

CENTRAL SIERRA SOUTH NARCOTICS ANONYMOUS PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES

REVISED 11/2022

DEFINITION AND PURPOSE

For our purpose in Narcotics Anonymous, Public Relations refers to all of the relationships we create and maintain with each other in our group and service communities, potential members, and the general public. We strive toward strong public relations so that addicts have the opportunity to learn about our program of recovery from drug addiction. It is our desire for Narcotics Anonymous to be alive and thriving in every local community, so that no addict seeking recovery needs to die without having had a chance to find a better way of life through the program of NA.

Public Relations is a subcommittee of the Central Sierra South Narcotics Anonymous Area Service Committee and is directly responsible to that committee.

FUNCTION

- A. To carry the NA message and fulfill the PR activities as outlined in the PR Subcommittee guidelines.
- B. To conduct a monthly business meeting.
- C. To report on PR activities at the monthly ASC meeting.
- D. To include in the monthly report to the ASC the following:
 - a. The names of the officers and members of the subcommittee
 - b. A financial report
 - c. An update on activities of the subcommittee
 - d. Upcoming events
 - e. The next scheduled meeting date, time, and place

OFFICER STRUCTURE

A service board of officers shall consist of:

- A. Chairperson
- B. Vice-Chairperson
- C. Secretary.

In cases where the Chairperson resigns or is otherwise unable to fulfill his/her commitment, the Vice-Chairperson shall automatically assume the position of Chairperson until the PR subcommittee elects a new Chairperson.

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VOTING PROCEDURES

- A. Elections of officers occur on an annual basis at the subcommittee meeting in January. All voting members of the PR subcommittee elect officers. Officers shall be elected by a majority vote.
- B. Officers can be removed by a 2/3-majority vote of the subcommittee. Reasons for removal are missing 2 or more consecutive meetings without providing notification, or failure to perform the outlined responsibilities. In either case, the subcommittee prior to the vote must give notification of the possible removal.
- C. An election to fill a vacancy for an officer shall occur within two regular business meetings after the vacancy arises.

QUALIFICATIONS AND DUTIES

CHAIRPERSON

There is a Chairperson requirement of one-year active participation in PR service. The Chairperson shall be elected in accordance with the PR subcommittee guidelines.

Clean time requirement: Two years

Term of office: One year

Responsibilities:

- a. Preside over monthly subcommittee business meetings.
- b. Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee, appoint ad hoc committees to carry out PR tasks.
- c. Keep copies of all guidelines, rules and regulations pertaining to all outside facilities.
- d. Be accountable for the management of all PR subcommittee funds.
- e. Submit the PR subcommittee budget to ASC for approval.
- f. Attend monthly ASC meetings and report on the activities of the PR subcommittee.
- g. Shall have no regular vote on matters of subcommittee business unless a deciding vote is required in the event of a deadlock
- h. Maintain contact with the Regional Information Coordinator.
- i. Inform ASC a month before planned printing of schedules so "meeting information change form" can be collected.
- j. Report to the PR subcommittee monthly financial status, including our budget usage and remaining amount.

VICE-CHAIRPERSON

There is a Vice-Chairperson requirement of one-year active participation in PR service.

Clean time requirement: Two years

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Term of office: One year

Responsibilities:

- a. Assume the responsibilities of the Chairperson in their absence.
- b. Help coordinate PR meetings and presentations.
- c. Run Open Forum for the subcommittee meeting.
- d. Be willing to take over the Chairperson position upon completion of the term.

SECRETARY

There is a Secretary requirement of 6 months active participation on the PR subcommittee.

Clean time requirement: One year

Term of office: One year

Responsibilities:

- a. Record all subcommittee meetings.
- b. Copy and distribute those minutes to officers, coordinators and all committee members.
- c. Keep records of all subcommittee members and their phone numbers.
- d. Maintain a record of attendance at monthly PR subcommittee business meetings.
- e. Assume the responsibility of making a monthly report to ASC in the absence of the Chairperson and Vice-Chairperson.

