

# **Narcotics Anonymous of Southern Utah**

## **Public Relations Committee**

### **Guidelines and Procedures**

#### **Article I. Definition and Purpose**

The Public Relations Committee (PRC) of Narcotics Anonymous is a standing subcommittee of the Narcotics Anonymous of Southern Utah Area Service Committee (ASC.) It is made up of volunteer members from Narcotics Anonymous groups specifically for the purpose to inform the public that NA exists. Narcotics Anonymous offers recovery from addiction and information about how and where to find NA. We aim to improve NA's reputation as a viable program of recovery in our community and coordinating efforts to reach the addict who still suffers. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, Twelve Concepts of Service of NA, and the resources of A Guide to Public Information. Because activities are sponsored by service committees of Narcotics Anonymous, they should always conform to NA Principles and Traditions and reflect our primary purpose.

#### **Article II. Functions and Responsibilities**

The basic functions of this PR subcommittee are:

- To open and maintain lines of communication between NA and the public
- Provide Phone line services (Helpline) on behalf of the local fellowship
- Provide Website services on behalf of the local fellowship
- Provide meeting list to groups and the public
- Distribute Informational Pamphlets (IP's) to the community
- Recruit and train NA members to work on the Helpline
- Develop and train NA members for PR presentations
- Update the list of mailings and PR contacts within the community
- Work in conjunction with Hospitals and Institutions for jails & institutions presentations.
- Presentation to the public, professionals, courts, legal system, schools, jails & institutions.
- Assist and direct Information booths (for community events, professional conferences & health fairs).
- To respond to all requests for information in a timely and effective manner
- To be sure those requests are handled at the appropriate level of service: ASC, RSC and WSO

#### **Article III. Meetings (Regular, Special, Voting)**

- Meetings will be held the Wednesday BEFORE the Area Business Meeting and at other times as deemed necessary. Meetings may be canceled or rescheduled by a majority vote of all Members present in a given meeting.
- Time of meeting shall be at 6:30 PM and shall not last longer than one and one half hours, except by vote to extend this time limit by the members present.

- In the month of February, the Annual Meeting shall be held in conjunction with the regular business meeting, at which time new officers will be nominated and elected with the officers taking over in March, excluding Chairperson, who is elected at the ASC Elections.
- A full and complete Annual Accounting of the financial condition of the Subcommittee shall be made to the Members.
- Special meetings may be called at any time by the Presiding Member. Also, any TWO Members may request a special meeting through the Presiding Member, in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all Members.
- A majority of Members shall be present at any regular, special, or Annual Meeting before the election of officers or amendments to the Subcommittee Bylaws can commence. A majority vote of the Members present is needed to approve amendments to the Subcommittee Bylaws, or to elect officers.
- Each Member shall have one vote in all matters with the Chairperson carrying the deciding vote in a draw.
- Any Elected Member who fails to attend TWO of the last THREE regular meetings without being excused by the Presiding Member from attending, will be considered for removal.
- Any Member having attended TWO previous business meetings within the past THREE months is eligible to vote at business meetings.

#### **Article IV. Meeting Format**

- I. OPENING: Begin with moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions and Twelve Concepts.
- II. Introductions and Attendance (excused and unexcused absences)
- III. Chairperson's report (review progress to date and relay recent information)
- IV. Committee reports
- V. Old Business/motions
- VI. Open Forum
- VII. New Business
- VIII. CLOSING: Next meeting information and 3<sup>rd</sup> step prayer

#### **Article V. Committee**

Membership in the Public Relations Committee should be open to all members of the fellowship. The Public Relations Committee consists of an Executive committee, Coordinators, and attending committee members. Requirements and qualifications for the administrative committee and members are as follows: (Minimum of years clean):

- I. Chairperson.....Two years clean
- II. Co-Chairperson.....One year clean
- III. Secretary.....Six months clean
- IV. Phoneline Coordinator.....One year clean
- V. Web Servant Coordinator.....One year clean
- VI. Literature/Meeting List Coordinator.....One year clean
- VII. Public Relations Committee members..... One year clean

- Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Willingness to give the time and resources.
- Ability to exercise patience and tolerance.
- Active participation in Narcotics Anonymous.
- PRC will use the Twelve Concepts when considering voting members into the committee.

## **Article VI. Positions and Duties**

Any member of Narcotics Anonymous may become a member of the PRC. In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the committee at the next business meeting. Officers may succeed themselves by re-election only one time. Members shall be elected by a majority vote of the members present, to the following positions and duties with suggested clean times stated:

### **CHAIRPERSON RESPONSIBILITIES**

- Two (2) years clean time.
- Executes judgment without giving personal opinions and resolves personality conflicts.
- Prepares an agenda for each meeting.
- Helps prepare a budget for the PR Committee functions.
- Familiarity with all public relations related NAWS approved handbooks (Includes Public Relations, Handbook, H&I Handbook, and Phoneline Handbook).
- Votes only to break a tie.
- Must Attend the quarterly regional PR subcommittee meeting.
- Because the Public Relations Committee is a sub-committee of Narcotics Anonymous of Southern Utah Area, the Chair should not sit on the Executive Committee of ASC, to avoid spiritual conflict.
- Chair attends all PRC meetings in their entirety and if unable to attend, notifies the Co-Chair and sends a written report.
- Brings written report to ASC.
- Obtain funds from ASC treasurer and orders literature from ASC Literature Chair
- Attends volunteer training when applicable to observe and assist in carrying the massage and training of volunteers

