

Eastern Inland Empire Area
Public Relations Subcommittee Guidelines
Created January 2015

PURPOSE

The Public Relations Subcommittee of the Eastern Inland Empire Area is a group of members of Narcotics Anonymous who believe in the concept “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.” The purpose of the subcommittee is to inform the public that Narcotics Anonymous exists. It offers recovery from active addiction and information about how and where to find it. All activities directed to that end shall be carried out according to the Twelve Steps and Twelve Traditions, as well as the Twelve Concepts and the PR Handbook.

FUNCTION

The basic functions of this subcommittee are:

1. To open and maintain lines of communication between NA and the public.
2. Maintain and provide human resources for an area phone line.
3. To be sure that those requests are handled at the appropriate level of service. We are to always remember our Ninth Tradition which states subcommittees are directly responsible to those they serve.

MEMBERSHIP

The subcommittee will be made up of the following members:

Committee Officers:

1. Chairperson
2. Vice Chairperson
3. Phone Lines Technical Coordinator
4. Daily Phone Line Volunteer Coordinator (7)
5. Phone Line Clerk
6. Secretary
7. Website Coordinator
8. Website Co-Coordinator
9. Meeting Directory Person
10. Assistant Meeting Directory Person
11. Community Relations Coordinator

General Members:

Any additional member of Narcotics Anonymous wishing to participate in Public Relations is welcome to attend subcommittee meetings at any time.

ELECTED MEMBERS

1. All elected members may serve two consecutive terms maximum.
2. During elections, the nominees shall leave the room following all discussion and prior to voting.
3. Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.
4. A trusted servant may be removed from their office for non-compliance only after that person has been notified either by letter or phone call from the PR Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:
 - A. Loss of clean time.
 - B. Failing to perform duties of the position.
 - C. Three consecutive absences from PR meetings.

SPECIAL RULES

1. If necessary the subcommittee may waive the guidelines by a two-thirds majority vote.
2. All literature and supplies to be purchased and/or printed should use the discounts available to the Area.
3. All PR projects presented to the subcommittee must be presented in person in written format.
4. Only NA approved literature will be used for projects, meetings, presentations, etc.
5. All PR outreach shall be done in teams.
6. All electronic correspondence shall be conducted using the Areas designated email.

MOTIONS AND VOTING PROCEDURES

1. Each PR member shall carry one vote except for the chairperson who may only vote in a tie.
2. Attendance of two consecutive meetings is required to establish voting privileges.
3. All motions will require a simple majority except money matters, which require a two thirds majority.
4. Quorum must be established in order for votes to be taken and must consist of at least 50% of the total voting members at the beginning of the meeting.
5. Absences of three consecutive meetings will result in a loss of voting privilege and can result in removal from roll call. Voting privileges can be reestablished upon attendance of two consecutive meetings.
6. Elections will be held in November with training be done in December and takeover of positions in January.

REQUIREMENTS AND DUTIES

General:

No clean time is required to be a general member but it is suggested that a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous be developed.

Chairperson:

Requirements:

1. Two years clean time.
2. 1 year experience in the PR subcommittee.
3. Voting member in good standing.
4. Willingness to remain on the subcommittee as an advisor after the position has been fulfilled.
5. Have the ways and means to fulfill the commitment.

Duties:

1. Will schedule and conduct regular monthly meetings, and any necessary additional meetings.
2. Will create, copy, and distribute an agenda for each subcommittee meeting.
3. Will prepare a written monthly report to present at the ASC meeting.
4. Will give a report at each ASC meeting on the functioning of the subcommittee's activities.
5. Will coordinate the responsibilities of the committee officers.
6. Will submit oral or written summary of previous month ASC activity to subcommittee.
7. Will attend all Regional P.I. /P.L. committee meetings and serve as representative for the EIEASC.

Vice Chairperson:

Requirements:

1. Two years clean time.
2. 6 months experience in the PR subcommittee.
3. Voting member in good standing.
4. Have the ways and means to fulfill the commitment.

Duties:

1. Will attend all subcommittee meetings and will stay in regular communication with the chairperson.
2. Will assume the responsibilities of the chairperson in the event of the chair's absence.
3. Will work in conjunction with the service body members to assist in carrying out their duties.
4. Will attend all Regional P.I. /P.L. committee meetings and serve as representative for the EIEASC.

Phone Lines Technical Coordinator:

Requirements:

1. One year clean.
2. 6 months prior involvement in phone lines.
3. Willingness to step into another PR position.
4. Have the ability and willingness to fulfill the necessary tasks on a 24 hour basis.
5. Voting member in good standing.