QUALIFICATIONS AND DUTIES OF COORDINATORS

H&I COORDINATOR

There is an H&I coordinator requirement of one-year active participation in PR service.

Clean time requirement: Two years

Term of office: One year.

Responsibilities:

- a. Provide information about recovery from addiction centered in Narcotics Anonymous.
- b. Coordinate all H&I activities through the respective panel leaders and ensure their proper training.
- c. Make a monthly report on the H&I activities and submit that report to the PR subcommittee.
- d. Provide general information to panel leaders and inform them of policies, rules, and dress codes applicable to each facility.

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e. In cases where the panel leader resigns or is otherwise unable to fulfill his/her commitment, the H&I coordinator shall automatically assume the position of panel leader until the PR subcommittee elects a new panel leader.

PI COORDINATOR

There is a PI coordinator requirement of one-year active participation in PR service.

Clean time requirement: Two years

Term of service: One year.

Responsibilities:

- a. Provide information to the public about recovery from addiction centered in Narcotics Anonymous.
- b. Coordinate all PI activities through the respective panel leaders and ensure their proper training.
- c. Make a monthly report on the PI activities and submit that report to the PR subcommittee.
- d. Have an ability to coordinate and interact publicly within the scope of the Twelve Traditions of NA.
- e. Ensure that a clear NA message is always shared with the public.
- f. In cases where the panel leader resigns or is otherwise unable to fulfill his/her commitment, the PI coordinator shall automatically assume the position of panel leader until the PR subcommittee elects a new panel leader.

QUALIFICATIONS AND DUTIES OF PANEL LEADERS

RECOVERY HOUSE PANEL LEADER

There is a Recovery House Panel Leader requirement of six months active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

- a. Invite qualified panel members to the H&I meetings/presentations and do all things necessary to conduct the meeting.
- b. Communicate regularly with the H&I coordinator and inform him/her of any problems with the meetings/presentations.
- c. Make a monthly report to the H&I coordinator of the PR subcommittee.
- d. Obtain any supplies or literature that are necessary for the meetings/presentations.
- e. Provide general information to panel members and inform them of policies, rules, and dress codes applicable to each facility.

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JAIL LIAISON

There is a jail liaison requirement of six months active participation in PR service. Must also be approved by the Tuolumne County Jail.

Clean time requirement: Two years (as required by the Tuolumne County Jail).

Term of service: One year

Responsibilities:

- a. Provide general information to panel leaders and inform them of policies, rules, and dress codes applicable to each facility.
- b. Have consistent contacts with the Tuolumne County Jail volunteer coordinator.
- c. Deliver approved literature to the jail volunteer coordinator.
- d. Deliver to the jail volunteer the NA approved applicant list along with member applications for final approval by the Tuolumne County Jail.

JAIL PANEL LEADER MEN/WOMEN

There is a jail panel leader requirement of six months active participation in PR service. Must also be approved by the Tuolumne County Jail.

Clean time requirement: Two years (as required by Tuolumne County Jail).

Term of service: One year

Responsibilities:

- a. Invite approved panel members to the H&I meetings/presentations and do all things necessary to conduct the meeting.
- b. Communicate regularly with the H&I coordinator and inform him/her of any problems with the meetings/presentations.
- c. Make a monthly report to the H&I coordinator of the PR subcommittee.
- d. Obtain any supplies or literature that are necessary for the meetings/presentations.
- e. Provide general information to panel members and inform them of policies, rules, and dress codes applicable to each facility.

MENTAL HEALTH SERVICE PANEL LEADER

There is a mental health service panel leader requirement of six months active participation in PR service.

