

# West Puget Sound Area PUBLIC RELATIONS SUBCOMMITTEE

## GUIDELINES

Revised: January 2, 2011

*In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government (Twelfth Concept for NA Service)*

### 1. PURPOSE OF THE PUBLIC RELATIONS SERVICE COMMITTEE

*This section defines our purpose-the reason we exist. Our purpose is based on NA's Fifth Tradition, "Each group has but one primary purpose-to carry the message to the addict who still suffers," and the Twelfth Step, "we tried to carry the message to addicts and practice these principles in all our affairs". Everything we do in NA Service must be, motivated by the desire to successfully carry the message of recovery, that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The West Puget Sound Area Public Relation's Committee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions, "The final responsibility and authority for NA Services rests with the NA Groups" (Second Concept).*

- 1.1. Our public relations committee's purpose is to effectively communicate and demonstrate Narcotics Anonymous ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The Committee will accomplish this by coordinating the services we provide, to maximize our ability to fulfill our primary purpose.
- 1.2. The name of this committee shall be the West Puget Sound Area Public Relations Committee of Narcotics Anonymous, hereafter referred to as the PRC.
- 1.3. The PRC is a standing sub-committee of the Northwest Washington Area Service Committee.
- 1.4. The PRC shall perform all functions historically performed by the Hospitals and Institutions Committee, Public Information Committee, and Phone line Committee. It will utilize local, region, and world approved service handbooks and materials that are written for those committees.
- 1.5. The PRC shall comply in all its actions with the following documents in order of priority as listed below:
  - 1.5.1. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
  - 1.5.2. The current guidelines of the Area Service Committee
  - 1.5.3. The current guidelines of the PRC,
  - 1.5.4. A Guide to Local Services in NA, and NAWS approved service handbooks

## 2. MEETINGS & MEMBERSHIP

- 2.1. Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than one and one-half hours, except when a decision to extend this time limit is made by the members present.
- 2.2. Any Narcotics Anonymous member or interested person may attend the PRC meeting.
- 2.3. Any Narcotics Anonymous member can become a committee member by attending a PRC Orientation.
- 2.4. To maintain membership of the PRC, every member must attend a PRC Orientation once every two years, be present at the PRC meeting once every six months, and maintain abstinence from drugs. Special meetings may be called by the chair, and shall be called upon written request of three voting members. All members of the PRC must be notified of purpose, place and time of special meetings.

## 3. DECISION MAKING

*As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (Second Tradition). In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Service sin NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our Ninth Concept, "All elements of our service structure have the responsibility to carefully consider all Viewpoints in their decision-making process " By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the PRC. The reason all committee members are allowed to vote is the Twelfth concept, which states, "All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes."*

- 3.1 All PRC motions and decisions, except elections, will first be considered using consensus-based decision making. For the PRC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the PRC. If at the end of discussion the PRC has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they do not agree with it. In matters were the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Service in NA.
- 3.2 Any member who has attended two of the last three PRC meetings is eligible to vote at business meetings, the Chair votes only in the event of a tie.
- 3.3 Any member can make or second a motion.
- 3.4 Any member may propose an amendment to these guidelines; however, all PRC guideline changes are made by the West Puget Sound Area Service Committee.
- 3.5 All committee members have one vote regardless of number of positions held.

## 4 ELECTIONS

*In our election process we use the Forth concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We trust that our committee's group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.*

- 4.1 Elections of all Officers and Resource Coordinators other than Chairperson and Panel Coordinators shall be held annually in September. The Chairperson is elected by the ASC in July; however the committee is encouraged to submit a recommendation for Chairperson to the ASC for their consideration in June.
- 4.2 The officers of the PRC are the Chairperson, Vice-Chairperson and Recording Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks
- 4.3 The Resource Coordinators for the PRC are Hospital and Institutions Coordinator, Public Information Coordinator, Helpline Coordinator, Website Coordinator, and Literature Coordinator. They shall perform their duties as described in these guidelines and in other approved service handbooks.
- 4.4 Elections of Panel Coordinators shall be conducted in June.
- 4.5 All terms of service are one year. In the event a member cannot complete his or her term of service, the Chairperson shall appoint someone to fill the vacancy until the next regularly scheduled election. Terms begin at the next scheduled PRC meeting.
- 4.6 Officers and Resource Coordinators shall not serve in more than two consecutive elected terms.
- 4.7 No member of the committee can serve as an officer or resource coordinator simultaneously.
- 4.8 No member of the committee can serve in more than one resource coordinator position simultaneously.
- 4.9 Any member of the committee can serve as a panel leader regardless of other positions held.
- 4.10 During elections of PRC trusted servants the nominees shall leave the room following all discussion and prior to voting.
- 4.11 All committee members have one vote in elections for any position regardless of number of positions a committee member holds.
- 4.12 Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates. In case of a tie, the Chairperson will be the deciding vote.
- 4.13 A PRC trusted servant may be removed from their office for noncompliance only after the person has been notified by either letter or phone call from the PRC Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes, but is not limited to:
  - 4.13.1 Loss of abstinence from drugs
  - 4.13.2 Failing to perform the duties of the position
  - 4.13.3 Two consecutively missed PRC meetings