### **CO-CHAIRPERSON RESPONSIBILITIES**

- One (1) year clean time.
  - Will act as Chair when the Chairperson is not available.
  - Works closely with Chairperson to delegate responsibilities to committee.
  - If the office of Chairperson should become vacant, the Co-Chair assumes the duties until a Chairperson is elected or appointed by the ASC.
  - A friendly and tolerant personality is recommended.
  - Co-chair attends all PRC meetings and if unable to attend notifies the Chair
  - Assumes responsibilities for Secretary in their absence.
- Oversees motions

## **SECRETARY RESPONSIBILITIES**

- Six months clean time.
- Keeps accurate minutes of each meeting.
- Types and distributes copies of the minutes to each member, no later than ten (10) days following each meeting.
- Keeps copies of all minutes during term of office and have available at all meetings.
- Keeps accurate on-going roll call, including phone numbers and e-mail addresses.
- Maintains contact list of all active committee members.
- Distributes agenda for meetings.
- In absence of Chair and Co-Chair, presides over meeting until Chair can be elected.
- Maintains active motion log.

## **PHONELINE COORDINATOR**

- One (1) year clean time.
- Attend monthly PRC meetings.
- Coordinates all phonline activities.
- Makes monthly reports to the PRC on the status of all completed and ongoing phonline projects.
- Maintain phonline minutes and service plans.
- Trains phonline committee members on Do's and Don'ts from the Phonline Handbook.
- Works with Region 51 phonline chairperson.
- Familiarity with all Phonline related NAWS handbooks. (Includes Public Relations Handbook and Phonline Handbook).

## **WEB SERVANT COORDINATOR**

- One (1) year clean time.
- Attend monthly PRC meetings.
- Makes monthly reports to the PR subcommittee on the status of all completed and ongoing website projects.
- Requires technical ability to update website including but not limited to WordPress and HTML.
- Updates all website information.
- Maintains current list of NASU meeting times and locations.

## **LITERATURE/ MEETING LIST COORDINATOR**

- One (1) year clean time.
- Attend monthly PRC meetings.
- Makes monthly reports to the PR subcommittee on the status of all completed and ongoing projects.
- Maintains current list of NASU meeting times and locations.
- Familiarity with all PR related NAWS handbooks. (Includes Public Relations Handbook).
- Updates meeting list with Region 51 Meeting Directory.
- Maintains current inventory of NAWS IP's and distributes to public locations.

## **PUBLIC RELATIONS COMMITTEE MEMBERS**

- One (1) year clean time.
- Anyone who speaks about Narcotics Anonymous on behalf of the NASU PRC shall participate in presentations according to NA handbooks and guidelines.

- Anyone who is to give a presentation or accompany people to presentations must have prior approval by the ASC PR subcommittee.
- Anyone who is to give a presentation or accompany people to presentations should dress and speak appropriately.
- Anyone going on their 1st presentation must be accompanied by someone who has previous experience in PR presentations.
- Anyone giving a presentation to the public should have a clear, focused message of Narcotics Anonymous.
- Phonline committee member required to attend PR Orientation and Phonline Volunteer Orientation prior to working on Phonline/carrying phone.
- Familiarity with public relations related NAWS approved handbooks. (Includes Public Relations and Phonline Handbooks).
- Keep phone call logs/records according to NA handbooks and service guidelines and make them available to the PRC monthly.
- For schedule purposes we suggest a volunteer take a one-month commitment as a minimum but volunteers can request more time as their schedule permits. Scheduling is handled by our Phonline Coordinator on a monthly basis. Experience has shown that the most successful volunteers possess certain assets, which are beneficial in the accomplishment of their responsibilities.

Nominations for officer positions will take place in February of each year. If absence from the Annual Meeting is unavoidable, appropriate proxies may be submitted before the Annual Meeting to elect Members to serve in officer positions.

## **Article VII. Removal of an Officer**

If an officer of the Subcommittee does not fulfill duties required as described in Article VI, that member will be notified in writing of the meeting at which removal from position duties will be discussed and voted upon. At that meeting, the member may present statements to the Subcommittee in an effort to retain the position. Dismissal of position duties will occur if so voted by majority of the Members present at the meeting.

Relapse is grounds for automatic removal from the subcommittee.

## **Article VIII. Annual Accounting**

- Each fiscal year, a full and complete account of the condition of the Subcommittee shall be made to the Members. The annual accounting shall take place at the Annual Meeting for the preceding year.
- All financial transactions shall be reviewed annually by a Subcommittee Audit Committee in conjunction with the ASC Treasurer.
- Statement of Accountability regarding Funds and/or Merchandise: As stated in the Twelve Concepts, a single point of accountability should be clearly defined. In keeping with this concept, when funds or merchandise are transferred from one person to another, a written record, such as a receipt will be filled out and kept in a manner which can be readily accessed. The nature of the exchange will be clearly defined in the written record.

## **Article IX. Motion Form**

<b>MOTION #</b>
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**Narcotics Anonymous of Southern Utah [ N.A.S.U.]  
Public Relations Committee [ P.R.C.]  
Motion Form**

<b>DATE:</b>					
<b>MOTION MAKER:</b>					
<b>SECONDED:</b>					
<b>MOTION</b>					
<b>INTENT</b>					
<b>VOTE: / /</b>		<input type="checkbox"/> <b>PASSED</b>	<input type="checkbox"/> <b>FAILED</b>	<input type="checkbox"/> <b>TABLED</b>	<input type="checkbox"/> <b>AMENDED</b>
<b>AMENDED</b>					
<b>OTHER</b>					