

# Green Mountain Area of Narcotics Anonymous Public Relations Subcommittee Guidelines

## A. Purpose

The purpose of the PR Subcommittee is to inform the public that NA exists. It offers recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

## B. Functions/Responsibilities

- To act as the resource and coordinating body for group and Area PR efforts.
- To maintain close working relationships with other subcommittees within the Area, thereby ensuring that all requests for information are carried out by the appropriate committees in accordance with the Twelve Traditions.
- To respond to all requests for information that originate from within the Green Mountain Area.
- To establish and maintain a well informed and current phonenumber network.
- To maintain close communications with other Area, Regional, and/or World PR committees, utilizing their resources and providing assistance when requested.
- In order to accomplish the above, this committee shall assign members to develop the following:
  1. A listing of all meetings within the Area.
  2. A Listing of all community agencies, organizations, and other groups for information packet mailings.
  3. A contingency plan for handling all requests from within the Area that may need to be referred to the region and/or World Service body.
  4. A listing of all committees and contacts from surrounding Areas.
  5. A listing phone line committees and contacts within the region.
  6. Regular inventory of supplies used for PR presentations.
  7. To have available written and recorded PR materials for use by this committee. These will be obtained through the World Service Body.
  8. To have available a listing of all media agencies.
  9. A presence on the internet in the form of a website.

## C. Description of Area PR Committee

The committee should consist of a Chairperson, Vice-Chairperson, Secretary, Phonenumber Coordinator, Web Page Coordinator, Ad-Hoc Committee Chairs or representatives as deemed necessary by the committee, and members of NA who have a desire and willingness to serve. All meetings of this committee are open to interested members of NA. This committee is a

subcommittee of the Green Mountain Area Service Committee and as stated in our Ninth Tradition is “directly responsible to those they serve.”

## **D. Participants**

To be considered a regular participant of this committee, a member must attend 2 consecutive meetings, with voting privileges at the second meeting. A member shall be deemed non-voting upon absence for 2 consecutive meetings. All participants must maintain clean time throughout their term of office or participation. All Public Relations meetings are open to interested members of Narcotics Anonymous. Chairperson cannot vote except to break a tie.

## **E. Voting Procedures**

All matters before this committee shall be directed by a majority consensus of regular participants within the subcommittee. This committee will operate by group conscience and that conscience will be carried at the Area and Regional levels. Policy/guideline changes are contingent upon Area approval. All subcommittee positions, with the exception of PR Chair, will be nominated and elected by the PR committee.

Terms of office shall coincide with Area Service Committee elections. No trusted servant may hold their position for more than two consecutive terms. No Vice-Chair or other alternate type of representative shall automatically assume the next higher position. Although these positions may be filled by alternates during temporary absences. All positions in this committee are filled by alternates during temporary absences. All positions in this committee are filled by members who have been voted in by the committee. The Committee Chair shall be elected by the ASC. All officers of this committee shall be elected from current regular participants of the PR committee and must be present at the time of nomination and election. Any trusted servant may be removed from office by a  $\frac{2}{3}$  majority vote.

## **F. Requirements and Duties**

All participants of this committee shall have:

1. The ability to attend all PR Committee meetings
2. Personal time and abilities to perform their duties
3. Willingness and desire to serve.
4. Cleantime and experiences as stated herein.
5. Understanding and practical experience of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

### **Chairperson:** (Term: 1 Year)

#### Requirements

- a. One Year Clean Time
- b. Previous service experience.
- c. Ability to organize and give direction and incentive to the committee

Duties:

- a. Ensures that the committee adheres to the GMASC guidelines.
- b. Arranges times and agendas for meetings
- c. Initiate all necessary correspondence, including communication between Areas, Region and World.
- d. Create and maintain the yearly PR budget
- e. Keep ASC/RSC informed of all ongoing PR activities
- f. Report to ASC/RSC any plans for major projects or expenditures
- g. Ultimately responsible for files, records and overall functions of the committee
- h. Should attend the regional PR Subcommittee meetings on a regular basis
- i. Helps coordinate phonline efforts.
- j. Assumes responsibility in the absence of the phone line coordinator.

**Vice Chairperson:** (Term: 2 Years; 1 Year as Vice Chair, 1 Year as Chair)

Requirements:

- a. One Year clean time
- b. Prior service experience and regular committee participant
- c. Ability to assume responsibilities in the Chairpersons absence

Duties:

- a. To work closely with the subcommittee, and assist in all the duties of the subcommittee
- b. Carry out responsibilities delegated by the Chair and/or the committee
- c. Conduct the subcommittee business in the absence of the Chairperson
- d. Should attend the Regional PI Subcommittee meetings on a regular basis

**Secretary:** (Term: 1 Year)

Requirements:

- a. Six months cleantime
- b. Prior service experience
- c. Ability to develop written service material in a clear concise manner

Duties

- a. Record the ,minutes of each meeting
- b. Distributes copies of these minutes to subcommittee members
- c. Handles all correspondence as directed by the subcommittee Chairperson
- d. Maintain files and records of communications, including a list of activities and contacts to be subsequent committee members
- e. Make photocopies of materials for distribution

**Phone Line Coordinator:**

Requirements:

- a. One year clean time.

- b. Prior service experience with the phonenumber.
- c. Ability to maintain a current 12 Step volunteer list.
- d. Ability to maintain regular communication with the phone intake service.

Duties:

- a. Work Closely with and keep PR committee informed of all phonenumber activities.
- b. Facilitate monthly meeting specific to phonenumber.
- c. Maintain accurate records of all bills and expenses as provided by the GMASC treasurer.

### **Website Coordinator:**

Requirements:

- a. One year clean time.
- b. Prior service experience.
- c. Abilities to operate and coordinate computer related materials.

Duties ( see section on: Guidelines for Online Material Maintained by the Green Mountain Area of Narcotics Anonymous Public Information Subcommittee)

## **G. Special Task Forces**

Certain members shall be assigned special tasks by this committee to assure availability of materials needed to carry out our purposes and functions. These materials shall be uniform in style and message and may be obtained through contact with the regional or world PR committee. Any new material developed in the Green Mountain Area PR committee shall be reviewed by the committee as a whole before distribution.

These assignments may include but are not limited to the following:

1. Speaker pools.
2. Written press release/press kits.
3. Taped messages for radio and T.V.
4. Materials for community postings i.e. flyer hangings.
5. Letters including introductions, follow-ups, and thank you's.
6. Written formats for PR presentations to schools, diversion classes, etc.
7. Video tapes for T.V.

## **H. Helpful Suggestions**

\*Over enthusiasm can be potentially harmful to achieving goals. Establish priorities and work towards accomplishing them in a fully informed manner that is consistent with our Twelve Steps and Twelve Traditions.

\*Always keep in mind our Eleventh Tradition: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press radio and films."

\*It is through group conscience that service work is best accomplished, and NO INDIVIDUAL EFFORTS should be undertaken. Keep in mind our First Tradition; "Our common welfare depends on NA unity." It is imperative that all PI members be flexible to the dynamic demand of various PI tasks being undertaken at any time. Constant communication within the PR committee is required; not just at PR service meetings, but in-between them as well. The GMANA PR committee relies heavily on email and telephone communications to accomplish the job.

\*It is important to avoid stating opinions during presentations or media requests and one should not be THE spokesperson for NA. Some media requests may be well beyond the scope of Area PR and should be referred to the appropriate service body. Remember our Tenth Tradition: "Narcotics Anonymous has no opinion on outside issues hence the NA name ought never be drawn into public controversy."

