

American River Area Narcotics Anonymous Public Information Sub-Committee

Guidelines

(Approved May 21, 2009)

MISSION STATEMENT

In keeping with the current service methodology of NA World Services. Our mission as the Public Information sub-committee is to maintain all of the responsibilities described below while developing positive, ongoing, cooperative relationships with community based organizations (including, but not limited to public media and communications, churches and religious organizations, treatment & detoxification facilities, homeless shelters, hospitals, service organizations, professional associations, other 12 step fellowships, other self help groups, various government branches including police departments, military facilities, and educational facilities,) operating within the American River Area Narcotics Anonymous, (ARANA). We, the Public Information sub-committee in particular, as well as all NA members in general are responsible for maintaining a positive public image of NA by increasing public awareness of our primary purpose and good works.

This sub-committee is also responsible for raising fellowship awareness by providing an atmosphere of recovery. This is to be accomplished by encouraging NA members to exemplify positive behavior in their personal conduct wherever NA can be found. The sub-committee will also be prepared, if needed, to assist the groups in their relationships with the facilities where they meet. It must be kept in mind that maintaining good relationships with these facilities is essential to the survival of NA in our area. Each member of the group bears responsibility for acting in a way that reflects positively on NA. The relationship with these facilities is the foundation for our overall community relations effort.

I. Definition

We are an operating sub-committee of the American River Area Service Committee of Narcotics Anonymous. We are supported by the ARANA and thusly accountable to that committee as well as to all the groups in the area.

II. Purpose

The Public Information sub-committee will serve as the primary point of public contact for Narcotics Anonymous within American River Area, California. In doing so it will maintain area schedules, web site, phone line, media contacts, a database of community contacts, and coordinate projects that result in public awareness of Narcotics Anonymous.

- A. To carry the NA message of recovery in accordance with the Twelve Steps, Traditions and Concepts of Narcotics Anonymous.**
- B. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.**
- C. To open and maintain lines of communication with the PR Coordinators of the Northern California Region Service Committee and World Service Office, (WSO) Fellowship Services.**

III. *Responsibilities*

- A. To be the resource and coordinating body for all ARANA Public Information efforts, assisting with all PI functions upon request.**
- B. To respond to any request for PI within the American River Area, maintaining caution not to interfere in the responsibilities of other Area subcommittees.**
- C. To maintain a close working relationship with the other PI/PR sub-committees in this region and the PR Sharing Forum by active participation in the bi-monthly Region6647789+87al PR sharing forum.**
- D. To maintain a close working relationship with the Northern California Regional Service Committee, (NCRSC) PR coordinators. This is to be accomplished by the PI Chair or their designee attending the bi-monthly NCRSC PR sharing forum.**
- E. To maintain a close working relationship with other subcommittees within the American River Area, thereby insuring that all requests for information are referred to and carried out by the appropriate subcommittee in accordance with the Twelve Traditions and Concepts of NA.**

IV. *Function*

- A. To hold one or more regular monthly meetings at a time and place determined by this sub-committee.**
- B. Public Information services within the American River Area, other than those carried out at Regional or World levels shall be initiated and performed by the Public Information sub-committee of the ARANA.**
- C. To inform the public about Narcotics Anonymous through services including, but not limited to, the following:**
 - 1. Operating and maintaining a 24-hour Phonenumber and Events Line.**

2. Create and maintain a schedule of ARANA groups that are active participants of the American River Area.
3. Update the schedule monthly to insure the accuracy of the information.
4. Operating and maintaining an area website.
5. Coordinating all requests from the media.
6. Providing all radio and television public service announcements for use within the American River Area. *(It is important to remember that these efforts must be coordinated with other areas served by the same broadcast media.)*
7. Creating, distributing and maintaining NA PI/PR posters, Schedules, and other literature pertaining to the American River Area, Northern California Regional Service Office, (NCRSO), and Narcotics Anonymous World Services, (NAWS).
8. Coordinating all non-NA requests for NA speakers. Referring to H&I, any speaker requests requiring their area of expertise. In the event a request is made for a new H&I meeting the PI sub-committee and H&I sub-committee will determine if a joint presentation is appropriate for H&I or PI or both as the situation dictates.
9. Coordinating NA booths presentations at selected professional and community events.
10. Presenting information to community based organizations about NA and maintaining ongoing relationships with these organizations.
11. Raising fellowship awareness of our public image in the American River Area.

