

**Clackamas County Area of Narcotics Anonymous (CCANA)
Public Relations (PR) Subcommittee Guidelines**

- I. Purpose
 - A. To carry the message of NA to the public through PR work as described in the Public Relations Handbook.
 - B. All participants shall conduct themselves in accordance with internal subcommittee guidelines and decisions, ASC policy, our Twelve Steps, Twelve Traditions, and the Twelve Concepts for Service in NA.

- II. Vision
 - A. **Our vision is that the message of NA will be more available to addicts in treatment centers, government and non-government agencies in the Clackamas County Area.**
 - B. We strive to make NA a "household name" and the name of Narcotics Anonymous to be synonymous with the positive values of recovery to the public.

- III. Structure
 - A. PR Chair - Elected by and accountable to the CCANA ASC. Duties include setting agenda and facilitate monthly PR meeting. Attend the quarterly PCRNA PR meeting and report back to CCANA PR subcommittee.
 - B. PR Vice Chair - Selected by and accountable to the CCANA PR Subcommittee. Clean time requirement is 1 year. Duties include performing the duties of chairperson in chairperson's absence and fill in for all other positions if needed.
 - C. Secretary – Selected by and accountable to the CCANA PR Subcommittee. Clean time requirement is 90 days. Duties include taking notes and distributing minutes within one week after PR meeting. Maintain PR contact list and electronic copies of all PR subcommittee documents.
 - D. Webhost - Selected by and accountable to the CCANA PR Subcommittee. Clean time requirement is 1 years. Duties include maintaining CCANA website and email services located at clackamascountyna.com. Individual should have access to a computer and be comfortable with electronic technology.
 - E. Committee Project Coordinators - Selected by and accountable to the CCANA PR Subcommittee. Clean time requirement is 6 months.
 - 1. IP Rack Coordinator – Individual is responsible for recruiting, training and coordinating volunteers whom stock IP literature racks placed within the community. Duties include collecting IP and

schedule counts from volunteers, ordering IPs from CCANA literature subcommittee and distributing IPs and schedules to volunteers.

2. Presentation Trainer – Individual shall maintain hardcopies of all training materials (minimum of 6 each printed). Facilitates training of members for presentations and booth sitting. Maintains of contact list of trained members for each project.
3. Schedule Coordinator – Communicate with Portland PR any updates or changes to shared schedule. Order schedules from Office Depot, pick up schedules and transport them to monthly PR subcommittee meeting.

F. Committee Members - Any NA member who is willing to show up, uphold committee decisions and regularly help in PR projects.

IV. Decisions

- A. All committee decisions are made by consensus. Consensus means that all members agree to the decision made or if not, abide by the decision. Consensus is not a "vote" or "straw poll".
- B. When consensus cannot be reached, a two-thirds majority of regular members in attendance will decide the issue before the subcommittee.

V. Meetings

- A. The committee holds regular monthly meetings as scheduled by the Chair.
- B. Extra meetings are held whenever they seem necessary in order to accomplish particular projects.

VI. Projects

- A. **All projects are planned with a budget and submitted to the CCANA for approval.**
- B. A detailed report of ongoing projects is submitted to the CCANA by the chair at regularly scheduled CCANA meetings.