

Guidelines & Policies of The NPASCNA PR Subcommittee

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Article I: Name

The name of this subcommittee shall be the North Pittsburgh Area Public Relations^(10.27.2018) Committee.

Article II: Purpose

This service committee was formed by and is directly responsible to the North Pittsburgh Area of Narcotics Anonymous (NPASCNA). The purpose of the Public Relations Subcommittee of the NPASCNA Area is to inform the public that Narcotics Anonymous (NA) exists and that it offers a program of recovery from addiction while also educating the fellowship about Public Relations work in Narcotics Anonymous. A Public Relations Subcommittee offers information about how and where to find N.A. All Public Relations activities will be carried out in accordance with NPASCNA Guidelines, the Twelve Traditions, the Twelve Concepts, and the Narcotics Anonymous World Service (NAWS) Handbooks.

Article III: Functions and Responsibilities

This PR Subcommittee:

- a) Is directly responsible to NPASCNA.
- b) Shall open and maintain lines of communication between NA and the public, as well as, between the individual member, area, regional, and world levels of NA service.
- c) Shall respond to all requests for information in a timely and effective manner and to see that such requests are handled at the appropriate level(s) of service in accordance with NPASCNA's Contingency Plan.
- d) Shall coordinate at least two (2) workshops annually.
- e) Shall work in collaboration with the H&I Subcommittee as needed, including assisting with In-Service Presentations to those requesting H&I meetings.
- f) Shall, at the direction of a majority vote of the PR Subcommittee members, agree to be responsible for, or assist with, any project not listed which falls within the boundaries of the NPASCNA PR Subcommittee.
- g) A public relations Trusted Servant shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself in a responsible manner and dress.

Article IV: Participants

This PR Subcommittee shall have three (3) classes of participants: voting, non-voting, and non- members.

Section 1. Voting Participants

Voting membership of this PR Subcommittee shall consist of:

- a) The trusted servants of this subcommittee (listed in Article 5). All voting members will have equal rights of input and vote on decisions made by this subcommittee, with the exception of the Chairperson, who carries a vote only in the case of a tie vote.
- b) Any GSR or other committee member wishing to vote must have attended two (2) of the previous three (3) NPASCNA PR Subcommittee meetings.

Section 2. Non-Voting Participants

Any non-voting participants of the Public Relations Subcommittee may introduce motions and participate in debate and discussion. Any such motion must be seconded by a voting member of the Public Relations Subcommittee.

The non-voting participants of the NPASCNA Public Relations Subcommittee shall be:

- a) The Public Relations Chairperson with the exception of a tie vote.
- b) Any other member of N.A. or any Subcommittee Chairperson who is not specifically assigned voting rights. Any member of N.A. has the right to address this subcommittee with PR related business.

Section 3. Non-Member Participants

The non-member participants shall be defined as any person, not a member of N.A., who is specifically invited, by the Public Relations Subcommittee of NAPASNA.

Article V: Trusted Servants

The trusted servants of this PR Subcommittee will be defined as Chairperson, Vice-Chairperson, and Secretary.

Section 1. Elections

The Chairperson will be elected in accordance with NPASCNA Guidelines.

The Vice-Chair and Secretary will be elected by the PR Subcommittee.

Trusted Servant's terms will run from January thru December.

Article VI: Removal of Trusted Servants

Section 1 – Causes for removal (10/27/18)

A trusted servant may be eligible for removal from their position for non-compliance. This includes:

- a. Absent of two (2) consecutive monthly ASC meetings.
- b. Non-fulfillment of duties of their positions as stated in these guidelines.
- c. Loss of abstinence

Section 2-Removal (10/27/18)

- a. Loss of abstinence results in automatic removal.
- b. Any other cause for removal, outside of loss of abstinence, requires 2/3 majority of present voting members.

Article VII: Duties of Trusted Servants

All NPASCNA PR Subcommittee Trusted Servants are directly accountable to the NPASCNA Area Service Committee.

Section 1. Vice-Chairperson

Elected by a majority vote of NPASCNA PR Subcommittee's voting members present at PI Subcommittee meeting for a one year term in accordance with and accountable to NAPSNA PR Subcommittee Guidelines.

Qualifications:

- a) 12 months of continuous abstinence.
- b) Willingness to give the time and resources necessary to serve.

- c) An NA home group within the North Pittsburgh Area and an NA sponsor.
- d) Basic Knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- e) Previous Public Relations experience and service.
- f) A working knowledge of NPASCNA guidelines.
- g) Open to the idea of a vice position being a learning position, and therefore, a two year commitment.

Duties:

- a) To take an active part in the direction of the subcommittee, working closely with the Chairperson.
- b) To assist the Chairperson with organizational duties.
- c) To act as the Chairperson in the absence of the chair.
- d) Recommended attendance at all ASC meetings.
- e) Must attend all PR Subcommittee meetings.
- f) Attend Regional PR Subcommittee meeting when Chair cannot.

Section 2. Secretary

Elected by a majority vote of this Subcommittee for a term of one (1) year.

Qualifications:

- a) Suggested minimum of six (6) months clean.
- b) Willingness to give the time and resources necessary to serve.
- c) Should have basic secretarial and organizational skills, including access to a computer.
- d) Basic knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
- e) A NA home group within the North Pittsburgh Area and an NA sponsor.