5. *Description*

- A. The Public Information sub-committee is a consensus based service body. In the event consensus cannot be reached, matters will be brought to a vote. *Consensus is defined as general agreement or accord. This will be our primary method for reaching group conscience.*
- B. This sub-committee shall consist of a PI Chair, PI Vice Chair, Recording Secretary, Helpline Coordinator, Helpline Technician, Alternate Helpline Technician, Helpline Validator, Schedule Coordinator, Literature Distribution Coordinator, Mailout Coordinator, Presentation Coordinator, Schools Program Coordinator, Public be created (as deemed necessary by the sub-committee).

- C. Public Information sub-committee members are defined as any addict who has attended two consecutive meetings. The right to join consensus or vote commences with the second meeting. Member voting ceases after being absent from two consecutive meetings without prior notice to the sub-committee.**
- D. Project Coordinators are *chosen* by sub-committee consensus. In the event consensus cannot be reached elections will be held.**
- E. The PI Chair/ Vice Chair shall appoint the project task groups and task leaders for limited efforts. (Here defined as projects with a *definite* end).**
- F. All meetings are open to any interested members of NA, but only the persons listed as the members of this sub-committee, including the leaders (as designated above) shall join consensus or vote. All attendees have right to be heard in the development of consensus.**
- G. The PI Chair or any sub-committee member acting as PI Chair shall not vote except in the event of a tie.**
- H. Consensus procedures:**
- 1. When an issue has been brought to the floor, it will be discussed thoroughly.**
 - 2. At the close of discussion, the PI Chair will ask if there is any continuing opposition to the issue.**
 - 3. If there is no opposition, the PI Chair will ask if the sub-committee is in consensus.**
 - 4. If there is no consensus the issue will be voted on.**
 - 5. Positions will be filled on a consensus basis.**
- I. Voting Procedures:**
- 1. Selection of nominees for PI Chair and Vice Chair shall be held at the PI sub-committee meeting in December for presentation to the January ARANA ASC.**
 - 2. Any inactive member may be removed from the sub-committee by a majority vote of the members participating.**
 - 3. Only active sub-committee members shall vote.**

4. All voting will be conducted based on a simple majority.

No position is to be held by the same person for more than two complete terms.

6. Requirements for sub-committee members

A. A stated willingness to serve.

B. Time, resources and the ability to serve.

C. Keeping in mind the sensitive nature of Public Relations, all elected position will be trained in presentations, and be familiar with their role as outlined in the Narcotics Anonymous Public Relations Handbook, prior to assumption of their elected positions.

D. Members will be trained in presentations prior to interaction with the public.

E. Members not trained in presentations within two business meetings shall be assumed to have resigned that position.

F. The clean time requirement for sub-committee members is 24 hours.

G. For project coordinators and panel presenters clean time and service experience, commensurate with the position as stated herein.

H. Complete abstinence is a requirement. Anything other than complete abstinence constitutes an automatic resignation, (NA has no opinion regarding medications).

I. Due to the nature of this service, arrests for felonies while serving the sub-committee will result in automatic suspension from sub-committee responsibilities and duties until disposition of the case.

J. All Public Information and/or presentation team members may choose to have a background investigation conducted to facilitate suitability for team presentations.

K. Any member shall be considered inactive if absent two consecutive meetings without prior arrangement. Any inactive member shall be considered active upon attending their second consecutive meeting.

L. Members may not hold more than one position at a time.

M. A working knowledge and experience of the Twelve Steps, Traditions and Concepts.

7. Position requirements and duties

(A)

PI Chair

Requirements:

- a) Term of office is one year.
- b) A minimum of Two years clean time with recovery centered in Narcotics Anonymous.
- c) Six months recent PI experience.
- d) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- e) Access to a computer with internet access and e-mail.
- f) An ability to organize and give the sub-committee incentive and direction.

Duties:

- a) Preside over PI sub-committee meetings
- b) Oversee all PI sub-committee functions.
- c) Participate in the monthly ASC Administrative Committee meetings.
- d) Arrange times and agendas for meetings with Recording Secretary.
- e) Initiates or delegates all necessary correspondence, including communication reports between areas, region and NAWS.
- f) Is ultimately responsible for files, records, and overall functioning of the sub-committee.
- g) It is the responsibility of the outgoing PI Chair to train the incoming PI Chair.
- h) Keep the ARANA ASC informed of all ongoing PI sub-committee activities.
- i) To attract and recruit new sub-committee members.
- j) To be the public spokesperson for ARANA in communications with the community.
- k) Participate in the bi-monthly Regional PR Sharing Forum representing the American River PI sub-committee.
- l) Be present at the regular sub-committee meeting(s).
- m) Delegate tasks to sub-committee members as needed.

(B)

PI Vice Chair

Requirements:

Term of office is one year.

