All motions will require a simple majority except money matters, which require a two-thirds majority.
4. Quorum must be established in order for votes to be taken and must consist of at least fifty percent of the total present voting members at the beginning of the meeting.
5. Absence of three consecutive meetings will result in a loss of voting privilege and can result in removal from roll call. Voting privileges can be reestablished upon attendance of three consecutive meetings.
6. Elections will be held in January meeting.
7. Absence of two consecutive meetings by any elected member of the subcommittee may be cause for removal from office.

REQUIREMENTS AND DUTIES

GENERAL:

No clean time is required to be a group P.R. representative or a general member but it is suggested that a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous be developed.

1.) CHAIRPERSON:

Requirements:

1. Two years clean time.
2. 1 year experience in the P.R. subcommittee
3. Voting member in good standing.
4. Must have access to Computer to fulfill duties in case of other members

Duties:

1. Will schedule and conduct regular monthly meetings, and any necessary additional meetings.
2. Will create, copy and distribute an agenda for each subcommittee meeting.
3. Will prepare a written monthly report to present at the A.S.C. meeting.
4. Will give a report at each A.S.C. meeting on the functioning of the subcommittee's activities.
5. Will coordinate the responsibilities of the committee officers and group representatives.
6. Will coordinate the public Relations speaking engagements and communication with the public.
7. Will submit oral and/or written summary of previous month A.S.C. activity to subcommittee.

2.) VICE CHAIRPERSON:

Requirements:

1. One year clean time.
2. Six months experience in the P.R. subcommittee.
3. Voting member in good standing.

Duties:

1. Will attend all subcommittee meetings and will stay in regular communication with the chairperson.
2. Will assume the responsibilities of the Chairperson in the event of the chair's absence.
3. Will work in conjunction with the Phone line Coordinator and other service body members to assist in carrying out their duties.
4. Will keep copy of master Phone line Volunteer List.

3.) SECRETARY:

Requirements:

1. One year clean time.
2. Six months experience in the P.R. subcommittee.
3. Voting member in good standing.

Duties:

1. Will attend all subcommittee meetings and will stay in regular communication with the chairperson.
2. Will record, copy and distribute minutes of all subcommittee meetings.
3. Will keep records of all subcommittee members, including telephone numbers and/or email.
4. Will help the chair with all subcommittee correspondence.
5. Will keep the committee files.

4.) REGIONAL REPRESENTATIVE:

Requirements:

1. One year clean time.
2. Six months experience in the P.R. subcommittee
3. Voting member in good standing.

Duties:

1. Will attend all subcommittee meetings.
2. Will represent the subcommittee at all S.C.R. P.R. meetings.
3. Will report the news obtained from the S.C.R. P.R. meetings to the subcommittee.

5.) PHONELINE COORDINATOR:

Requirements:

1. One year clean time.
2. Six months experience in the P.R. subcommittee
3. Voting member in good standing.
4. Must have held a phone slot.
5. Must have a working phone.

Duties:

1. Will coordinate communication with the phone service and volunteer lists.
2. Will attend all subcommittee meetings, give verbal report and stay in regular communication with the vice chairperson.
3. Will be responsible for educating volunteers and distributing phone packets.
4. Will maintain and update the master 12 step list and volunteer list.
5. Will attend all the Regional Phone lines meetings.
6. Will assure the Regional Day slot holders have access to the regional website.

6.) PHONELINE CO-COORDINATOR:

Requirements:

1. One year clean time.
2. Six months experience in the P.R. subcommittee
3. Voting Member in good standing.
4. Have a working phone.

Duties:

1. To assist the Phone line Coordinator with staying in communication with the phone service and volunteer lists.
2. Must attend Regional Phone Lines meeting if Phone line Coordinator can't attend and is required to attend 50% of the Regional Phone Lines meetings held during their term of service.
3. To assist Phone line Coordinator with duties.

7.) DIRECTORIES COORDINATOR:

Requirements:

1. One year clean time.
2. Six months experience in the P.R. subcommittee.
3. Voting member in good standing.
4. Computer access and experience.

Duties:

1. Attend all subcommittee and give a verbal report.
2. Stay in regular contact with the chairperson.
3. Update and copy area directories monthly as needed and distribute at the A.S.C. meeting.
4. Stay in regular contact with the Website Coordinator and provide directory updates.
5. At least five business days before printing, will email directory for review to subcommittee officers and Website Coordinator. At least one officer and the Website Coordinator must approve before printing. If no response is received after three business days, printing may proceed.

8.) WEBSITE COORDINATOR:

Requirements:

1. One year clean time.
2. Six months experience in the P.R. subcommittee
3. Voting member in good standing.
4. Computer access and experience.

Duties:

1. Create and maintain area web pages as well as maintain area, regional and world meeting databases.
2. Attend all subcommittee meetings and give a verbal report.
3. Stay in regular contact with the Directory Coordinator.
4. Will attend all Regional Website meetings and bring a report to the subcommittee.

9.) PACT PROGRAM COORDINATOR:

PURPOSE:

To coordinate all activities of PACT within the guidelines of Narcotics Anonymous and parole offices and to assist in the fulfillment of our primary purpose

Requirements:

1. Three years clean time.
2. One year of NA service at area level.
3. Six months P.R. service
4. A working knowledge of the 12 Steps & 12 Traditions
5. Be willing to attend other areas P.R. subcommittee meetings.
6. Must have a working phone.

Duties:

1. Coordinate with other areas involved in the local PACT program.
2. Properly train PACT volunteers.
3. Attend all area P.R. subcommittee meetings and give a verbal and written report.
4. Maintain open communication with Vice-Chair.
5. Make sure booth positions are filled.
6. Maintain open communication with parole offices involved in the local PACT program.
7. Ensure proper supply and distribution of literature in accordance with the budget.
8. Maintain a list of volunteer contact info by distribution and collection of volunteer sign up lists to GSRs at A.S.C.

10.) SCHOOL PRESENTATION COORDINATOR:

Requirements:

1. Three years clean time
2. Six months experience in the P.R. subcommittee
3. Voting member in good standing
4. Must have presentation/panel experience.

Duties:

1. Must establish and maintain good relations with school contacts.
2. Must coordinate presentation schedules in accordance with the availability of schools.
3. Must find members with at least one-year clean or sufficient experience and who will relate to the target audience.
4. Attend all subcommittee meetings and give a verbal and written report.

11.) WELCOME TO RECOVERY WORKSHOP COORDINATOR:

PURPOSE:

Coordinates the dates of workshops by keeping regular communication with the staff of the facilities as well as Judge Gilbert. Maintains current lists of qualified P R panel participants.

Requirements:

1. Two years clean time
2. 1 year experience in P.R. subcommittee
3. Voting member in good standing
4. Familiar with the PR Handbook
5. Must have P R presentation/panel experience.
6. A working knowledge of the 12 Steps & 12 Traditions
5. Be willing to attend other areas P.R. subcommittee meetings.
6. Must have a working phone.
7. Must have a working Laptop that runs the projector (VGA Compatible.)

Duties:

1. Maintain and update phone list of qualified P R panels presentation members.
2. Arrange panel presentation members to staff workshops and provide them with literature as well as projector and Laptop.
3. Conduit training of new interested panel presentation members.
4. Maintain and keep clean ASC projector and Laptop and keep in a safe place
5. Keep literature stocked by keeping a tally and communicating with Chair and Vice Chair as to need to replenish
6. Regular communication facilities as well as Judge Gilbert.
7. Attend all IEWPR subcommittee meetings and give a verbal and written report.