

Public Information

Inland Empire Foothills Area

Subcommittee Guidelines

Submitted Revision 24th April 2017

Revision approved by the A.S.C 24th July 2017

Purpose

The Public Information Subcommittee of the Inland Empire Foothills 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 following points are goals we strive to fulfill:

1. We clarify what services NA can and cannot provide to the community.
2. We make NA members more aware of their role in NA’s public image.
3. We aim for the public to recognize NA as a positive and reliable organization.
4. We develop valuable relationships with professionals and the public.

All activities directed to that end shall be carried out per the Twelve Steps, the Twelve Traditions, the Twelve concepts, and the Public Relations Handbook.

Function

The basic functions of this subcommittee are:

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

Membership

The subcommittee will be made up of the following members:

Committee Officers:

- A. Chairperson

- B. Vice Chairperson
- C. P.A.C.T. Panel Coordinator
- D. Community Relations Coordinator
- E. School Presentation Coordinator
- F. Group Relations Coordinator
- G. Secretary

Group Representatives: Each group is encouraged to have a P.I. representative attend the monthly P.I. subcommittee meeting.

General Members: Any additional members of Narcotics Anonymous wishing to participate in Public Information are welcome to attend subcommittee meetings at any time.

Elected Members: The officers of P.I. are the Chairperson, Vice Chairperson, and the Secretary.

1. All elected 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. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.
5. A trusted servant may be removed from their office for non-compliance only after that person has been notified either by letter or phone call from the PI 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. Noncompliance includes but is not limited to:
 - a. Loss of abstinence from drugs
 - b. Failing to perform the duties of the position
 - c. Two consecutive unexcused absences from PI 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 the P.R. Handbook

Special Rules:

1. If necessary, the subcommittee may waive the guidelines by a two-thirds majority vote.
2. All literature and supplies to be purchased and/or printed should use the discounts available to the body.
3. All PI projects presented to the subcommittee must be accompanied by a proposal form (see appendix A)
4. Only NA approved literature will be used for projects, meetings, presentations, etc.
5. PI outreach shall be performed in teams.

Motion and Voting Procedures

1. Each P.I. 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 can vote.
3. All motions will require a simple majority except money matters, which require a two-thirds majority.
4. Quorum must be established for votes to be taken and must consist of at least fifty percent of the total present voting members as of 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 the April 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: 6 months' clean time is required to be a group P.I. representative or a general member. It's suggested that a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous be developed.

Chairperson:

A. Requirements:

1. Two years' clean time.
2. 1 year experience in the P.I. subcommittee.
3. Voting member in good standing

B. Duties:

1. Schedule and conduct regular monthly meetings, and any necessary additional meetings.
2. Create, copy and distribute an agenda for each subcommittee meeting.
3. Prepare a written monthly report to present at the A.S.C. meeting.
4. Give a report at each A.S.C. meeting on the functioning of the subcommittee's activities.
5. Coordinate the responsibilities of the committee officers and group representatives.
6. Coordinate the Public Information speaking engagements and communication with the public.
7. Submit oral or written summary of previous month A.S.C. activity to subcommittee.
8. Attend the SCRNA PI Committee meeting every first Saturday of the month, including the quarterly Service Works Workshop.

Vice Chairperson:

Requirements:

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

Duties:

1. Attend all subcommittees meetings
2. Stay in regular communication with the chairperson.
3. Assume the responsibilities of the Chairperson in the event of the chair's absence.
4. Work in conjunction with the Chairperson and other service body members to assist in carrying out their duties.
5. Keep master copy of P.I. Representatives contact information.

Secretary:

A. Requirements:

1. One year clean time.
2. Six months' experience in the P.I. subcommittee.
3. Voting member in good standing.
4. Must have access to computer or laptop.

B. Duties:

1. Attend all subcommittee meetings and will stay in regular communication with the chairperson.
2. Record, copy and distribute minutes of all subcommittee meetings.
3. Keep records of all subcommittee members, including telephone numbers and/or email.
4. Assist chairperson with all subcommittee correspondence.
5. Keep the committee files.
6. Manage P.I. email and google group, including uploading any on-going projects and monthly minutes.

P.A.C.T. 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 service at the area level.
3. Six months P.I. Service.
4. A working knowledge of the 12 Steps & 12 Traditions.
5. Be willing to attend other areas P.I. 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.I. subcommittee meetings and give a verbal report.
4. Maintain open communication with Vice-Chair.
5. Make sure booth positions are filled.
6. Maintain open communication with parole officers 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 information, distribution and collection of volunteer sign up lists to GSRs at A.S.C.

School Presentation Coordinator:

Requirements:

1. Three years' clean time.
2. One year experience in the P.I. subcommittee.
3. Voting member in good standing.
4. Must have 6 months or more of presentation / panel experience.

Duties:

1. Establish and maintain good relations with school contacts.
2. Coordinate presentation schedules in accordance with the availability of schools.
3. Find members with at least one year clean or sufficient experience; individuals who will relate to the target audience.
4. Attend all subcommittee meetings and give a verbal report.

School Presentation Assistant:

Requirements:

1. Two years' clean time
2. Six months' experience in P.I. subcommittee
3. Voting member in good standing.
4. Must have 3 months' presentation / panel experience.

Duties:

1. Assist School Presentation Coordinator with good relations with school contacts.
2. Assist with the schedules for presentations and coordinating panel participants.
3. Assist with finding experienced members.
4. Attend all subcommittee meetings.

Community Relations Coordinator:

Requirements:

1. Two years' clean time.
2. One year experience in P.I. subcommittee.
3. Voting member in good standing.
4. Familiar with the PR Handbook.

Duties:

1. Maintain professional manner and appearance and dress appropriately to make a positive impression.
 - a. Will use respectful, clear and direct language in all communications. Refer to PR Handbook page 34 for more information.
2. Coordinate all external Public Information activities not already maintained by other members of the committee.
3. Deliver follow-up correspondence after all activities.
4. Establish and maintain outreach efforts approved by the subcommittee.
5. Attend all subcommittee meetings and give a verbal report.
6. Attend all local service workshops.
7. Accompany the Group Relations Coordinator on all outreach efforts.

Group Relations Coordinator:**Requirements:**

1. Two years' clean time.
2. One year experience in P.I. subcommittee.
3. Voting member in good standing.
4. Familiar with the PR Handbook.

Duties:

1. Reach out to meetings lacking PI representation.
2. Work with A.S.C. Secretary to identify local NA groups not regularly present and reach out to identified groups.
3. Attend all subcommittee meetings and give a verbal report.
4. Accompany the Community Relations Coordinator on all outreach efforts.

Addendum: Public Information has a current budget of \$500.00 per fiscal year. A proposed budget to be drawn up and submitted to the ASC for revision/approval .