



## **GUIDELINES OF THE PUBLIC RELATIONS SUB-COMMITTEE (PRC) OF THE PIEDMONT AREA NARCOTICS ANONYMOUS**

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### **PURPOSE OF THE PUBLIC RELATIONS SUB-COMMITTEE OF THE PIEDMONT AREA OF NARCOTICS ANONYMOUS**

1.1 The name of the sub-committee shall be the Public Relations Sub-Committee of the Piedmont Area of Narcotics Anonymous (the “PRC”).

1.2 The PRC is a standing sub-committee of the Piedmont Area Service Committee (“ASC”).

1.3 The PRC attempts to carry the NA message of recovery by informing those who work with or come in contact with addicts the nature of the NA fellowship, and where we can be found. This PRC may find itself cooperating a great deal with neighboring areas so as to avoid conflicts. The avenues open to the PRC to do its job are numerous. Some examples are: print media, radio, television, posters, mail outs, attendance at conventions of related fields, or presentations to groups such as attorneys, judges, clergy or police groups. The ways and means are quite extensive. The PRC is also responsible to update the area-meeting directory four times a year. The PRC is also responsible for maintaining and coordinating an effective 24-hour answering service. The purpose is to have a means for an addict seeking recovery to contact a member of NA and find their way to an NA meeting. The PRC is responsible for maintaining and updating information of the ASC Internet access and presence. Checking and responding to or forwarding of all electronic communications and maintaining the local mailing list.

1.4 In performing its responsibilities the PRC will utilize local, regional, and world approved service handbooks and materials that are written for public relations sub-committees.

1.5 The PRC shall comply in all its actions with the following documents in order of priority as listed below:

1. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous;
2. The current guidelines of the ASC;
3. The current guidelines of the PRC; and
4. *A Guide to Local Services in NA*, and other Narcotics Anonymous World Service approved service handbooks.

### **PRC MEETINGS & MEMBERSHIP**

2.1 Regular PRC business meetings shall be held at least once monthly, at a time and place designated by the membership. The Chairperson may, at his discretion schedule

special meetings of the PRC to consider any business that cannot wait until the next regularly scheduled PRC meeting.

2.2 Anyone may attend a PRC meeting.

2.3 Only members of the Piedmont Area of Narcotics Anonymous present at the PRC meeting may vote on any business brought before the PRC.

### **VOTING**

3.1 All PRC motions and decisions shall, unless otherwise stated, be decided by majority vote of those voting. For purposes of determining the total number of votes cast on any motion or decision, abstentions will not be considered.

3.2 No one may cast more than one vote on any motion or decision of the PRC.

3.3 The Chairperson of the PRC may only cast a vote in the event of a tie vote.

3.4 Anyone entitled to vote may make or second a motion.

3.5 Anyone entitled to vote may make a motion to amend these Guidelines. In order to be adopted, the motion must receive at least two thirds (2/3) of the votes cast, not counting abstentions.

### **ELECTION AND REMOVAL OF TRUSTED SERVANTS**

4.1 Elections of all trusted servant positions, other than the Chairperson, shall be conducted by the PRC using the procedures set forth below. The Chairperson shall be elected by the ASC. The PRC may, by majority vote, submit a recommendation for Chairperson to the ASC for their consideration.

4.2 All terms of service of a PRC trusted servant shall be for one year from first taking the position. Elections for any PRC trusted servant position, other than Chairperson, shall take place one month prior to the expiration of the current trusted servants' term or immediately following any vacancy in a trusted servant position.

4.3 No one may serve in more than two PRC trusted servant positions simultaneously and will do so with approval of the PRC.

4.4 Only members of the Piedmont Area of Narcotics Anonymous may serve as a PRC trusted servant. Only members of the Piedmont Area of Narcotics Anonymous present at the PRC meeting may nominate or second the nomination of someone for a PRC trusted servant position. A nomination is only valid if the nominee is present at the PRC meeting.

