

**GUIDELINES**  
**for the**  
**Eastern Inland Empire Area**  
**Public Information Subcommittee**

**Revised and approved:**  
**June 2009**

# **EASTERN INLAND EMPIRE AREA PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

## **DEFINITION AND PURPOSE**

Public Information is a subcommittee of the Eastern Inland Empire Area Service Committee (EIEASC). Our aim is to carry out our Fifth Tradition. "Our primary purpose is to carry the message to the addict who still suffers." We do this by providing information about Narcotics Anonymous to the public, to professionals who meet addicts, and to addicts themselves. We fulfill our goals in accordance with 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 film."

## **FUNCTIONS OF THE PUBLIC INFORMATION COMMITTEE**

1. To provide information about NA to the addict, professionals, and the public by placing public service announcements in the press, radio, and television.
2. To provide information about NA to professionals who work with addicts: lawyers, teachers, therapists, judges, law enforcement officials, and others. We do this by reaching out to such professionals and by responding to their requests for information in such a manner that is:
  - a. Timely and effective.
  - b. Handled at the appropriate level of service.
3. To provide Narcotics Anonymous speakers to non-NA groups requesting them.
4. To reach out to the community as a whole, letting people know that Narcotics Anonymous exists and how we can be reached.
5. To provide a Public Information Representative to attend every regional Public Information meeting, in the absence of the chair or vice chair.
6. To hold a monthly Public Information Committee Meeting in which to conduct business.
7. To maintain communication with the Eastern Inland Empire Area Phone Lines subcommittee, Hospitals and Institutions subcommittee, and Outreach subcommittee, providing P.I. assistance and training to committee members when needed.
8. To maintain communication with the Eastern Inland Empire Area fellowship of Narcotics Anonymous through other subcommittees of the EIEASC.

## **SUBCOMMITTEE MEMBERS AND OFFICERS**

The Public Information committee is made up of recovering addicts who are interested in carrying the message of recovery to the addict who still suffers and to the public at large. They shall carry out their function in accordance with the Twelve Traditions and Twelve Concepts and the Public Information Guidelines

# **EASTERN INLAND EMPIRE AREA PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

## **SUBCOMMITTEE MEMBERS AND OFFICERS (cont)**

Committee officers should have a willingness to be of service and a working knowledge of the Twelve Steps, the Twelve Traditions and a willingness to learn the Twelve Concepts.

At a November meeting, the committee elects its officers for the coming year: Chair, Vice Chair, and Secretary.

## **VOTING PARTICIPANTS AND PROCEDURES**

1. Who is eligible to vote in group conscience decisions:
  - a. All elected officers with the exception of the Chairperson.
  - b. Members of the NA fellowship willing to serve and participate, and attend two consecutive meetings, will be eligible at their second meeting.
  - c. All Area officers have an automatic vote.
  - d. The Chairperson will only vote to break a tie.
2. Subcommittee members who miss three consecutive meetings will relinquish their voting privileges. Subcommittee members will have to attend two consecutive meetings to have voting privileges returned. Eligibility will be returned at their second consecutive meeting.

## **SUBCOMMITTEE CHAIR**

### **QUALIFICATIONS:**

1. Suggested two (2) years continuous clean time.
2. Suggested six (6) months of Public Information experience.
3. Working knowledge of the Twelve Steps, Twelve Traditions and a willingness to learn the Twelve Concepts.
4. Willing to remain on subcommittee as advisor for minimum of 6 months after commitment has been filled

### **DUTIES:**

1. Presides at monthly Public Information Committee Meetings.
2. Receives all committee correspondence and coordinates with the Secretary, the committee's response.
3. Oversees Public Information speaking engagements.
4. Oversees Booth Sitting engagements.
5. Oversees any other Public Information activities.
6. The Chair may delegate and/or appoint committee members to carryout various tasks as needed.
7. Votes only in case of a tie at subcommittee meetings.
8. Reports to the monthly Area Services Meetings and provides information to other Area Committees, such as Phone Lines, Hospitals and Institutions, etc.

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## **VOTING PARTICIPANTS AND PROCEDURES**

### **SUBCOMMITTEE CHAIR**

#### **DUTIES: (cont)**

9. Provides EIEASC with written highlights of monthly subcommittee minutes for the Area Service Committee (ASC) meeting.
10. Chair is the regional PI Representative (SCRPIC) for EIEASC.
11. Oversees funds from the Area for the purpose of carrying out Public Information Committee functions.
12. Is ultimately responsible for funds, files, records, and overall functioning of the committee.
13. Arranges for printing as the need arises.
14. Has a vote at the ASC on non-action items.
15. Will represent EIE Area at Western States Learning Days (WSLD) or designate an alternate

### **VICE CHAIR**

#### **QUALIFICATIONS:**

1. Suggested one (1) year clean time.
2. Suggested six (6) months of Public Information experience.
3. Working knowledge of the Twelve Steps, Twelve Traditions, and a willingness to learn the Twelve Concepts.
4. Willing to succeed into Chair position

#### **DUTIES:**

1. Performs duties of Chair and other officers in their absence.
2. Works closely with and assists in all duties of the committee.
3. Carries out responsibilities delegated by the Chair and/or committee.
4. Maintains all responsibilities and/or concerns when dealing with the Public Service Announcements.
5. In the absence of the Chair, the Vice Chair will have a vote at the ASC on non-action items.