Duties:

- a) Maintain a complete record of every regular and special subcommittee meeting.
- b) Maintain minutes and submit a typewritten copy to the Chairperson no later than one (1) week following each monthly subcommittee meeting.
- c) Keep accurate archives of all PR business that occurs during their term and make the available to any NA member upon request.
- d) Keep a continuing roster of attendance at each monthly subcommittee meeting.
- e) Assist in developing and maintaining all volunteer databases for use in PR efforts.
- f) Assist with any typing needed for correspondence used in PR efforts.
- g) Keep a record of all subcommittee's member's names, addresses, phone numbers and email addresses.
- h) Maintain all necessary stationary supplies needed for secretarial duties and submit receipts for said supplies.
- i) Keep in close contact with the PR Chairperson.

Article VIII: PR Presentation Volunteers

Participants will be selected by the Public Relations Subcommittee using the following qualifications as a guide:

Qualifications:

- a) One year of continuous abstinence.
- b) Attendance of at least one Public Relations Workshop per year.
- c) Attendance of at least two public speaking engagements for Public Relations presentations as an observer.
- d) Working knowledge of the Twelve Steps and Twelve Traditions of NA.
- e) Ability to follow established guidelines and adhere to the Public Relations presentation format.
- f) Present a good image of recovery; be on time, dress appropriately, and avoid the use of obscenities during presentations.

Article IX: Outreach

To strengthen the unity of the NPASCNA in keeping with the 12 Traditions and 12 Concepts of Service, offering support, compassion and guidance, the PR committee will perform outreach duties on behalf of NPASCNA.

Section 1. Group Liaison

Qualifications:

- a) Must be an active participant of the PR subcommittee who has a commitment to service, the willingness, the time and the resources to fulfill the duties.
- b) A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and the NA Service Structure.
- c) Complete abstinence as defined by NA.

Duties:

- a) Group Liaisons will contact groups when the group has missed three (3) consecutive ASC meetings. At least two (2) members will visit a group. One member must be a Group Liaison. The other may be a Group Liaison or a Co-Group Liaison (defined below).
- b) Group Liaisons will listen to the group concerns offering support, compassion, and guidance.
- c) Group Liaisons will report to the PR Sub-committee any group concerns and any group changes (such as location or time).

Section 1.2 Co-Group Liaison

Qualifications:

- a) Any member of NA who has a commitment to service, the willingness, the time and the resources to fulfill the duties.
- b) A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.
- c) Complete abstinence as defined by NA.

Duties:

- a) Participate in group visit with Group Liaison.

- b) Co-Group Liaisons will listen to the group concerns offering support, compassion, and guidance.

Article X: Business Meetings

All Public Relations Subcommittee meetings will meet regularly at a designated time and place that will be well publicized within the local NA fellowship, encouraging all members to attend.

Article XI: Financial

This PR Subcommittee will maintain a separate monthly budget, funded by, and in accordance with NPASCNA Guidelines. Any funds requested in excess of this monthly budget must be requested in the form of a written budget or estimate of proposed expenses.

Article XII: Amendment of Guidelines

The guidelines may be amended at any regular Subcommittee Meeting by a Two-thirds majority and subject to approval and review by NPASCNA.

Appendix A: PR Dos and Don'ts

Do's and Don'ts for PR Service Work in General-adapted from *A Guide to Public Relations*

DO

- Have a working knowledge of the Twelve Traditions.
- Follow established guidelines.
- Be consistent. Follow through with your plan of action.
- Keep updated records of contacts, posted announcements, PSA's, speaker lists, and follow up regularly.
- Remember quality is more important than quantity. Start with one or two projects and do them well before branching out.
- Make sure that lists of meetings, volunteers, and speakers are updated regularly.
- Remember other Twelve Step fellowships are part of the public we are informing. Practice cooperation, not affiliation.
- Understand and be responsive to the needs of those we serve.
- Present a good image of recovery (be on time, dress appropriately, and avoid the use of obscenities, etc.)
- Work within the service structure to determine the feasibility of projects and to keep the lines of communication open.
- Make information packets available.
- Consult with members experienced in PR work before contacting the media and/or public.
- Use discretion when giving out personal phone numbers.
- Assist the media in screening their features or articles for tradition violations before publication.

DON'T

- Endorse, finance or lend the NA name to any related facility or outside organization.
- Do the work of another committee, such as H&I.
- Overtax your human power and resources. Burn out on a project before it is completed creates a bad image of NA to the community and/or media.
- Do it by yourself. Remember the first tradition and that the service structure is there to be used.

Appendix B: Contingency Plan

It is essential that all members of NPASCNA know what procedures are to be followed when NA is contacted by a print or broadcast news entity. This plan will outline how such contacts are to be managed and should be widely spread throughout the area. Any members receiving a request for information from a media contact should immediately call one of the following individuals:

AREA CONTACTS:

PR Chair: Vacant

PR Vice Chair: Vacant

ASC Chair: Jess G. 412-513-6289

If the request involves any area outside NPASCNA, the TSRSCNA should be contacted:

REGIONAL CONTACTS:

TSRSC PR Chair: Vacant

TSRSC PR Vice Chair: Vacant

TSRSC Chair: Vacant

If the action involves national or international agencies or media, proceed as follows:

- Call the World Service office (818)-780-3951 and talk with the Public Relations Department