

**AREA L.E.G.S.
LAKE ERIE GENERAL SERVICES
PI/PHONELINE SUBCOMMITTEE GUIDELINES
SUGGESTED QUALIFICATIONS and DUTIES**

A. Chairperson ~ Nominated and voted in by the ASC

- 1. One (1) year commitment**
- 2. One (1) year cleantime**
- 3. Knowledge of the 12 Steps, 12 Traditions, 12 Concepts and knowledge of the procedures for conducting Area L.E.G.S. business**
- 4. Required to attend PI/Phoneline Subcommittee, ASC and Regional PI/Phoneline Subcommittee meetings.**
- 5. Active involvement in Narcotics Anonymous**

DUTIES ~

- 1. Arrange time and agenda for meetings**
 - 2. Initiate all necessary correspondence, including communication between Groups, Area, Region, and WSC**
 - 3. Keep Area L.E.G.S. informed of all ongoing Subcommittee activities.**
 - 4. Ultimately be responsible for files, records, and overall functions of the PI/Phoneline Subcommittee**
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B. Vice Chairperson ~ Nominated and voted in by the ASC

- 1. One (1) year commitment**
- 2. One (1) year cleantime**
- 3. Ability to assume responsibilities in the absence of the PI/Phoneline Chairperson**
- 4. Active involvement in Narcotics Anonymous**

DUTIES ~

- 1. To work closely with and assist in all duties of the PI/Phoneline Subcommittee**
 - 2. To carry out responsibilities delegated by the PI/Phoneline Subcommittee Chairperson and/or Subcommittee**
 - 3. That the PI/Phoneline Subcommittee Vice Chairperson attend all PI/Phoneline Subcommittee and all ASC meetings.**
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C. Secretary ~ Nominated and voted in by the PI/Phoneline SC

- 1. One (1) year commitment**
- 2. Six months cleantime**
- 3. Active involvement in Narcotics Anonymous**

DUTIES ~

- 1. Be responsible for all written minutes at the PI/Phoneline Subcommittee**

AREA L.E.G.S.

LAKE ERIE GENERAL SERVICES

PI/PHONELINE SUBCOMMITTEE

Purpose ~ Our primary purpose is to carry the message of recovery to the addict who still suffers. The purpose of Area L.E.G.S. PI/Phoneline Subcommittee is to inform the public that NA exists. That it offers recovery from addiction and information on how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

Functions/Responsibilities

The basic functions of the PI/Phoneline Subcommittee are:

1. To open and maintain lines of communication
 - a. between Narcotics Anonymous and the public
 - b. between the ASC, RSC, and WSO
 - c. with the answering service to coordinate effective action
2. To respond to all requests for information in a timely and effective manner, and to be sure that those requests are handled at the appropriate level.
3. To maintain, update, and review volunteer call list (i.e., names, phone numbers, and times available) by:
 - a. contacting each member to ensure their continued support
 - b. report any and all changes to the answering service
4. Develop and maintain a master mailing list
5. Develop and maintain speaker pools
6. Act on suggestions and/or comments for improvement
7. Develop and be responsible for informational packets and be responsible for distributing them on an as needed basis (i.e., accepted NA literature, schedules, and material developed for specific purposes by the group conscience of the PI/Phoneline Subcommittee). Specific purposes may be:
 - a. Public Service Announcements (PSA)
 - b. Mailings
 - c. Events
 - d. Displays
 - e. Films
 - f. Types or resources that may be developed, and be useful to PI/Phoneline Subcommittee purposes
8. Personal contact which may consist of speaker dates and/or contact with outside enterprises both formal and informal. Members making personal contact for the PI/Phoneline Subcommittee shall be personally responsible for the maintenance of the Twelve Traditions.