- a) One-year clean time.
- b) Prior service experience, preferably as a GSR and or PI sub-committee member.
- c) Ability to assume responsibility in the PI Chairs' absence.
- d) Access to a computer with internet access and e-mail.
- e) A willingness to serve as PI Chair following completion of term as alternate.
- f) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Duties:

- a) To work closely with and assist in all public information duties of the sub-committee.
- b) Carry out the responsibilities delegated by the PI Chair and or the sub-committee.
- c) To assume the responsibility of the PI Chair in their absence.
- d) To assist sub-committee members in the completion of their tasks.
- e) To attract and recruit new sub-committee members.
- f) Occasionally attend the regional PR Sharing Forum with PI Chair.
- g) Act as a liaison to the H&I sub-committee and attend the monthly meeting.
- h) Be present at the regular sub-committee meeting(s).

(C)

Recording Secretary

Requirements:

- a) Term of office is one year.
- b) One-month clean time.
- c) Some prior service experience.
- d) Access to a computer with internet access and e-mail.
- e) The ability to develop written material in a clear, concise, and unbiased manner.

Duties:

- a) Record minutes of each meeting.
- b) Distributes copies of those minutes to committee members prior to beginning of next meeting.
- c) Sends copies of minutes to the RSC PR coordinators at regular intervals.
- d) Maintain a motion log recording all motions passed or failed, adding them to the archives at the end of their term
- e) Maintain an active roster of PI members by collecting an attendance sheet listing each attendee and their phone number and email addresses.
- f) Be present at the regular sub-committee meeting(s).

(D)

Helpline Coordinator

Requirements:

- a) Term of office is one year.
- b) Two years clean time with recovery centered in Narcotics Anonymous.
- c) Responsible for the overall function and staffing of the Helpline
- d) Prior service experience, preferably at ASC or subcommittee level.
- e) Reliable internet access
- f) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- g) Be present at the regular sub-committee meeting(s).

Duties:

- a) **Recruit and train NA members to work on the Helpline**
- b) **Formulate and maintain shift schedules of Helpline volunteers.**
- c) **Provide the PI Chair with a monthly report of Helpline activity.**
- d) **Develop a policy intended to define and document the physical structure and character make up the Helpline system currently in use in the American River Area**
- e) **Mail printed or electronic Helpline Handbooks and activity information to volunteers as needed.**
- f) **Quarterly verify all volunteers listed on the Helpline insuring willingness to continue being of service, and accurate phone numbers, notifying the Helpline Coordinator of results.**
- g) **Renew the annual Yellow Pages listings in the various phonebooks distributed within the area.**
- h) **Conduct a semi-annual training, in conjunction with the Outreach sub-committee.**
- i) **Be present at the regular sub-committee meeting(s).**

(E)

Helpline Validator

Requirements:

- a) **Term of office is six months.**
- b) **One-month clean time with recovery centered in Narcotics Anonymous.**
- c) **Access to a computer with internet access and e-mail.**

Duties:

- a) **Assist the Helpline Coordinator recruit and train NA members to work on the helpline.**
- b) **Communicate with the Website Coordinator and Schedule Coordinator to ensure that the information given out over the Helpline is current and up to date.**
- c) **Learn the Helpline Coordinator responsibilities and take over the position when the coordinator rotates from the service position.**
- d) **Regularly verify printed/electronic meetings to helpline, verify volunteers on helpline. Notify Helpline Coordinator of differences.**
- e) **Assist in maintaining shift schedules of Helpline volunteers.**
- f) **Quarterly verify all volunteers listed on the Helpline insuring willingness to continue being of service, and accurate phone numbers, notifying the Helpline Coordinator of results.**
- g) **Assist in maintaining a policy intended to define and document the physical structure and character make up the Helpline system currently in use in the American River Area**
- h) **Assist with delivery of Mail printed or electronic Helpline Handbooks and activity information to volunteers as needed.**

- i) Check the Helpline daily to insure that it is operational.
- j) Be present at the regular sub-committee meeting(s).

(F)

Helpline Technician

Requirements:

- a) Term of office is one year.
- b) Two years clean time with recovery centered in Narcotics Anonymous.
- c) Prior service experience at PI sub-committee level as well as area service experience.
- d) Access to a computer with internet access and e-mail.
- e) Experienced with the software being used by the ARANAs' current Helpline Service.
- f) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Duties:

- a) Maintain and update the Helpline using information provided by the Web Coordinator, Schedule Coordinator, and Phoneline Coordinator.
- b) To keep within the NA Traditions, Concepts, guidelines and recommendations from the WSO.
- c) Provide the PI sub-committee with a monthly report of web site activity, its functions and status.
- d) Establish and/or update and maintain position guidelines. These guidelines will be presented to this PI sub-committee for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable).
- e) Provide the Helpline Coordinator with all information that may affect the Helpline, Volunteers.
- f) Recruit and train NA members to assist as needed or to fulfill this position upon completion of the term.
- g) Be present at regular PI sub-committee meeting(s).

