

- A. Definition: We are an operating committee of the IEFASC of Narcotics Anonymous. We serve the IEFASC and are fully accountable to that conference.
- B. Purpose: Our purpose is to inform the public that recovery from the disease of addiction is fully possible and available through the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA. We offer information about recovery, including how and where to find it.
- C. Geographical Boundaries: Set forth by the IEFASC guidelines
- D. Functions and Responsibilities:
  - a. To open and maintain lines of communication between:
    - i. NA and the public
    - ii. The IEFA PR Committee and all other levels of PR service, from the individual member to the World Service Conference.
  - b. To act as a resource and coordinating body for Area PR efforts.
    - i. To maintain a close working relationship with the H&I Committee thereby ensuring that all requests for information are referred to and carried out by the appropriate PR and/or H&I representative in accordance with the Twelve Traditions and Twelve Concepts.
    - ii. To respond to all requests for information in a timely and effective manner.
    - iii. To ensure that all requests are handled at the appropriate level of service.
    - iv. To ensure that each IEFA PR referral is fulfilled.
    - v. To refer any PR request which is outside the geographical boundaries of the IEFA to the appropriate body of service.
    - vi. Report all actions of the committee to the IEFASC in a timely manner.
    - vii. To contact each member group and request a Group Public Relations Representative (GPRR) to represent that group at all PR Committee meetings.
- C. Standing Committees
  - i. Phone line
    - 1. Purpose: To facilitate the operation of the Area Phonelines according to Area approved guidelines within the IEFA.
    - 2. Functions and Responsibilities:
      - a. Qualify and train Phoneline volunteers within the area.
      - b. Provide a current listing of volunteers within the area.
      - c. Provide an IEFA PR contact to the Regional Phoneline Committee.
      - d. Attend the monthly Regional Phoneline Committee meeting.
      - e. Clean time requirement for IEFA Phoneline volunteers is six (6) months.
      - f. Hold a Phoneline volunteer workshop every four (4) months or three (3) times per year.
      - g. Volunteers must attend a Phoneline workshop to be active on phonelines.
- D. Ad Hoc Subcommittees

- i. Functions and responsibilities are documented in their internal guidelines. The area will be informed of any changes to these guidelines via IEFA PR Chair.
    - ii. Ad hoc subcommittees will be formed to accomplish specific tasks.
- E. **Meetings:** The IEFA PR Committee shall meet each month at a pre-determined place and time as announced at the IEFASC. The committee may elect to have more frequent meetings as the need arises.
- F. **Voting Procedures**
  - a. **Voting Members**
    - I. Officers (excluding chair-except in the event of a tie)
    - ii. GPRR's
    - iii. Any NA member-after attending two (2) consecutive meetings
      - 1. Any voting member who misses two (2) consecutive meetings without calling out or three (3) consecutive meetings will be deemed inactive and must attend two (2) consecutive meetings to be deemed active again.
    - iv. Quorum
      - 1. 51% voting members.
- G. **Trusted Servants**
  - a. **Requirements**
    - i. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
    - ii. Willingness to serve.
    - iii. Clean time required:
      - 1. Chairperson - two (2) years
      - 2. Vice-Chairperson - one (1) year
      - 3. Secretary-one (1) year
      - 4. P.A.C.T. Panel Coordinator - two (2) years
      - 5. School Presentation Coordinator - three (3) years
      - 6. School Presentation Coordinator Assistant – three (3) years
      - 7. Community Relations Coordinator – two (2) years
      - 8. Website Coordinator - three (3) years
      - 9. Phone lines Chairperson - two (2) years
      - 10. Phone lines Vice-Chairperson - one (1) year
      - 11. Virtual Meetings Coordinator – one (2) years
  - b. **Term of Office**
    - i. All terms are one (1) year, with a two (2) month additional to help transition newly elected trusted servants into their new positions.
  - c. **Duties**
    - i. Chairperson
      - 1. Sets the agenda and presides over committee meetings.
      - 2. Responsible for correspondence to and from the IEFASC.