4.5 Once a person's nomination has been seconded the individual shall either accept or decline the nomination. If the nomination is accepted, the nominee must state his/her qualifications and answer any questions from those present at the PRC meeting. These qualifications should also be made in writing so the secretary can include them in the minutes of the meeting. Before voting commences, all nominees shall leave the room. Voting shall be by a show of hands unless at least two people entitled to vote request that voting be done by paper ballot.

4.6 In order to be elected, a nominee must receive a majority of all votes cast. In the event that there are more than two candidates for a PRC trusted servant position, if no nominee receives a majority of the votes cast, a second vote shall be taken in which only the two nominees who received the most votes in the first election shall be considered.

4.7 A PRC trusted servant resigning his position shall give such notice to the Chairperson or Secretary.

4.8 A PRC trusted servant shall be removed from his/her position in the event of a relapse or for missing two consecutive regularly scheduled PRC meetings.

4.9 A motion to remove a PRC trusted servant, other than the Chairperson, from his position for failure to perform his/her responsibilities must receive at least two thirds (2/3) of the votes cast, not counting abstentions. Voting on this motion shall be by paper ballots.

### **TRUSTED SERVANTS**

#### 5.1 Chairperson

- A. The Chairperson shall have the following duties;
1. To attend and preside at all meetings of the PRC;
  2. To coordinate all PRC public relations efforts;
  3. To attend the monthly ASC meeting, prepare a meeting Agenda or delegate this to another PRC member, and submit a report setting forth the accomplishments and upcoming plans of the PRC;
  4. To make a motion at the ASC meeting in the event that any upcoming plans of the PRC involve special considerations or financial expenditures not included in the PRC budget;
  5. To insure that the Piedmont Area's meeting list is updated quarterly;
  6. To make every effort to attend the bi-monthly meeting of the Public Relations Sub-Committee of the Central Atlantic Region;
  7. To contact the Central Atlantic Region's phone line coordinator on a monthly basis to update the Piedmont Area's meeting information and/or the names and contact information of Phone Line Point of Contacts;
  8. To ensure that any changes in meeting information for the Piedmont Area is conveyed to Narcotics Anonymous World Services; and

9. To assist the Vice Chairperson in ensuring that the duties of any vacant trusted servant positions are performed.

B. The qualifications for the position of Chairperson are set forth in the ASC Policy and Guidelines.

## 5.2 Vice Chairperson

A. The Vice Chairperson shall have the following duties:

1. In the absence of the Chairperson, to perform all the duties normally carried out by the Chairperson until his/her return or the election of a new Chairperson by the ASC;

2. To work closely with the Chairperson;

3. To attend all regular and special meetings of the PRC;

4. To perform the duties of any vacant PRC trusted servant position. In performing this duty, the Vice Chairperson shall be assisted by the Chairperson; and

5. To determine, on a monthly basis, the amount and type of literature needed by the Literature Rack Coordinator and Panel Presentations Coordinator, ensure that the total requests do not exceed the PRC budget, place an order for such literature with the ASC's Literature Sub-Committee and ensure that the literature obtained is made available to the Literature Rack Coordinator.

B. Anyone elected to the position of Vice Chairperson must have at least 6 months clean time and a willingness to become familiar with the contents of the Public Relations Handbook and the Phone Line Handbook, both of which shall be provided to him/her by the PRC.

## 5.3 Secretary

A. The Secretary shall have the following duties:

1. To attend all meetings of the PRC;

2. To keep and distribute accurate minutes of every PRC meeting. Such minutes shall be distributed by e-mail at least one week prior to the next PRC meeting;

3. To maintain the records and files of the PRC;

4. To prepare written correspondence as directed by the PRC; and

5. To maintain a record of the names and contact information, including telephone numbers and e-mail addresses, if possible, of all PRC trusted servants and meeting attendees.

