

# Policy for Green Mountain Area

## Public Information

### Subcommittee

June 1996

1. Literature Package for High Schools: 6/85
  - 'For the Newcomer'
  - 'Am I an Addict?'
  - 'Who, What, How, and Why'
  - 'Youth and Recovery'
  - Meeting Lists (w/Helpline #)
  - White Books
  - NA Card
  - Helpline Poster (see WSC Guide to PI)
  - NA Approved Order Form "
  - Form Letter "
2. GMA have its' own meeting list, produced and distributed quarterly by the PI Subcommittee. 6/30/91
3. The PI Subcommittee use the 4X10 format for Meeting Lists and change color of list at each printing. 9/93
4. Supply answering service with all surrounding areas' phoneline numbers.
5. Hold Phoneline Orientations as requested. 1/3/93
6. Update 12 Step Call Lists monthly.
7. On a non-crisis call, refer caller seeking outside enterprise to the Yellow Pages.
8. New meetings be put on the meeting lists at next printing. 5/28/89
9. One year minimum clean time for call list. 5/96 Never go alone on a 12 step call. 2/85
10. Suggested Qualities for phoneline volunteers.
  - a. A willingness to serve.
  - b. Active participation in Narcotics Anonymous.
  - c. Voluntary attendance at phoneline orientation.

PUBLIC INFORMATION SUB COMMITTEE

GUIDELINES FOR OFFICERS

4/95

CHAIRPERSON

- a. One year clean time
- b. Previous service experience
- c. Ability to organize and give direction and incentive to the sub committee

Duties

- a. Arranges times and agenda for meetings
- b. Initiates all necessary correspondence, including communication between area, regional and world PI
- c. Keeps ASC/RSC informed of all ongoing PI activities
- d. Reports to ASC/RSC any plans for major PI projects or expenditures
- e. Is ultimately responsible for files, records, and overall functions of the sub committee

VICE CHAIRPERSON

- a. Six months clean time
- b. Prior service experience
- c. Ability to assume responsibility in the chairpersons absence

Duties

- a. To work closely with and assist in all the duties of the sub committee
- b. Carry out responsibilities delegated by the chair and/or sub committee

SECRETARY

- a. Six months clean time
- b. Ability to develop written material in a clear, concise manner

Duties

- a. Records minutes of each meeting
- b. Distributes copies of these minutes to committee members and the ASC/RSC prior to next meeting
- c. Handles all correspondence as directed by chair of sub committee
- d. Maintains files and records of communications, including a list of activities and contacts to be passed on to subsequent sub committee members
- e. Mails notice of upcoming meetings to all members

All offices of the sub committee shall be elected from current regular participants of the PI sub committee and must be present at the time of nomination and election.