(G)

Schedule Coordinator

Requirements:

- a) Term of office is one year.
- b) Two years clean time with recovery centered in Narcotics Anonymous.
- c) Prior service experience, preferably at ASC or subcommittee level.
- d) Computer skills in current word processing or desktop publishing programs.
- e) Access to a computer with internet access and e-mail.

- f) **An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.**

Duties:

- A. **To update the area schedule on a monthly basis.**
- B. **To arrange for printing and delivery of 4500 schedules per month to the regularly scheduled area service meeting.**
- C. **To provide the updates to the Helpline Coordinator/Validator and Web Coordinator in a timely fashion.**
- D. **Submit schedule update to printer five days prior to the monthly ASC.**
- E. **To regularly check e-mail for updates prior to printing the schedules.**
- F. **To train an assistant to take over the commitment when the term is completed.**
- G. **Be present at the regular sub-committee meeting(s).**

(H)

Literature Distribution Coordinator

Requirements:

- a) **Term of office is one year**
- b) **One-year clean time with recovery centered in Narcotics Anonymous.**
- c) **Prior service experience, preferably at ASC or subcommittee level.**
- d) **Access to a computer with internet access and e-mail.**
- e) **An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.**

Duties:

- a) **Be Vigilant. Ensure that a clear message of recovery in NA is always shared with the public.**
- b) **Maintain active and ongoing communications with facilities within the American River Area including, but not limited to, churches and religious organizations, treatment & detoxification facilities, homeless shelters, hospitals, service organizations, professional associations, other 12 step fellowships, other self help groups, various government branches including police departments, military facilities, and educational facilities to ensure that they are aware that ARANA PI/PR sub-committee offers specialized literature to students, parents, and staff and all addicts seeking recovery.**
- c) **Cooperate with the Presentations Coordinator when a facility displays interest in the NA program.**
- d) **Insure posters informing the public are displayed in a visible and courteous manner**
- e) **Open and maintain continuous contact with the facilities requesting information.**
- f) **Establish and/or update and maintain position policy. This policy will be presented to this PI sub-committee for approval when first drafted and every time a revision is required. This policy is intended to define and outline the tasks and parameters of the project, to be a working document that will maintain**

continuity from year to year and insure that the project goals remain clear and achievable.

- g) To train an assistant to take over the commitment when the term is completed
- h) Be present at the regular sub-committee meeting(s).

(I)

Mailout Coordinator

Requirements:

- a) Term of office is one year
- b) One-year clean time with recovery centered in Narcotics Anonymous.
- c) Prior service experience, preferably at ASC or subcommittee level.
- d) Access to a computer with internet access and e-mail.
- e) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Duties:

- a) Be Vigilant. Ensure that a clear message of recovery is always shared with the public.
- b) Respond to requests left in the ARANA ASC mailbox, e-mail, and/ or phone requests with a clear message of recovery in NA with printed and/or electronic mailers.
- c) Print/Type form correspondence to be sent out to selected legal, treatment, medical, AIDS, mental health, and community based outreach organizations with current meeting schedules and other supporting NA literature utilizing information provided in the PR Handbook.
- d) Create and maintain a database of facility contacts.
- e) Mail out printed or electronic information to facilities desiring it within five days of the ASC.
- f) Recruit and train NA member to assist as needed or to fulfill this position upon completion of your term.
- g) Establish and/or update and maintain position procedures. This policy will be presented to this PI sub-committee for approval when first drafted and every time a revision is required. These procedures are intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.
- h) Be present at the regular sub-committee meeting(s).

(J)

Presentations Coordinator

Requirements:

- a) Term of service is one year
- b) Two years clean time with recovery centered in Narcotics Anonymous.