B. Anyone elected to the position of Secretary must have at least 6 months clean time.

## 5.4 Literature Rack Coordinator

A. The Literature Rack Coordinator shall have the following duties:

1. To attend the monthly PRC meeting;

2. To make a monthly written report at the PRC meeting;

3. To ensure that the various literature racks at locations throughout the Piedmont Area are kept stocked with NA approved literature and/or current meeting lists;

4. Coordinate new requests for Literature placement; and,

5. To communicate, on a monthly basis, to the Vice Chairperson the amount of literature needed to ensure that the racks are sufficiently stocked.

B. Anyone elected to the position of Literature Rack Coordinator must have at least 6 months clean time.

#### 5.5 Website Coordinator

A. The Website Coordinator shall have the following duties;

1. To attend all meetings of the PRC;

2. To make a monthly written report;

3. To design and maintain the Piedmont Area's webpage and/or website while coordinating requests for new features or content; and

4. To ensure that all meeting and other information contained on the Piedmont Area's webpage and/or website is current.

B. Anyone elected to the position of Website Coordinator must have at least 6 months clean time, the technical ability to perform the duties of the position and a willingness to become familiar with the contents of all NAWS handbooks concerning the creation and maintenance of websites, which shall be provided to him/her by the PRC.

#### 5.6 Phone Line Points of Contact

A. The PRC shall elect one male and one female Phone Line Point of contacts, who shall be responsible for receiving any telephone calls from addicts seeking help that are forwarded to them from the Central Atlantic Region's phone line.

B. Anyone elected to the position of Phone Line Point of Contact must have at least 6 months clean time and a willingness to become familiar with the contents of the Phone Line Handbook, which shall be provided to them by the PRC.

#### 5.7 Panel Presentations Coordinator

A. The Panel Presentations Coordinator shall have the following duties:

1. To attend all meetings of the PRC;

2. To make a monthly written report;

3. To arrange all aspects of panel presentations, including but not limited to, scheduling the panel presentation, selecting the members to be on the panel and ensuring that the members of the panel are given NA approved literature and meeting lists to distribute at the presentation;

4. To maintain a list of all persons qualified to be members of a panel;

5. To train new panel members by scheduling them to observe at least one panel presentation; and

6. To communicate, on a monthly basis, to the Vice Chairperson the amount of literature needed to ensure that the panels have sufficient literature to distribute at any presentations currently scheduled.

B. Anyone elected to the position of Panel Presentation Coordinator must have at least 6 months clean time and a willingness to become familiar with those portions or the Public Relations Handbook concerning panel presentations, which shall be provided to him/her by the PRC.

#### 5.8 Meeting List Coordinator

A. The Meeting List Coordinator shall have the following duties:

1. To attend all meetings of the PRC

2. To work with the GSRs and the PR Chair who attends Area Service to monitor changes to meetings and ensure that new meetings get added to the Area Meeting List

3. To update the various meeting lists:

- a) The physical list (currently distributed each Quarter)
- b) The Piedmont Areas website list which is updated by the Website Coordinator
- c) The CARNA Regional list, currently using BMLT platform which the Regional PR Chair can provide access to
- d) NA World Service list

4. Printed Meeting Lists are currently produced each Quarter so the Updates must be proofed by the PR Chair and by group contacts whose meeting details have changed. Once Proofed, the lists are printed as follows as of this writing:

Copies 1,300 (unless a different quantity is needed to serve the Area's needs)

January 1 – Winter – color is Blue

April 1 – Spring color is Green

July 1 – Summer – color is Yellow

October 1 – Fall – color is Red

Bright colors are normally used so the Meeting Lists don't get confused with NA IPs.

The Lists are taken to the Area Service meeting for Distribution to the GSRs and extras are given to the Area's Literature Coordinator to be kept with the current literature supply.

5. Maintaining the Online Lists requires coordination with the Website Coordinator, Regional PR committee and NA World office. The processes and procedures change so it is incumbent on the outgoing Meeting List Coordinator to work with the incoming Coordinator to transition this important function.

B. Anyone elected to the position of Meeting List Coordinator must have at least 6 months of clean time, transportation to have lists produced and distributed to Area Service, and a working knowledge of Word processing as well as online editing for websites.