

GUIDELINES FOR THE AMERICAN RIVER AREA OF NARCOTICS ANONYMOUS PUBLIC INFORMATION SUBCOMMITTEE

Revised 7/20/06

I. PURPOSE :

The purpose of the Public Information Subcommittee is to further our primary purpose of carrying the message to the addict who still suffers by informing the public of the existence of Narcotics Anonymous, who we are, what we do, and how and where to find us.

II. FUNCTIONS AND RESPONSIBILITIES:

A. Functions

1. To open and maintain lines of communication between N.A. and the public, so that the message of recovery is readily available to all addicts who seek it.
2. To open and maintain lines of communication between American River Area Public Information Subcommittee and the Northern California Regional Public Information Subcommittee, World Service Office Public Information coordinators and the World Service Conference Public Information Subcommittee.
3. To respond to all requests for information from the public in a timely and effective manner. To be sure that those requests are handled at the appropriate level of service.
4. To reach out to the community at large, letting them know where we are and how we can be reached.
- 5 To Produce and update monthly, a Meeting Schedule for the ARANA.

B. Responsibilities

1. Maintain Helpline service for the American River Area. The Helpline is intended to provide information so that addicts may find meetings.
2. Maintain an events and information line to provide current information on events and new meetings for the American River Area.
3. Maintain, update, and distribute current meeting schedules for all meetings in the American River Area represented at the American River Area Service Committee
4. Inform the public about N.A. through various services such as: Posters, speaker engagements for non-addicts, radio and TV public service announcements.
5. Hold presentations for special interest groups such as schools and recovery facilities as requested.

6. Maintain distribution of schedules and selected information pamphlets to parole and probation offices within the American River Area as requested.
7. Provide training for Helpline volunteers and P.I. speakers on a regular basis.
8. Report all pertinent information to the American River Area Service Committee via the **P.I.** Chair.
9. Provide nominations for the positions of chairperson and vice chairperson to the Area Service Committee.
10. Update and maintain the ARANA Website.

III. MEETINGS AND MEMBERSHIP

A. Meetings

The Public Information Subcommittee will meet at least once a month to conduct business. The cost of a meeting place will be part of the P.I. budget.

B. Membership

Membership is defined as regular attendance and participation at scheduled P.I. **meetings**. Members of the Public Information Subcommittee are.

1. The PI Chair and Vice Chair as elected by the ASC
2. The ASC member-at-large, either Area Chair or Vice Chair
3. Those assigned by the subcommittee to head specific Public Information projects as needed
4. Those volunteering to help on various projects as needed
5. All voting members as defined in section IV

IV. VOTING PARTICIPANTS AND PROCEDURES

A. Voting Participants

To be a voting member of the P.I. subcommittee, the individual must be:

1. An active member defined as someone who has attended at least two consecutive P.I. subcommittee meetings
2. The member at large attending as the representative of the Area Service Committee

B. Voting procedures

1. Elections: A simple majority of all active voting members in attendance is required to elect any member to a position within the P.I. subcommittee
2. Motions:
 - a. A simple majority of all active voting members in attendance is required to pass a motion within the P.I. subcommittee

- b. A simple majority of active voting members in attendance is required to pass a motion which will be forwarded to the Area Service Committee or to the Regional Service Committee
- c. Removal of elected or appointed members requires a two thirds majority vote of active voting members in attendance.

V. REQUIREMENTS AND DUTIES OF ELECTED OR APPOINTED MEMBERS:

A. Elected or Appointed Members

All elected or appointed members shall have the following:

- 1. Free time and the ability to perform their duties.
- 2. Willingness and desire to serve in the position.
- 3. Clean time and service experience appropriate for each position
- 4. Working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts.
- 5. Maintenance of clean time throughout term of office or elected or appointed position.
- 6. Each member holding a position shall attend each subcommittee meeting or call and leave their report with another position-holding trusted servant. Failure to do so for two consecutive months shall result in that servant being removed from their position.