Clean time requirement: One year

Term of service: One year

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Responsibilities:

- a., Invite qualified panel members to the H&I meetings/presentation and do all things necessary to conduct the meeting.
- b. Communicate regularly with the H&I coordinator and inform him/her of any problems with the meetings/presentations.
- c. Make a monthly report to the H&I coordinator of the PR subcommittee.
- d. Obtain any supplies or literature that is necessary for the meetings/presentations.
- e. Provide general information to panel members and inform them of policies, rules, and dress codes applicable to each facility.

JUVENILE PANEL LEADER

There is a juvenile panel leader requirement of six months active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

- a. Invite approved panel members to the H&I meetings/presentations and do all things necessary to conduct the meeting.
- b. Communicate regularly with the H&I coordinator and inform him/her of any problems with the meetings/presentations.
- c. Make a monthly report to the H&I coordinator of the PR subcommittee.
- d. Obtain any supplies or literature that are necessary for the meetings/presentations.
- e. Provide general information to panel members and inform them of policies, rules, and dress codes applicable to each facility.
- f. Maintain contact with the Tuolumne County School personnel.

PUBLIC PRESENTATIONS PANEL LEADER

There is a public presentations panel leader requirement of one-year active participation in PR service.

Clean time requirement: Two years

Term of service: One year

Responsibilities:

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- a. Provide information to the public about recovery from addiction centered in NA.
- b. Ensure that a clear NA message is always shared with the public.
- c. Have an ability to interact with the public within the scope of the Twelve Traditions of NA.
- d. Provide NA speakers as requested to the general public.
- e. Inform and educate the speaker pool on appropriate guidelines for public presentations.
- f. Make a monthly report to the PI coordinator.

PHONE LINE PANEL LEADER

There is a phone line panel leader requirement of one-year active participation in PR service.

Clean time requirement: Two years

Term of service: One year

Responsibilities:

- a. Provide information about recovery from addiction centered in NA.
- b. Ensure that a clear NA message is always shared with the caller.
- c. Have an ability to interact with the caller within the scope of the Twelve Traditions of NA.
- d. Train PR members for the phone line.
- e. Provide a monthly report to the PI coordinator.

LITERATURE PERSON

There is a literature person requirement of one-year active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

- a. Respond to literature and merchandise requests from the PR subcommittee.
- b. Acquire and distribute NA literature.
- c. Communicate regularly with the PI coordinator and provide a monthly report to the PR subcommittee that includes literature purchased from ASC.
- d. Produce a quantity of meeting schedules as determined by the PR subcommittee available for delivery to ASC

WEB SERVANT

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There is a web servant requirement of six months active participation in PR service.

Clean time requirement: One-year

Term of service: One year

Responsibilities:

- a. Maintain the web site in accordance with the Twelve Traditions and Twelve Concepts of NA.
- b. Have the abilities necessary to maintain the website.
- c. Maintain and update the website meeting schedule and collect "meeting information change forms" from ASC.
- d. Maintain contact with the Activities chair to update the website as activities are happening..
- e. Ensure that chats, forums, discussions, and other similar content concerning personal recovery issues are not posted on the website.
- f. Ensure that images of any identifiable person, whether an NA member or not, are never used.
- g. Will see that sales of merchandise are not made on the website.
- h. Ensure that copyrighted material is not used on the website without specific permission from the owner.
- i. Provide a monthly report to the PR subcommittee.

PR PANEL MEMBERS

To obtain approval for PR service, members must appear in person before the PR subcommittee at the regular monthly meeting. General members shall be approved by a majority vote of the PR subcommittee. Panel members shall be cleared by facilities whenever required.

Clean time requirement: Six months

Responsibilities:

- a. Carry the message of recovery from addiction centered in Narcotics Anonymous.
- b. Have working knowledge of the Twelve Steps of NA.
- c. Regular attendance at the PR Subcommittee meetings is encouraged. Must attend the subcommittee meetings once every six months to be considered "active" for PR service
- d. Adhere to the rules and dress codes of the facilities they are entering.