3. Represents the IEFA at regional PR Meetings.
  4. Responsible for all PR correspondence but may delegate responsibility to a willing committee member.
  5. To maintain a master list of all logins and passwords.
  6. Purchase literature from the IEFASC. Documents purchases.
  7. Responsible for treasurer duties; accounts for all money spent for Public Relation purposes.
- ii. Vice-Chairperson - PR
1. Works with PR ad hoc subcommittees and organizes their activities.
  2. Assumes the role of Chairperson in his/her absence.
  3. Responsible for storage and inventory of all literature held by the PR committee.
  4. Helps fulfill vacant positions of this subcommittee.
- iii. Secretary - PR
1. Record minutes of committee meeting.
  2. Give a written and verbal secretary report.
  3. Type and distribute minutes to committee members.
  4. Contact all PR subcommittee members to confirm place and time.
- iv. Group Public Relations Representative
1. Keep group informed of area PR activities.
  2. Direct all PR related inquiries to the IEFA PR committee.
  3. Attend PR Committee meetings.
- v. Chairperson - Phoneline
1. Qualify and train Phoneline volunteers on a regular basis.
  2. Attend Regional Phoneline meetings.
  3. Provide a PR contact to the Regional Phoneline coordinator.
- vi. Vice-Chairperson - Phoneline
1. To fulfill the roll of Phoneline Chairperson in their absence/vacancy.
  2. Send PSA tapes and scripts to radio and TV stations.
- vii. P.A.C.T. Panel Coordinator (PPC)
1. Coordinate with other areas involved in the local PACT program.
  2. Properly train PACT volunteers.
  3. Attend all area PR subcommittee meetings and give a written and verbal report.

4. Maintain open communication with the PR Vice Chair.
  5. Make sure booth positions are filled.
  6. Maintain open communication with parole & probation 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 ASC.
- viii. School Presentation Coordinator (SPC)
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 PR subcommittee meetings and give a written and verbal report.
- ix. School Presentation Coordinator Assistant (SPCA)
1. Assist SPC 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 PR subcommittee meetings.
- X. Community Relations Coordinator
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 PR 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 local service workshops.
  6. Accompany the Group Relations Coordinator on all outreach efforts.
- xi. Website Coordinator
1. Maintain IEFA website and provide updates as needed on a regular basis.
  2. Maintain meeting lists and updated meeting information on the website accordingly.
  3. To provide Area with copies of the meeting lists for distribution to the groups.

4. Maintain BMLT meetings.
    5. Forward all e-mails to corresponding parties, as needed.
    6. Attend monthly Regional website meeting.
    7. Post activities from our area to the area website and regional website.
  - xii. Virtual Meetings Coordinator
    1. Has a computer.
    2. Has held a Host/ Co Host commitment
    3. Will attend all virtual meetings once quarterly so 4 times a year.
    4. Will support all virtual meetings in the IEFA.
    5. Is familiar with signing court/attendance cards.
    6. Develops and host training day every 6 months.
    7. Helps train coordinators, host and co host when needed.
    8. Gives a written report and verbal report to PR at monthly meetings.
- H. Removal of Trusted Servants
  - a. Causes
    - i. Loss of abstinence.
    - ii. Volunteer resignation.
    - iii. Non-fulfillment of the duties of their position.
    - iv. Missing two or more consecutive meetings without notifying the Chairperson.
  - b. Procedure
    - i. Two-thirds (2/3) majority required for removal.
    - ii. Only the IEFASC may remove the Chairperson. The committee can make a written motion to the IEFASC to remove the Chairperson.
- I. Funding
  - a. Funding for rent and projects comes from the IEFASC, with an annual budget of \$1,200 Starting in August ending in July.
- J. Policy
  - a. All guidelines of the IEFA PR Committee are subject to periodic change by this committee.
  - b. The structure of the committee may change as circumstances change.
  - c. All changes in policy will go into effect after review and approval of the IEFASC.
- K. Speaker/Booth Volunteer Eligibility
  - a. Clean time required six (6) months.
  - b. Completed a workshop.
  - c. Observed a one (1) day PR panel presentation.