VI. SUBCOMMITTEE SERVICE POSITIONS

A. Chairperson

- 1. Clean time requirement is two years.
- 2. The term of service for the P.I. Chairperson is one year. No more than two consecutive terms can be served as chairperson.
- 3. The chairperson is elected by the ASC.
- 4. Duties of the Chairperson are:
 - d. Preside over the regular P.I. Subcommittee meetings.
 - e. Oversee all the P.I. subcommittee functions.
 - f. Provide a report of all **P.I.** activities and decisions each month to the ASC.
 - g. Attend the monthly ASC administrative committee meeting representing the P.I. Subcommittee.
 - h. Attend the bi-monthly Regional Service **P.I.** Subcommittee meeting representing the American River Area **P.I.** Subcommittee.
 - i. Maintain the P.I. Subcommittee archives made up of subcommittee agendas, minutes, flyers, and other paperwork.

B Vice-Chairperson:

1. Clean time requirement is one year.
2. The term of service for the PI Vice-Chairperson is one year. No more than two consecutive terms can be served as Vice Chairperson.
3. The Vice Chairperson is elected by the ASC.
4. It is expected that the Vice Chairperson have the willingness to become chairperson upon approval the following year.
5. Duties of the Vice Chairperson:
 - a. In the absence of the chairperson, the Vice Chairperson performs the duties of the chairperson.
 - b. Assist the Chairperson as needed.
 - c. Occasionally attend the Regional Service PI Subcommittee meeting with the Chairperson.
 - d. Act as liaison to the H&I Subcommittee and attend the regular monthly H&I Subcommittee meeting.
 - e. Attempt to learn the job of Chairperson.

C. Recording Secretary

1. Clean time requirement is one year.
2. Term of office is one year.
3. Duties of the Recording Secretary are:
 - a. Keep the minutes of the PI meetings.
 - b. Provide agenda and the prior month's minutes at each subcommittee meeting.
 - c. Maintain a motion log, recording all motions passed during the period of the secretary's term. At the end of each recording secretary's term, the current motion log shall be added to the PI subcommittee's archives.
 - d. Maintain an active member roster by collecting an attendance sheet at each subcommittee meeting listing each attendee and their phone number.

D. Helpline Coordinator:

1. Clean time requirement is two years.
2. Term of office is one year.
3. The Helpline Coordinator is elected by the PI subcommittee.
4. Duties of the Helpline Coordinator:
 - a. To be responsible for the functioning of the American River Area Helpline.
 - b. To maintain the volunteer list for the Helpline, insuring the Helpline is available twenty-four hours a day.
 - c. To regularly schedule and organize Helpline workshops to provide training the Helpline volunteers.
 - d. To insure that the American river area Helpline number is listed the white pages under "Narcotics Anonymous".

- e. To maintain an events and information line for the American River Area.
5. Any of these duties, with the exception of overall responsibility, may be delegated.

E. Help line technician:

1. Clean time requirement is one year.
2. Term is one year.
3. The Helpline technician must have sufficient technical skills required to run Helpline software and update help line.
4. Duties of the Helpline technician:
 - a. Obtain schedule changes from schedule coordinator and update Helpline monthly
 - b. Obtain events information from Helpline Coordinator and update the events and information line monthly.
 - c. Assist Helpline Coordinator in smooth operation of the help line.
 - d. Obtain volunteer changes from Helpline Coordinator and update as needed.

F. Alt-Helpline technician:

1. Clean time requirement is one year.
2. Term is one year.
3. The Alt-Helpline technician must have sufficient technical skills required to run Helpline software and update help line.
4. Duties of the Alt-Helpline technician:
 - a. Obtain schedule changes from schedule coordinator and update Helpline monthly.
 - b. Obtain events information from Helpline Coordinator and update the Helpline monthly.
 - c. Assist Helpline Technician in smooth operation of the help line.
 - d. Obtain volunteer changes and update as needed

G. Helpline Validator

1. Clean time requirement is one month.
2. Term is six months.
3. Duties are:
 - a. Call the help line every day to ensure that it is working properly. If not, report to Helpline Coordinator.
 - b. Once a month, check meetings listings on Helpline against the schedule to ensure correctness and report any inconsistencies to Helpline Coordinator.
 - c. Randomly check the live addict choice of Helpline to ensure that the phone is being answered. Report to Helpline Coordinator.

