

Northeast Alabama Area of Narcotics Anonymous Public Information Guidelines

April 2013

Revised 02/08/2015

I. Purpose:

- a. To inform the public that NA exists.
- b. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is available to all addicts and so all addicts know how and where to find it.
- c. All activities to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

II. Function of the Subcommittee:

- a. To open and maintain lines of communication between NA and the public and between the ASC/RSC and the WB/WSO.
- b. To respond to all requests for information in a timely and effective manner.
- c. To be sure that those requests are handled at the appropriate level of service. Remember our Ninth Tradition states subcommittees are “directly responsible to those they serve.”
- d. To communicate and cooperate with other subcommittees within the area.
- e. Coordinating all requests from media.
- f. Providing all radio and Public Service Announcements (PSA) with the approval of ASC.
- g. Creating, distributing, and maintaining all Narcotics Anonymous Public Information posters and flyers in the NEAANA.
- h. Providing and maintaining monthly meeting schedules.

III. Membership:

- a. Trusted Servants
 1. **Chairperson** – The Public Information Chair is responsible for coordinating all P.I. work in their area. The PI Chair maintains open communications with any outside entity that refers addicts to our fellowship within the Northeast Alabama Area. PI is the initial contact for H&I facilities. The PI Chair must have a working knowledge of the 12 Traditions, 12 Concepts, PI Handbook and all other Service Related Material relevant to area service. The PI Chair can appoint members to assist with workshops, learning days, presentations, and other PI activities. The PI Chair must actively report to the ASC each month. It is very important for the PI Chair and PI Vice Chair to work closely together, and share responsibilities. Minimum of 3 years clean time requirement.

2. **Vice Chairperson** - The PI Vice Chair performs all duties and has some responsibilities of the PI Chair in his/her absence, or whenever needed. It is very important for the PI Chair and PI Vice Chair to work closely together, and share responsibilities. Must have working knowledge of the NA program. Minimum of 2 years clean time requirement.
3. **Secretary** – The Secretary is responsible for taking notes at all subcommittee meetings. The Secretary must provide minutes each month to subcommittee members and must archive each month's minutes. The Secretary must attend all subcommittee meetings. Must have working knowledge of NA program. Minimum 1 year clean time requirement.
4. **Alternate Secretary** – In the absence of Secretary the Alt. Secretary performs all responsibilities of the Secretary. Works with and learns from the Secretary. Must have working knowledge of the NA program. Minimum 6 months clean time requirement.
5. **Meeting Schedule Coordinator** – Must have knowledge of and access to computer and printer. Must collect meeting schedule changes from GSRs and produce updated monthly meeting schedules to each group at the ASC. Must attend all subcommittee and ASC meetings. The meeting schedule coordinator is responsible for contacting Region to update Area meeting schedule information on Regional website. Must have working knowledge of the NA program. Minimum 1 years clean time requirement.
6. **Phone Line Coordinator** – (This service will be carried out by the Chair and Vice Chair if position is vacant) Must have a working knowledge of Twelve Steps, Traditions, and Concepts of Narcotics Anonymous. The Phone Line Coordinator is responsible for maintaining updated list of volunteers. They must coordinate with service provider to maintain updated information concerning phone line volunteers, meeting schedule, and website information. They must also coordinate Phone Line Learning Days/Orientations, scheduled but not limited to bi-annually (February/August). Must attend every PI subcommittee meeting and provide written report. Minimum 3 years clean time requirement.

7. **Phone Line Volunteers** – Must have a working knowledge of Twelve Steps, Traditions, and Concepts of Narcotics Anonymous. Must attend learning day/orientation before answering calls. All volunteers must adhere at all times to the orientation packet and record accurate data of all calls. Must submit phone log of received calls via GSR, email to the PI Chair, or attend the subcommittee meeting for accountability purposes. Minimum 1 year clean time requirement.

8. **Presentations/Presenters** – (Follow Guidelines in A Guide to Public Information pg. 42 and Review and Input Draft pg. 34) Three or Four presenters at a time (diverse group). Presenters must clear understanding of NA's Traditions and must be able to fluently and confidently explain their full meaning. Minimum 1 year clean time requirement.

*All Trusted Servants are expected to attend all subcommittee meetings.

*Trusted Servants will be replaced if they miss 3 consecutive subcommittee meetings.

b. Subcommittee Members

1. Any member of Narcotics Anonymous is welcomed and encouraged to participate in the Public Information Subcommittee. General membership has no clean time requirement.

IV. Subcommittee Meetings:

- a. 1 1/2 hour time slot at ASC
- b. Bi-monthly meetings as scheduled and announced at the ASC by the Chair.
- c. Chair can schedule emergency subcommittee meeting at any time.

V. Agenda:

- Open with Serenity prayer
- Read Twelve Traditions
- Read Twelve Concepts
- Read purpose and functions
- Secretary Report
- Meeting Schedule Coordinator Report
- Webmaster Report
- Chairperson Report/Phone-line
- Open Forum
- Old business (Review projects completed between last ASC and the present)
- New business (Discuss and prepare for projects between the present and next ASC; ie: budgets, participants, resources)
- Nominations/Elections
- Set time and place for next meeting.
- Closing prayer