Duties:

1. Assist PR chair with administration and coordination of the EIEA phone line.
2. Stays informed of volunteer contact and scheduling information, and informs the phone lines clerk so that the clerk can maintain a current volunteer schedule.
3. Conducts training of volunteers as needed.
4. Manages and maintains information as related to phone service.
5. This is understood to be a 14 month commitment, 12 months to serve and 2 months to mentor incoming technical coordinator.
6. Attend all subcommittee meetings and provide a verbal report.

Daily Phone Lines Volunteer Coordinator (7):

Requirements:

1. One year clean.
2. 6 months prior involvement in phone lines.
3. Willingness to step into another PR position.
4. Have the ways and means to fulfill the commitment.
5. Voting member in good standing.

Duties:

1. Responsible for assuring that all slots are filled on their day.
2. Find a replacement volunteer in the event that a volunteer is unable to fulfill their commitment.
3. Insure that all volunteers are properly trained and have necessary resources.
4. Inform the Technical Coordinator of any problems and updates.
5. Attend all subcommittee meetings and provide a verbal report.

Phone Lines Clerk:

Requirements:

1. One year clean.
2. Have the ways and means to fulfill the commitment

Duties:

1. Maintain 12 step list.
2. Work with Technical Coordinator to maintain and keep the volunteer schedule up to date.
3. Prepare volunteer schedule and area directory for distributing to all volunteers:
 - a. Print Labels.
 - b. Stuff envelopes with a directory and volunteer schedule.
 - c. Purchase stamps.

- d. Order directories monthly from EIEASC Literature Distribution.
4. Keep and maintain volunteer training packets.
5. Attend all subcommittee meetings and provide a verbal report.

Secretary:

Requirements:

1. One year clean.
2. 6 months experience in PR subcommittee.
3. Voting member in good standing.
4. Have the ways and means to fulfill the commitment.

Duties:

1. Will attend all subcommittee meetings and stay in regular communication with the chairperson.
2. Will record, copy, and distribute minutes of all subcommittee meetings.
3. Will keep records of all subcommittee members, including telephone numbers and email addresses.
4. Will assist the chair with all subcommittee correspondence.
5. Will keep the committee files.
6. Will conduct roll call of all subcommittee meetings and maintain a current roster of members.

Website Coordinator:

Requirements:

1. Two years clean.
2. 6 months experience in PR subcommittee.
3. Voting member in good standing.
4. Have the ways and means to fulfill the commitment.

Duties:

1. Create and maintain area web pages and email accounts, as well as maintain regional and world databases.
2. Attend all subcommittee meetings and provide a verbal report.
3. Stay in regular communication with the Meeting Directory Person.
4. Will attend all Regional Website meetings and bring a report to the subcommittee.
5. Evaluate and propose the necessary program changes to the Area website as technology becomes available.
6. Be willing and available as a resource to other Area service subcommittees for technical advice on the EIE web site functions.

Website Co-Coordinator:

Requirements:

1. One year clean.
2. 6 months experience in PR subcommittee.
3. Voting member in good standing.
4. Have the ways and means to fulfill the commitment.

Duties:

1. Assist the Website Coordinator in all duties.

2. Attend all subcommittee meetings.
3. Will attend all Regional website meetings.
4. Assume the duties of the Website Coordinator in the event of their absences.

Meeting Directory Person:

Requirements:

1. One year clean.
2. Have the ways and means to fulfill the commitment.
3. 6 months experience in PR subcommittee.
4. Voting member in good standing.

Duties:

1. Check in meetings at ASC
2. Obtain new meetings and meeting changes to update the directory monthly with printer.
3. Email all directory changes to Website Coordinator.
4. Assures directory accuracy.
5. Assures delivery of current directory to Website Coordinator.
6. Attend all subcommittee meetings a give a verbal report.
7. Works with ASC Chair to establish Quorum.

Assistant Meeting Directory Person:

Requirements:

1. One year clean.
2. 6 months experience in PR subcommittee.
3. Have the ways and means to fulfill the commitment.
4. A voting member in good standing.

Duties:

1. Assist the meeting directory person in all duties.
2. Attend all subcommittee meetings.

Community Relations Coordinator:

Requirements:

1. Two years clean.
2. 1 year experience in PR subcommittee.
3. Voting member in good standing.
4. Have the ways and means to fulfill the commitment.
5. Familiar with the PR Handbook.

Duties:

1. Maintain professional manner, appearance, and dress appropriately to make a positive impression. Will use respectful, clear and direct language in all communications. Refer to PR Handbook page 34 for more information.
2. Coordinate all external Public Relations activities.
3. Deliver follow-up correspondence after all activities.
4. Attend all subcommittee meetings and give a verbal report.
5. Attend all local service workshops.