

South Vancouver Island Area of Narcotics Anonymous - Public Relations Subcommittee Roles & Responsibilities

A. Definition

The Public Relations (“PR”) Subcommittee consists of Narcotics Anonymous (“NA”) members from the South Vancouver Island Area of Narcotics Anonymous (“SVINA”). The PR subcommittee is accountable to the SVINA Area Committee (“ASC”). PR committee members should have a working knowledge of The Twelve Steps and Twelve Traditions of NA.

B. Purpose

1. The purpose of the PR Subcommittee is to
 - a) carry the NA message of recovery from addiction to residents of facilities who are restricted from full access to regular NA meetings; and,
 - b) to increase awareness and credibility of the NA program within the community through public information presentations.
2. The following are goals we strive to achieve when speaking to community organizations in order to show NA is an attractive choice for addicts:
 - a) We clarify what services NA can and cannot provide to the community;
 - b) We make NA members more aware of their role in NA’s public image;
 - c) We aim for the public to recognize NA as a positive and reliable organization; and
 - d) We develop valuable relationships with professional and the general public.

C Literature

1. Only Conference-Approved Narcotics Anonymous-approved literature may be taken into an institution or utilized at a public information presentation.
2. Literature will be distributed by the Literature Coordinator (or the Chairperson) as set forth under that job description. Meeting lists will be provided for all institutions.

D. Business Meetings

1. PR Subcommittee meetings shall be held once per month at a time and place designated by membership. No business meeting shall last for more than one and-one half hours except by vote to extend this time limit by the members present.

E. Membership

1. Any member of Narcotics Anonymous may become a member of PR by attending a PR business meeting.
2. All members are bound to comply with the clean time requirements for PR service eligibility. Clean time for the purpose of this Subcommittee shall be constituted as complete abstinence from all drugs.

F. Voting

1. Any member having attended three consecutive business meetings within the past year are eligible to vote at PR Subcommittee meetings.

G. Elections

1. Election of officers shall be held once each year in (September). This Subcommittee elects all positions except Chairperson, who is elected by the ASC.

H. Elected Officers

1. Members of PR Subcommittee shall be elected each year to fill the following positions:
 - a) Chairperson (by ASC)
 - b) Vice Chairperson
 - c) Secretary
 - d) Literature/ Meeting List Coordinator
 - e) Panel Coordinator
 - f) Panel Leader (multiple positions)
 - g) Women's Liaison
 - h) Phonenumber Coordinator
 - i) Fellowship Liaison
 - j) VIRCC Liaison
2. In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines.
3. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the Chairperson and approved by the PR Subcommittee at the next business meeting.

I. Ad Hoc Appointments:

1. In the event of a short-term or specific need, the Chairperson in conjunction with the Vice Chairperson may appoint a PR Subcommittee member or other qualified NAmember to meet the identified need or task.

J. Impeachment / Removal Procedures:

1. Grounds for Impeachment:
 - a) Relapse (automatic resignation);
 - b) Failure to perform required duties or responsibilities
 - c) Breach of Traditions, malicious behavior, or unethical conduct inconsistent with role of trusted servants.
2. Impeachment Procedures:
 - a) Present the motion in writing to the Chairperson stating due cause at least seven (7) days prior to the ASC meeting:
 - b) The respondent is given a rebuttal (if so desired, not to exceed ten (10) minutes):
 - c) A closed ballot will be held; and,
 - d) A 2/ 3 majority is required to impeach.

K. Clean Time and other Requirements

1. Any member of Narcotics Anonymous who has been oriented with PR, and who wishes to participate in a meeting/ presentation in an institution or other venue, must have sufficient clean time to qualify under the requirements of the Subcommittee and the facility in which the meeting is conducted.
2. The following clean time requirements govern PR positions:

<u>Chairperson</u>	2 years
<u>Vice Chairperson</u>	1 year
<u>Secretary</u>	6 months
<u>Phoneline Coordinator</u>	2 years
<u>Literature Coordinator</u>	1 year
<u>Panel Coordinator</u>	2 years
<u>Panel Leader</u>	1 year
<u>Panel Member</u>	3 months (6 months to share)
Women's Liaison	1 year (6 months PR experience)
Fellowship Liaison	2 years
Phoneline Volunteer	6 months
VIRCC Jail Liaison	1 year

3. All elected officers and Panel Leaders shall attend the regular monthly PR Subcommittee meeting.
4. If any elected officer or Panel Leader misses three (3) consecutive PR Subcommittee meetings without notification, this will constitute resignation. That officer or Panel leader shall be relieved of all duties associated with that position.
5. In the event of resignation of the Chairperson, the Vice chair shall automatically assume the position of the Chair until the *ASC* elects a new Chairperson.
6. In the event the Vice Chairperson, Secretary, or any other elected officer resigns, that position shall be held open for a period of one month, followed by an open election at the next PR Subcommittee meeting.

