

South Coast Area Public Information Subcommittee

Definition And Purpose Guidelines

Public Information is a subcommittee of the South Coast Area Service Committee of Narcotics Anonymous. The purpose of P.I. is to inform the public that Narcotics Anonymous exists, and provide information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. We want 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.

Functions

The basic functions of P.I. are:

1. To open and maintain lines of communication:
 - a. Between N.A. and the general public
 - b. Between the area and regional P.I. subcommittees
 - c. Between members of N.A. and various N.A. Groups, Subcommittees
2. To respond to all requests for information in a timely and effective manner. To be sure requests are handled at the appropriate level of service while remaining consistent with our Ninth Tradition.

Requirements and Duties of Voting Participants

It is generally accepted that all participants shall have the following:

1. Personal time and abilities to perform their duties.
2. Willingness and desire to serve in the position.
3. Clean time requirement and service experience as stated herein.
4. Understanding and practical experience of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
5. Maintenance of clean time throughout participation.

Officers

The subcommittee's officers shall consist of: chairperson, vice-chairperson, secretary, and website Chair.

Any officer may be removed for the following reasons: relapse and/or missing two unexcused consecutive monthly P.I. meetings.

In the case of the resignation of the chairperson, the vice-chairperson shall automatically assume that position until the end of the previous chairperson's term.

If the vice-chairperson cannot or will not accept the position, P.I. will elect an interim chairperson.

If any officer besides chair or vice chair resigns, the position shall be held open for a period of one month or until a willing member of the Fellowship is found to serve in the position.

Qualifications and Duties of Officers

Chairperson

It is suggested that the chair have two years clean time, plus a minimum of six months experience in Public Information work. The Chairperson will be nominated by P.I. for subsequent confirmation by the Area Service Committee. The chairperson shall serve a term of one year, but for no more than two consecutive terms. Responsibilities include:

1. Bringing before the general meeting of the subcommittee matters that are to be acted upon by the subcommittee.
2. Carrying out policies and orders for the subcommittee.
3. Attending Area Service Committee meetings.
4. Attending or delegating someone to attend the Quarterly Regional Public Information meetings. Monthly regional meetings are encouraged, but not required.
5. Coordination of Public Information speaking engagements
6. Developing and providing an agenda for Public Information Subcommittee meetings.
7. Receiving all subcommittee correspondence and coordinating any response with input from the vice-chair, secretary & other committee members.
8. Only voting in the case of a tie at subcommittee meetings.
9. Keeping the Public Information files.
10. Acting as treasurer of the subcommittee.
 - a. Keeps the Public Information Treasury.
 - b. Reports all area disbursements and expenditures, at each Public Information subcommittee meeting.
 - c. Provides a financial statement to the Area when requested.

Vice-chairperson

It is suggested that the vice chair have one year clean time, plus a minimum of six months experience in Public Information work. The vice-chairperson will be elected by the Public Information Subcommittee for a term of one year, but for no more than two consecutive terms. Responsibilities are:

1. Assuming the responsibilities of the chairperson in the event of the Chair's absence.
2. Helping organize Public Information meetings/presentations by acting as Support Team coordinator.
3. Being available to all Support Teams to insure that they have all needed literature and resources available from Narcotics Anonymous and the South Coast ASC.
4. Being the phone lines coordinator.
5. To provide orientation of telephone volunteers

Secretary

It is suggested that the secretary have one year clean time. The secretary will be elected by the Public Information subcommittee for a term of one year, but for no more than two consecutive terms. Responsibilities include:

1. Record the minutes of all subcommittee meetings.
2. Provide copies of minutes to the chairperson for distribution at the ASC meeting.
3. Keep records of all subcommittee members, including addresses and phone numbers.
4. Help chair with all subcommittee correspondence.

Website Chair

It is suggested that the website Chair have one year clean time. The Website Chair will be elected by the Public Information subcommittee for a term of one year, but for no more than two consecutive terms. Responsibilities include:

1. Having the necessary computer skills to facilitate the ASC website including website and Internet navigational skills.
2. Have the necessary resources to fulfill the position i.e. Internet access, and availability to a computer.
3. Bring before the general meeting of the subcommittee any issues or concerns relating to the website and information contained therein.
4. Coordinate with other Area P.I. committee members in order to accomplish the necessary tasks to reach the goals of the Committee.
5. Regularly update the area meeting directory on the website, as well as posting any area activities on the website.
6. Attend the quarterly Regional Web meetings. Monthly meetings are encouraged, but not required.

Support Teams

Support Teams will be established by the Public Information subcommittee as need arises. Members should have at least 6 months clean time. Standing Support Teams include the following: External and Internal Public Information and Phonelines.

1. External Public Information's role is:
 - a. To create and place posters.
 - b. To create formats for speakers.
 - c. To create and update Information packets for distribution.
 - d. To create and update external contact lists.
 - e. To coordinate informational mailings consistent with the contact lists.
 - f. To coordinate, with the approval of the full subcommittee, all Public Information Speaker requests.

2. Internal Public Information's role is:
 - a. To implement a Speaker Pool including speaker orientation for Pool Members.
 - b. To create and update P.I. speakers lists.
 - c. To implement Learning Days and/or workshops on topics such as NA literature review, Steps and Traditions, NA History, NA Service and the Service Structure, and GSR Orientations.
 - d. To create and update the South Coast Area Twelve Step Volunteer list.

3. Phonelines role is:
 - a. To maintain communication with the public through the area phone line.
 - b. To retrieve messages and return phone calls left on the phonenumber.
 - c. To try and maintain live (addict) coverage as much as possible.
 - d. To direct addicts to meetings.
 - e. To direct public to appropriate service officer.
 - f. To investigate and report on the options available to improve the functioning of the Phoneline.
 - g. To create and update Phoneline volunteer lists.

Operational Guidelines

1. All Public Information efforts should be targeted to the South Coast Area. In the event that the efforts extend into other areas, the P.I. Chair shall collaborate with other area's chair prior to any action.
2. Public Information speakers must have attended a Public Information speaker orientation at one time before being allowed to be a speaker
3. The Eleventh Tradition is our motto: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and film."
4. Any subcommittee officer may be removed during the term of office by an eighty percent (four-fifths) majority vote of the subcommittee at a regularly scheduled PI meeting.
5. P.I. holds regular monthly meetings. Special meetings may be called by a majority vote of the subcommittee members or by the subcommittee chair. Reasonable notice of such special meeting must be given to all subcommittee members.
6. All P.I. meetings are open to any member of Narcotics Anonymous.
7. These guidelines may be amended at any time by a two-thirds vote of the Public Information subcommittee.
8. P.I. operates within a budget approved by the South Coast Area Service Committee; however more funds may be requested and approved by the South Coast Area Service Committee.
9. The subcommittee shall maintain a prudent reserve of \$25.00 for secretary's expenses.
10. Nominations for officers will be held November and December, with elections in December.
11. The Public Information subcommittee is directly responsible to the South Coast Area Service Committee.

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