- c) **Prior service experience, preferably at ASC or subcommittee level.**
- d) **Access to a computer with internet access and e-mail.**
- e) **An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.**

Duties:

- a) **Cooperate with the Public Image and Schools Project Coordinators to recruit, organize, and train presentation team members having minimum one-year clean time.**
- b) **To reach out to community based organizations to offer presentations informing them of NA's primary purpose and function within the community.**
- c) **To be vigilant in providing a clear message of recovery in Narcotics Anonymous by training presenters to avoid slang, profanity, NA jargon, jokes, personal stories, drug history, criminal history and other self indulgent behaviors that are not attractive to the public.**
- d) **To hold quarterly trainings for presenters, this will include mock presentations, question and answer periods, and cautions on grooming and behavior.**
- e) **Establish and/or update and maintain position policy. This policy will be presented to this PI/PR sub-committee for approval when first drafted and every time a revision is required. This policy is intended to define and outline the tasks and parameters of the position, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.**
- f) **Conviction of any violent and/or sexually related crime will be reviewed on a case-by-case basis for suitability as determined by the Presentations/Schools Coordinator.**
- g) **To train an assistant to take over the commitment when the term is completed.**
- h) **Be present at the regular sub-committee meeting(s).**

(K)

Schools Project Coordinator

Requirements

- a) **Term of office is one year**
- b) **Two years clean time with recovery centered in Narcotics Anonymous.**
- c) **Prior service experience, preferably at ASC or subcommittee level.**
- d) **Access to a computer with internet access and e-mail.**
- e) **An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.**

Duties:

- a) **Be Vigilant. Ensure that a clear message of recovery in NA is always shared with the public.**
- b) **Maintain active and ongoing communications with American River Area schools to ensure the schools are aware that the ARANA PI sub-committee offers specialized presentations to their students, parents, and staff.**

- c) In a timely manner and in consultation with the PI sub-committee, coordinate requests for PI/PR presentations to schools.
- d) Recruit and train NA members to do school presentations.
- e) Maintain and oversee the pool of trained school project volunteers by training presenters to avoid slang, profanity, NA jargon, jokes, personal stories, drug history, criminal history and other self-indulgent behaviors that are not attractive to the public.
- f) Communicate with other Schools Project Coordinators in the Region to share experience.
- g) To notify the PI sub-committee electronically, US Mail, or telephonically when Schools Project presentations are requested.
- h) Establish and/or update and maintain position policy. This policy will be presented to this PI sub-committee for approval when first drafted and every time a revision is required. This policy is intended to define and outline the tasks and parameters of this position, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.
- i) To train an assistant to take over the commitment when the term is completed.
- j) Be present at the regular sub-committee meeting(s).

(L)

Public Image Coordinator

Requirements:

- a) Term of office is one year.
- b) One years clean time with recovery centered in Narcotics Anonymous.
- c) Prior service experience, preferably at ASC or subcommittee level.
- d) Reliable internet access.
- e) An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Duties:

- a) Cooperate with the presentations coordinator to recruit, organize, and train a presentation team having a minimum one year clean time.
- b) To coordinate with the Outreach sub-committee an annual Public Image presentations to available to area groups regular event in the area.
- c) To assist the Outreach sub-committee to reach out to groups, which have not attended the ASC in the last three months.
- d) To assist the Presentations Coordinator organize public presentations when requested by members of the community.
- e) Establish and/or update and maintain position policy. This policy will be presented to this PI sub-committee for approval when first drafted and every time a revision is required. This policy is intended to define and outline the tasks and parameters of the position, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.

- f) To train an assistant to take over the commitment when the term is completed
- g) Be present at the regular sub-committee meeting(s).

(M)

Website Coordinator

Requirements:

- a) Two years clean time with recovery centered in Narcotics Anonymous.
- b) Prior service experience at PI sub-committee level as well as area service experience.
- c) Access to a computer with internet access and e-mail.
- d) Web site design experience and a working knowledge of necessary software and Internet basics.
- e) An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.

Duties:

- a) Design and maintain, as needed, the ARANA web site.
- b) To keep within the NA Traditions, Concepts, guidelines and recommendations from the WSO.
- c) Provide the PI sub-committee with a monthly report of web site activity, its functions and status.
- d) Establish and/or update and maintain position policy. This policy will be presented to this PI sub-committee for approval when first drafted and every time a revision is required. This policy is intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.
- e) Communicate with the NCRNA web servant to ensure that links and information relating to either site is current and accurate.
- f) Recruit and train NA members to assist as needed or to fulfill this position upon completion of the term.
- g) Be present at regular PI sub-committee meeting(s).

8. Budget

- A. The budget shall be determined each budgeting cycle.
- B. The subcommittee shall be solely responsible for the administration of the budget.
- C. Any expenditure exceeding the month budget limit must have the prior approval of the ARANA ASC.
- D. Any portion of the monthly budget not spent will continue to remain available to the PI sub-committee. At the end of the budget cycle remaining funds will be returned to the ARANA general fund.
- E. The ARANA ASC must approve any changes for budget.