L. Duties & Responsibilities

The responsibilities of each active member of Narcotics Anonymous PR are set forth below:

1. **Chairperson** (2 years clean time required)
 - a) Coordinates all PR Subcommittee activities;
 - b) Presides at regular, special, and general Subcommittee meetings;
 - c) Handles all public relations contacts involving policy matters and/ or interpretations at the public level that pertain to PR (*NOTE: This will be done with the direct cooperation of the PR Subcommittee.*);
 - d) Responsible for interchange of correspondence at the public level as well as all correspondence within PR which involves policy matters;
 - e) Makes regular reports to the PR Subcommittee on the status of all current or completed projects;
 - f) May at any time visit any meeting/ presentation at any facility for a purpose beneficial to PR including offering assistance to panel participants;
 - g) Shall represent NAPR at the regular meetings of the ASC;
 - h) Shall attend the regional PR Subcommittee meetings;
 - i) Bring before the Subcommittee matters that should be acted upon by the Subcommittee;
 - j) Carrying out policies for the Subcommittee; and,
 - k) In absence of Literature Coordinator, insure that all Panel Leaders have adequate literature for the meetings by acting

as Literature Coordinator.

2. Vice Chairperson (1 year clean time required)

- a) In the absence of the Chairperson, or upon the resignation of the Chairperson, assumes all those responsibilities annually carried out by the Chairperson until the ASC has an election for that position;
- b) Works closely with the Chairperson;
- c) May at any time visit any meeting/ presentation at any facility for any purpose beneficial to PR including offering assistance to panels;
- d) Attends the regular meetings of the Hospitals and Institutions Subcommittee;
- e) Attends the BC Regional PR Service Committee in the event that the PR Chairperson is unable to attend;
- f) In the absence of a Panel Coordinator, helps coordinate PR meetings and presentations in any facility by acting as a Panel Coordinator; and,
- g) Mentors the incoming Vice Chair at the conclusion of the his or her term where applicable

3. Secretary (6 months clean time required)

- a) Keeps a complete record in the form of minutes of every Subcommittee meeting;
- b) Keeps a complete and updated Panel Member list with the names, recovery dates and telephone numbers of all current PR members;
- c) Shall keep a continuing roster of monthly attendance at the business meetings;
- d) Prepares and sends out Advance Reports to PR Subcommittee members;
- e) Maintains all necessary stationary supplies and prepares correspondence as needed;
- f) Keeps a file of all such correspondence;
- g) Shall type and prepare any materials necessary for distribution to members of PR (copying, distributing minutes and keeping copies of the PR Subcommittee Guidelines);
- h) Shall attend the regular meetings of the PR Subcommittee; and,
- i) Update the PR meeting coverage list with Subcommittee

members' phone numbers and facility phone numbers where applicable.

4. Meeting list/ Literature Coordinator (1 year clean time required)

- a) Shall requisition and complete literature orders for PR Presentations;
- b) Shall submit a report to the PR Subcommittee;
- c) Shall work with the Panel Leaders to ensure that necessary literature is obtained from the ASC as per the PR Subcommittee and provided to appropriate institutions.
- d) Shall audit distribution records on an ongoing basis to ensure that requests for literature from Panel Leaders are prudent and do not put the Subcommittee over the budget;
- e) Maintains accuracy of meeting lists and informs website coordinator of any changes;
- f) Responsible for printing and delivering meeting lists to meetings within the fellowship; and,
- g) Ensures community organizations have supply of literature where required.

5. Panel Coordinator (2 years clean time required)

- a) Shall keep in contact with PR elected officers and Panel Leaders in order to ensure all requests for speakers are handled in a timely and efficient manner;
- b) Shall conduct an orientation of all new members;
- c) Shall ensure that panels are filled for scheduled meetings or presentations;
- d) Shall keep all Panel Leaders informed of the rules of the facility and any changes or concerns that should arise; and,
- e) Giving a verbal or written report to the PR Subcommittee.
- f) Obtain supplies for community presentations where applicable.

6. Panel Leader (1 year clean time required)

Shall conduct PR presentations/ meetings in the facility being served according to acceptable procedures.

Shall inform the Panel Coordinator well in advance when unable to conduct a regularly scheduled meeting.

- a) Shall invite appropriate Panel Members to the PR meeting

and inform them of all the roles of the facility and the procedures for conducting the meeting.

- b) Shall be responsible for Panel Members in the meeting.
- c) May resign by giving notice to the PR Subcommittee.
- d) Be familiar with the PR meeting/ presentation format.
- e) Be familiar with PR Subcommittee guidelines.
- f) Be familiar with the facilities rules.
- g) Be able to share a clear message of recovery in Narcotics Anonymous.