### **SECRETARY**

#### **QUALIFICATIONS:**

1. Suggested one (1) year continuous clean time.
2. The ways and means to fulfill duties.
3. Working knowledge of the Twelve Steps, Twelve Traditions, and a willingness to learn the Twelve Concepts.

#### **DUTIES:**

1. Records all Public Information subcommittee meeting minutes.
2. Handles all correspondence as directed by the Chair and/or committee.
3. Handles and maintains all Public Information files, at the direction of the Chair.

# **EASTERN INLAND EMPIRE AREA PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

## **MEETING DIRECTORY PERSON**

### **QUALIFICATIONS:**

### **VOTING PARTICIPANTS AND PROCEDURES (cont)**

### **MEETING DIRECTORY PERSON**

### **QUALIFICATIONS: (cont)**

1. Clean time requirement of 18 months
2. Working knowledge of the Twelve Steps, Twelve Traditions, and a willingness to learn the Twelve Concepts.
3. The ways and means to fulfill the duties
4. Service experience of six (6) months at a group or Area level.
5. Has basic computer skills

### **DUTIES:**

1. Check in meetings at the ASC.
2. Obtain new meetings and meeting changes to update meeting directory on a monthly basis.
3. E-mail all meeting changes to the web coordinator

## **MEETING DIRECTORY ASSISTANT**

### **QUALIFICATIONS:**

1. Clean time requirement of one (1) year.
2. Working knowledge of the Twelve Steps, Twelve Traditions, and a willingness to learn the Twelve Concepts.
3. Service experience of six (6) months at a group or Area level.

### **DUTIES:**

1. Assist the Meeting Directory Person in all duties.

## **WEBSITE COORDINATOR**

### **PURPOSE:**

The purpose is to support the members and groups that comprise the Eastern Inland Empire Area of Narcotics Anonymous and to assist carry the message of recovery over the Internet. Maintain and update Area web site (eietodayna.org). Update Region (todayna.org) and World (na.org) web sites with current area meetings.

### **QUALIFICATIONS:**

1. At least two (2) years continuous clean time and suggested at least 6 months PI experience.
2. Must be a voting member of Public Information

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## **QUALIFICATIONS (CONT):**

3. Working knowledge of the Twelve Steps, Twelve Traditions, and a willingness to learn the Twelve Concepts.
4. Have the necessary computer skills to facilitate the website
5. Have the necessary resources to fulfill the position, i.e.: Internet access, availability to a computer, and capable of attending each Public Information meeting.

## **DUTIES:**

### **VOTING PARTICIPANTS AND PROCEDURES**

#### **WEBSITE COORDINATOR**

1. Recommended to represent the Web Site and maintain voting status at the Regional Web site Committee Meetings.
2. Administer and maintain the functionality of the Area Web Site.
3. Evaluate and propose the necessary program changes to the Area web site as technology becomes available.
4. Be willing and available as a resource to other Area service subcommittees for technical advice on the EIE web site functions.
5. Update monthly the EIE web site and Area meetings to the Regional and NAWS web site

#### **ASSISTANT WEB SITE COORDINATOR**

##### **QUALIFICATIONS:**

1. Clean time requirement of one (1) year.
2. Working knowledge of the Twelve Steps, Twelve Traditions, and a willingness to learn the Twelve Concepts.
3. Service experience of six (6) months at a group or Area level.

##### **DUTIES:**

1. Assist the Web site Coordinator in all duties.

#### **P.A.C.T. PROGRAM COORDINATOR**

##### **PURPOSE**

To coordinate all activities of the Parole and Community Team within the guidelines of Narcotics Anonymous and parole offices, and to assist in the fulfillment of our primary purpose.

##### **QUALIFICATIONS:**

1. One (1) year continuous clean time.
2. Voting member of P.I. subcommittee
3. Maintain active voting status of P.I. Subcommittee
4. A working knowledge of 12 steps and 12 traditions, or willingness to learn
5. Maintain open communication with Chair or Vice Chair

