

**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 in a given meeting.
- 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 ASC 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 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 Guidelines can commence. A majority vote of the Members present is needed to approve amendments to the Subcommittee Guidelines, 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

VI. Open Forum

VII. New Business

VIII. CLOSING: Next meeting information

**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):

- Chairperson..... Two years clean II.
- Co-Chairperson ..... One year clean III.
- Secretary ..... Six months clean IV. Phone Line
- Coordinator..... Two years clean V. Web Servant
- Coordinator..... One year clean
- Coordinator..... One year clean VII. Public Relations 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 Phone Line Handbook).
- Votes only to break a tie.
- Attend the monthly regional PR subcommittee meeting when scheduled.
- 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.
  
- Attends volunteer training when applicable to observe and assist in carrying the message 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.
- 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 emails 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.

#### **PHONE LINE COORDINATOR**

- One (1) year clean time.
  
- Attend monthly PRC meetings.
  
- Coordinates all phone line activities.
  
- Makes monthly reports to the PRC on the status of all completed and ongoing phone line projects.

- Trains phone line committee members on Do's and Don'ts from the Phone Line Handbook.
- Works with Region 51 phone line chairperson.
- Familiarity with all Phone Line related NAWS handbooks. (Includes Public Relations Handbook and Phone Line Handbook).

#### **WEB SERVANT COORDINATOR**

- Two (2) 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**

- 24 Hours 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 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.
- Phone Line committee member required to attend PR Orientation and Phone Line Volunteer Orientation prior to working on Phone Line/carrying phone.
- Willingness to become Familiar with public relations related NAWS approved handbooks. (Includes Public Relations and Phone Line Handbooks).
- Keep phone call logs/records according to NA handbooks and service guidelines and make them available to the PRC monthly.

Nominations for officer positions will take place in March of each year. Nominations must be in attendance at the Annual Meeting to elect Members to serve in officer positions.

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

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 voted by majority of the Members present at the meeting.

#### **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 in January for the preceding year.
- All financial transactions shall be reviewed annually by a Subcommittee Audit Committee.
- 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.
- New upcoming committee will be to establish a budget

Public Relations Committee Guidelines Amended Feb. 2021