7. Panel Member (speaker) (3 months to attend 6 months to share)

- a) Be familiar with the PR meeting/ presentation format.
- b) Be familiar with PR Subcommittee Guidelines.
- c) Be familiar with the facilities rules.
- d) Be able to share a clear message of recovery in Narcotics Anonymous.
- e) He/ she shall be qualified and assigned by the PR Panel Leaders, and cleared by the facilities whenever necessary.
- f) Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the Panel Leader.
- g) Shall adhere to the rules of the facility wherein he/ she is, in fact, a guest.
- h) Shall always keep in mind that he/ she may be seen as a representative of Narcotics Anonymous and should conduct himself/ herself responsibly.

8. Fellowship Liaison (2 years clean time required)

- a) Responsible for linking struggling groups to the SVINA;
- b) Attends the monthly SVINA ASC meeting in order to help identify groups that may be struggling;
- c) Shall attend a variety of meetings in order to learn about what is happening in our fellowship. This should especially include outlying groups;
- d) Shall attend any meetings (perhaps once per month) that may need support to determine what support is available and to develop a plan for action for these groups;
- e) Convey specific PR committee concerns to groups where issues arise;
- f) Shall submit a monthly report with the PR committee, reporting on any issues that come up, and progress on

- ongoing projects; and,
- g) Should have access to a personal vehicle.

9. VIRCC Jail Liaison (1 year clean time required)

- a) Shall conduct PR meetings at the VIRCC and ensure they are served according to acceptable procedures;
- b) Acts as liaison between the VIRCC and the PR Subcommittee;
- c) Shall inform the Panel Coordinator well in advance when unable to conduct a regularly scheduled meeting;
- d) Shall invite appropriate Panel Members to the PR meeting and inform them of all the roles of the facility and the procedures for conducting the meeting;
- e) Shall be responsible for Panel Members in the meeting;
- f) Works with the Chair and Vice Chair to screen potential members and to assist those members completing the clearance process;
- g) Be familiar with all PR Subcommittee guidelines;
- h) Be familiar with the facilities rules; and,
- i) Shall provide a monthly report to the PR Subcommittee.

10. Phonenumber Volunteer (non-elected) (6 months clean required)

- a) Must be capable of communicating with others in a clear and respectful tone;
- b) Willingness to take phone calls from our answering service and to return phone calls from individuals who wish to speak with an NA member;
- c) It is OK to limit the hours when calls will be received. It is also OK to not answer or refuse a call from the answering service if you are too busy to take it;
- d) The Phonenumber Volunteer's primary duty is to direct potential newcomers to a meeting;
- e) Have a solid understanding of the common types of calls found in Chapter 4 of "A Guide to Phonenumber Service" and how to address them;
- f) Must be willing to undergo an orientation for Phonenumber service.

11. Women's Liaison (1 year clean & 6 months PR involvement)

- a) Shall attend area on a regular basis, in order to check in with GSR's to identify needs relating to women in the NA

- community;
- b) Primary responsibility is to introduce women to service through PR.
- c) Shall attend the monthly PR Committee meetings and submit a report;
- d) Serves as the primary female contact for PR and to identify institutions that may benefit from a female presence or female-oriented panel.
- e) Foster's relationships with other areas in order to garner and benefit from previous experiences and to contribute a female perspective to the PR Subcommittee; and,
- f) Liaises between PR and NA groups.

L) Additional General Guidelines:

1. Panel Leaders shall insure that all people attending any PR meeting or presentation are properly vetted for suitability AND are familiar with the relevant GUIDELINES and PROCEDURES.
2. Any NA member who is involved with a facility on a professional or volunteer basis should not participate in the panels serving addicts in that facility; such members may participate on panels going into other facilities.
3. PR meetings/ presentations should have at least two members of the PR Subcommittee present at any PR facility meeting or presentation.
4. Any NA member who has a personal relationship with a client/ inmate or employee/ staff member of an institution, and where this relationship could compromise the integrity of Narcotics Anonymous or the facility, should not participate in PR meetings/ presentations at that facility under any capacity of the PR Subcommittee.
5. PR meetings/ presentations will be held consistently and on time. It is the responsibility of the Panel Coordinator to assure that the Panel Leaders are present. If a Panel Leader is unable to attend, the Panel Coordinator or the Chairperson will call the facility, after every effort has been made to find an alternate.
6. NO Narcotics Anonymous meeting/ presentation regularly conducted under the auspices of the PR Subcommittee shall be held in any facility except when directly supervised by the PR Subcommittee or its Panel Leader. This appointment

must be acceptable to the facility being served.

7. These GUIDELINES and PROCEDURES are submitted for the guidance of the PR membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of PR who, in time, will take steps to get clarification from the facility authorities.
8. Individual members of PR should not attempt to discuss any problems encountered in a meeting/ presentation with the personnel of the facility in question. This is the responsibility and duty of the Chair or Vice Chairperson. Adherence to these guidelines will minimize confusion and misunderstanding within the PR membership itself, and with the facilities we serve.
9. Failure to comply with any institution's regulations could result in the cancellation of the PR meeting/ presentation scheduled in that facility. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA.

Remember: We are GUESTS in every facility and MUST respect their policies and procedures