##### **DUTIES:**

1. Coordinate with other areas involved
2. Properly train individuals
3. Make sure panels are filled

## **EASTERN INLAND EMPIRE AREA PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

4. Must coordinate with parole offices
5. Make sure literature is well stocked
6. Have all contact numbers

### **OPERATIONAL GUIDELINES**

1. In accordance with our Traditions, Public Information displays of any form, (i.e. 3x5 cards or Public Service Announcements) are aimed at letting the public know that Narcotics Anonymous exists and how we can be reached. All displays avoid making any claims about the effectiveness of NA, and do not mention any other organizations or programs.
2. Public Service Announcements should be targeted to media covering the Eastern Inland Empire Area. In the event that the media extends over other areas of Southern California, we will coordinate with those areas and with Southern California Regional PSA.
3. Correspondence with professionals who work with addicts shall include:
  - a. A cover letter briefly describing NA, our history, and information about ordering more literature and a contact address for further information.
  - b. A current Public Information meeting directory.
  - c. A contact address for further information and other appropriate information.
4. Subcommittee officers serve for a one-year term. They may succeed themselves in office, but none may serve more than two consecutive terms in a particular office. The Chair must be affirmed by Area.
5. Any subcommittee member or officer may be removed from office during the term of office by a two-thirds vote of the subcommittee.
6. The Public Information subcommittee holds regular monthly meetings. Special meetings may be called by a majority vote of the subcommittee members or by the Chair.
7. Reasonable notice of such special meetings must be given to all committee members.
8. All Public Information subcommittee meetings are open to any NA members but are closed to the general public.
9. Every September the subcommittee will hold a “Group Inventory” meeting to review what the subcommittee has done in the past year.
10. These guidelines may be amended at any time by a two-thirds vote of the Public Information subcommittee and with approval of the Eastern Inland Empire Area.
11. The subcommittee operates within the budget approved by the E.I.E.A.S.C. More funds may be requested and approved by the E.I.E.A.S.C.
  - a. Every November the subcommittee will set goals and base a budget upon those goals, to be approved at January Area Service Committee Meeting.
12. This subcommittee should use the “P.R. Handbook” current edition as published by N.A.W.S. as a reference only.
13. This subcommittee will oversee and set guidelines for the Area Web site and Web site coordinator, with the approval of the Eastern Inland Empire Area.
14. This subcommittee will conduct two learning days per calendar year, and may work in conjunction with other subcommittees.

# **EASTERN INLAND EMPIRE AREA PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

## **PRESENTATION GUIDELINES**

1. Speakers who address non-NA organizations should restrict their sharing to “recovery” in Narcotics Anonymous. They should be well versed in our Twelve Traditions. They must adhere to the principle of anonymity. In particular, special care must be taken to avoid expressing opinion on outside issues, lest this be taken as NA policy.
2. Speakers will have an approved outline to follow.
3. Suggested clean time – one (1) year minimum.
4. Speakers should have an understanding and practical experience of the Twelve Steps and Twelve Traditions.
5. The Chair will provide the do’s and don’ts for presentations.
6. Appropriate dress shall be required for all presentations.

## **BOOTH SITTING GUIDELINES**

1. Suggested clean time – 6 months minimum.
2. NA volunteers should have an understanding and practical of the Twelve Steps and Twelve Traditions and should have the willingness to learn the Twelve Concepts.
3. NA volunteers shall be provided the do’s and don’ts for booth sitting.

## **WEB SITE GUIDELINES**

### **NAME:**

The web address is [eietodayna.org](http://eietodayna.org).

### **PURPOSE:**

The purpose of our web site is to make information about NA readily accessible to the public, those who work with addicts, current members and addicts who might need NA.

### **ACCOUNTABILITY:**

Placing information online is the responsibility of the EIE Public Information subcommittee, accountable to the EIEASC. In doing this service work, we will follow the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, the EIE ASC and RSC guidelines regarding online information.

### **WEB SITE CONTENTS:**

1. NA background
2. Phonelines information
3. Meeting information
4. Meeting legend
5. Links to professional information
6. Events information
7. E-mail links
8. Subcommittee information

### **ACCESSIBILITY/PRIVACY:**

Since information made accessibly by the Internet can be accessed from all over the world, we will not include full names or telephone numbers of individual members. Only telephone number of the Regional and Area Helplines will be available to the general public.

# **EASTERN INLAND EMPIRE AREA PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

The service provider for “eietodayna.org” will always be established in a Narcotics Anonymous account or web site area, NOT in that of an individual member, in keeping with the 12<sup>th</sup> Tradition of Narcotics Anonymous.

## **P.A.C.T. PROGRAM GUIDELINES**

### **PURPOSE**

The purpose of the P.I. PACT presentation is to inform the recently released parolees and/or probationers that NA exists, and how/where to find NA. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

### **FUNCTIONS AND RESPONSIBILITIES:**

The basic function of the P.I. PACT presentation is:

1. To establish and maintain lines of communication
  - a. Between NA, parolees, and correction officers
  - b. Between the P.I. subcommittee
2. To respond to all requests for information in a timely and effective manner
3. To assure that those requests are handled at the appropriate level of service. Our Ninth Tradition states that subcommittees are “directly responsible to those they serve.”

### **REQUIREMENTS:**

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

1. One (1) year continuous clean time
2. One (1) year clean to be a booth participant
3. Understanding and willingness to learn the Twelve Steps and Twelve Traditions of NA and have been trained on PI presentations.

### **PRESENTATION:**

1. Carry a clear and concise message of NA.
2. Proper dress attire:
  - a. Business casual
  - b. No logos
  - c. No NA jewelry
  - d. Proper grooming and hygiene
  - e. No demin shorts, tank tops or sandals (open toed shoes)
  - f. No hats or visors
  - g. No pagers or cell phones
  - h. No outside food or drink, except for water