WAIVER OF CLEAN TIME REQUIREMENT

All PR subcommittee members must have six months clean time. It is recommended that all other PR subcommittee positions clean time requirements not be waived. However, if any clean time is to be waived it shall not exceed 25% of total clean time.

PR SUBCOMMITTEE SERVICE STRUCTURE

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A. Officers:

- a. Officers are voting members with the exception of the Chairperson who shall cast the deciding vote in the event of a deadlock.
- b. The Chairperson shall hold no other service structure positions.
- c. The Vice-Chairperson and Secretary shall hold no Coordinator positions.

B. Coordinators:

- a. Coordinators shall not hold any Officer positions.
- b. H&I Coordinators may hold one additional panel position within the H&I service structure.
- c. PI Coordinators may hold one additional panel position within the PI service structure.

C. Panel Leaders:

- a. Panel leaders may hold up to two panel positions within the H&I and PI service structure.
- b. Literature and Web Servant shall be held to the same panel leader requirements.

GENERAL INFORMATION FOR PR SUBCOMMITTEE MEMBERS

A. Any member of the PR subcommittee is automatically disqualified from further PR activity upon relapse. Being clean for the purposes of this PR subcommittee shall be defined as complete abstinence from all drugs.

B. All new subcommittee panel members must observe a panel meeting before sitting on a panel.

C. Any panel leader has the right to excuse a panel member from participating in an activity if that panel leader feels that a member's participation would be detrimental to the lifesaving message of NA.

D. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate on the panel serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to:

- a. The inmate or client involved.
- b. The working ability and privilege of the subcommittee to carry the message inside the facility.

E. No PR subcommittee member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, probation, or parole officer. Furthermore, PR subcommittee members will not make any comments or promises regarding employment, parole, probation, or medical problems. We only carry the message of NA: recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.

F. Excessive use of profanity or the use of vulgar stories is strictly prohibited by the authorities of all facilities and strongly discouraged by the PR subcommittee.

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G. PR panel members shall be responsible for their conduct in any facility and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.

WHAT WE DO AND WHAT WE DON'T DO IN PUBLIC

When we act on our own in public relations we can lose the spirit of humility inherent in a "we" program. The damage that can be done to the Narcotics Anonymous reputation by individuals acting on their own can take a long time to repair. Being of service in PR we get a glimpse of humility every time a newcomer walks through the door of an NA meeting. We can then recognize the spiritual aim of the fellowship and our own place within it. We are grateful to be able to carry the message of recovery and can acknowledge the actions of a power greater than ourselves.

WE DO:

- Follow our traditions, public relations plans, and guidelines.
- Be consistent. We follow through on our plans of action.
- Consult with members experienced in PR work before contacting the media.
- Stress our common welfare and the importance of unity.
- Stress that the only requirement for membership is the desire to stop using.
- Make directories of outside meetings available to clients and/or inmates.
- Start and end on time.
- Obey all dress codes and exercise common sense.
- Keep the staff aware of your whereabouts at all times.
- Stamp all literature that you bring into a facility with the local help line number and area PR address.

WE DON'T:

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- Do it by yourself.
- Take a stand on any controversial issues.
- Break another person's anonymity.
- Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- Discuss conditions within the facility or opinions about staff members.
- Carry excessive cash or expensive flashy jewelry.
- Show favoritism to any inmate or client.
- Give anyone your personal address or phone number.

CSSNA PR SUBCOMMITTEE MEETING AGENDA

- **Date**
- **Call to order**
- **Serenity prayer**
- **Twelve Concepts of NA**
- **Roll call**
- **Seventh Tradition of NA**
- **Minutes read by the secretary**
- **Officer reports**
- **Chairperson**
- **Vice-Chairperson**
- **H&I Coordinator report**
- **PI Coordinator report**
- **Literature requests**
- **Old business**
- **New business**
- **Open Forum (establish time limit)**
- **Next subcommittee meeting date**
- **Close with the Third Step Prayer**

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