

## **AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES**

### **PUBLIC RELATIONS (PR) / Hope Line SUBCOMMITTEE GUIDELINES** rev 11/18/20

**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. PR 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

#### **Qualifications:**

##### **A. Chairperson** - Nominated and voted in at the ASC

1. One-year commitment
2. Two (2) years clean time
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 PR subcommittee, ASC meeting and Regional PR subcommittee meeting
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 World Service Office (WSO)
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 PR Subcommittee

##### **B. Vice Chairperson** – Nominated and voted in at the ASC

1. One-year commitment
2. Two (2) years clean time
3. Knowledge of the 12 Steps, 12 Traditions 12 Concepts and knowledge of the procedures for conducting Area L.E.G.S. business
4. Ability to assume responsibilities in the absence of the PR Chairperson
5. Required to attend PR subcommittee, ASC meeting
6. Active involvement in Narcotics Anonymous

#### **Duties**

1. To work closely with and assist in all duties of the PR Subcommittee
2. To carry out responsibilities delegated by the PR Subcommittee Chairperson and /or Subcommittee
3. That the PR Subcommittee Vice Chairperson attend all PR Subcommittee and all ASC meetings

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### **C. Secretary** – nominated and voted in by the PR Subcommittee

1. One (1) commitment
2. Six months clean time
3. Active Involvement in Narcotics Anonymous

### **Duties**

1. Be responsible for all written minutes at the PR Subcommittee meetings

### **FUNCTIONS / RESPONSIBILITIES / CONVENTION DUTIES\***

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 “HOPELINE” 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 all changes to the HOPELINE
  4. must conduct training and orientation for hope-line volunteers
4. Develop and maintain a master mailing list of treatment centers and detox facilities
5. Develop and maintain speaker pools for presentations
6. Act on suggestions and / or comments for improvement
7. Develop informational packets that are group conscience by the PR subcommittee, to distribute for public service purposes such as: :
  - a) Public Services Announcements
  - b) Mailings
  - c) Events
  - d) Displays
  - e) Films
  - f) Or other types of venues developed and useful to PR Subcommittee purposes
8. In contact with an outside entity, follow Area Guideline #26.
  - a. If a facility calls you, ask them to hold on and conference / add call to another addict
  - b. Members making a call to an outside entity, should have another addict on the phone when making the call

## **AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES**

Must adhere to the 12 Traditions of NA when interacting with an outside entity

### **\*Convention Information Responsibilities**

#### **Duties Pre-Convention**

- Review and distribute flyers to all areas, regions and world of upcoming events
- To maintain and keep up to date a calendar of all convention activities, complete with times and locations (ie- executive committee meetings, subcommittee meetings, all fundraisers being held, and also all local activities.) This is to ensure not only a cohesion of the executive committee meetings and subcommittee meetings but also to make sure fundraisers or other convention events do not impede upon local group events. This is to make sure the local fellowship is able to participate in convention events (must coordinate closely with the Webmaster to have events published to the Area calendar)
- Creation, maintenance and distribution of a printed and online version of a convention newsletter. This is to be passed along to all areas, regions and to world. This is to be voted on and determined if necessary or logical by current Convention Information Committee.
- Collection and maintenance of a physical mailing list and an email list for distribution of information (for newsletter, flyers, updates, etc) to different areas, regions and world. This should be collected from the previous years' convention committee.
- Work with H&I committee to distribute all convention information to hospitals, treatment centers and other similar facilities (half way houses etc) that provide direct services to addicts. These communications should include a cover letter addressed to the facility recognizing their ongoing support of recovery and a request that their clients be informed of the upcoming events and convention. When available these facilities should also be provided registration flyers.
- Creation of a press packet that is to be available at the registration desk of the convention. This is to be given to any press that may show up.
- Creation of a local map that can be distributed during the convention. This should include eateries, and locations of local meetings. Also the creation of a map of the layout of the facility to include where and when different events are occurring.

#### **Duties During Convention:**

- Maintain and operate an information desk at the convention. This should be for general information, distribution of the maps of local area. Also included should be a list of the hosting area's local meetings and any flyers for local groups.

## **AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES**

### **Phoneline**

**Purpose – the phoneline subcommittee maintains a telephone information service for NA that helps addicts and others in the community find us and is strictly for providing information about the NA fellowship, NA recovery and NA meetings.**

### **Phoneline Volunteer**

#### **REQUIREMENTS:**

1. 1- year clean time and the ability to carry an NA message of recovery.
2. must attend one volunteer training provided by PR subcommittee
2. NA phoneline is a 24- hour service. A volunteer shall specify a time slot they are available
4. A knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
5. Active involvement in Narcotic Anonymous

#### **GUIDELINE FOR REMOVAL OF HELPLINE VOLUNTEERS:**

1. Relapse
2. Continued failure to respond to Helpline calls.
3. Taking physical, emotional, sexual or financial advantage of a caller.
4. Disregard of the 12 Traditions of Narcotics Anonymous.
5. Disregard of the written guidelines.
6. Not attending NA meetings on a regular basis.
7. Failure to respond to Helpline volunteer verification calls. If a message is left and you do not return our call to inform us you are still clean and still wish to remain on the volunteer list, you will be removed as a volunteer