H. Schedule Coordinator

1. Clean time requirement is one year.
2. Term is one year.
3. Sufficient technical know how is required to run schedule software.
4. Duties of schedule coordinator:
 - a. Obtain scheduling changes each month from the **PI** chair
 - b. Report those changes to the Helpline Coordinator, Helpline technician and Website Coordinator
 - c. Update and send to printer each month's schedule
 - d. Bring schedules and receipt to each area service meeting
 - e. Act as backup for Website Coordinator

I. Parole and Probation Coordinator

1. Clean time requirement is one year.
2. Term is one year.
3. Duties of Parole and probation coordinator:
 - a. Maintain a list of all facilities that request literature and schedules.
 - b. Obtain schedules and other literature and distribute each month
 - c. Maintain relationships with responsible parties in each location.

J. Mailout Coordinator

1. Clean time requirement is six months.
2. Term is one year.
3. Duties of mail out coordinator:
 - a. Maintain a list of all facilities that request literature and schedules.
 - b. Obtain schedules and other literature and mail out each month.
 - c. Send out letters offering mail outs to facilities currently not being served.

K. Presentations Coordinator

1. Clean time requirement is two years.
2. Term is one year.
3. Duties of presentations coordinator:
 - a. Maintain a list of members who are trained to do presentations.
 - b. Provide presentations in accordance with NA World Service Guidelines
 - c. Plan and coordinate regular training sessions to ensure sufficient volunteers are trained to respond to requests
 - d. Maintain a log of presentations requests

- . **Schools Program Coordinator**
 - I. Clean time requirement is one year.
 2. Term is one year.
 3. Duties of Schools Program Coordinator:
 - a. Maintain a list of schools that have been previously contacted and that have requested literature.
 - b. Send out letters inviting schools to ask for presentations.
 - c. Call schools and work closely with Presentations Coordinator to fulfill and requests that come in as a result of our letters.
 - d. Send out literature to schools that request it.

M. PACT Meeting Coordinator

1. Clean time requirement is one year.
2. Term is one year.
3. Duties are:
 - a. Maintain a list of volunteers willing to attend the PACT Meeting.
 - b. Schedule Volunteers to attend weekly PACT Meeting
 - c. Order and supply schedules and IP's to volunteers as needed

N. P.S.A. Coordinator

1. Clean time requirement is one year.
2. Term is one year.
3. Duties are:
 - a. Contact all appropriate TV stations, radio stations, print media, and any other form of advertisement and try and induce them to run NA P.S.A.'s.
 - b. Maintain list of all receptive contact names, phone numbers and costs if any for future reference.

O. Website Coordinator

1. Clean time requirement is one year.
2. Term is one year.
3. Website Coordinator must have sufficient technical expertise to develop and maintain an area website.
4. Maintain website in accordance with website guidelines.

Website Guidelines

- a. Ensure that the website adheres to the 12 Traditions as required by the PI and Area Guidelines.
- b. Produces and maintains the website code in a commonly available PC format.
- c. Provide any format changes to the PI subcommittee for their approval.
- d. Make changes as needed on a monthly basis.

- e. Adhere to the Fellowship Intellectual Property Trust (FIPT) to protect all fellowship copyrights and trademarks. This includes seeking, receiving and retaining approval by the WSO Inc. for all fellowship literature or logos used in the website.
- f. Protect the ARANA from association with non-service structure approved websites that may use our name, literature or in any other way infer affiliation in violation with the 12 Traditions. When confronted with this situation, a direct, loving correspondence with the other party is first tried. It is in the fellowship's best interest if we can solve these situations at a local level. If unfavorable results are found, further correspondence with the PI subcommittee for the location of the party's site, the other party's Internet Service Provider (ISP) and, finally if necessary, the WSO Inc. may be required. In all cases, a loving but firm hand must be used to protect the ARANA and NA as a whole
- g. Act as the contact for the ARANA with the hosting service. Make sure services provided are adequate, and that all bills are forwarded to the area treasurer for payment in a timely manner.
- h. Survey incoming emails to the website on a regular basis and respond when appropriate.