## **5 PUBLIC RELATIONS PLAN SUBMISSION FORM**

- 5.1 All proposed PRC action plans will be submitted on the plan submission form included in these guidelines.
- 5.2 Each plan will be reviewed and either approved, approved when resources are available, referred to ASC with a recommendation to approve, or rejected by the PRC committee. In the event that the plan potentially significantly affects the groups and/or area as a whole, the plan will be referred to the ASC with recommendation for approval.
- 5.3 All plan submission forms will be kept by the recording secretary.

## **6 SPECIAL RULES**

- 6.1 Ex-residents of a correctional/treatment institution or members who may have restrictions on what kind of facilities, schools, or any other kind of professional services they may attend must notify the committee and receive approval from both the committee and outside organization or facility prior to participation in any PRC event.
- 6.2 Only NA approved literature will be used in PRC projects, meeting, presentations, etc.

## **7 ELECTED TRUSTED SERVANTS**

- 7.1 Chairperson
  - a. Coordinates all public relations efforts.
  - b. Presides at all regular and special subcommittee meetings.
  - c. Provides agenda at regularly scheduled meetings of PRC.
  - d. Makes regular reports to ASC on the status of all proposed, current or completed plans.
  - e. Represents PRC at the regular meeting of the ASC.
  - f. Submits current copy of the PRC Guidelines to the ASC annually in January.
  - g. Attend the quarterly regional all subcommittee meeting.
  - h. If an elected officer or coordinator position is vacant, insures the duties of that position are fulfilled.
  - i. Clean time requirement of five years, and six months active PRC membership.
  - j. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook when approved, H&I Handbook, PI Handbook, and Phonenumber Handbook).
  - k. Previous PRC or other relevant service experience.
  - l. Shall rotate with the Vice Chair in performing a monthly orientation, one half hour prior to the subcommittee meeting per orientation schedule.
- 7.2 Vice Chairperson
  - a. In absence of the chairperson assumes all those responsibilities normally carried out by the chairperson.
  - b. Works closely with the chairperson.
  - c. Attends the regular meetings of the PRC and maintain voting member status.
  - d. Encouraged to attend monthly ASC meetings.
  - e. In the absence of an elected officer or resource coordinator, the vice-chair shall assist the Chairperson in ensuring the duties of that position are fulfilled.
  - f. Clean time requirement of four years and six months active PRC membership.

- g. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook when approved, H&I Handbook, PI Handbook, and Phonenumber Handbook).
- h. Previous PRC or other relevant service experience.
- i. Shall rotate with the Chair in performing a monthly orientation, one half hour prior to the subcommittee meeting per the orientation schedule.

### 7.3 Secretary

- a. Attend monthly PRC meeting and maintain voting member status.
- b. Keeps a complete record in the form of minutes of every PRC meeting.
- c. Maintain records of attendance at PRC meeting.
- d. Makes reminder calls to committee members about PRC business meeting.
- e. Prepares written PRC correspondence.
- f. Maintains files of all PRC plans, minutes and correspondence.
- g. Maintains, updates, and has available PRC guidelines as needed.
- h. Clean time requirement of one year, and six months active PRC membership.
- i. Maintains record of name and contact information for committee members.

### 7.4 Hospitals and Institutions Coordinator

- a. Attend monthly PRC subcommittee meeting and maintains voting member status.
- b. Coordinates all hospital and institution activities.
- c. Makes monthly written report to the PRC on the status of all completed and ongoing hospital and institution plans.
- d. Attends quarterly regional H&I subcommittee meeting.
- e. Clean time requirement of two years, and six months active PRC membership.
- f. Previous hospitals and institutions experience required.
- g. Shall rotate with the PI Coordinator, Helpline Coordinator, and the Literature Coordinator in assisting the Chair and/or Vice Chair in performing a monthly orientation prior to the subcommittee meeting per the orientation schedule.

### 7.5 Public Information Coordinator

- a. Attend monthly PRC subcommittee meeting and maintains voting member status.
- b. Keeps updated records of contacts, posted announcements, PSA's, speaker's lists, and follow-up regularly.
- c. Make sure that lists of ongoing presentations and speakers are updated regularly.
- d. Coordinates all public information activities.
- e. Makes monthly written report to the PRC on the status of all completed and ongoing public information plans.
- f. Attend quarterly regional PI subcommittee meeting.
- g. Clean time requirement of two years, and six months active PRC membership.
- h. Previous public information experience required.
- i. Familiarity with all public information related NAWS handbooks.
- j. Shall rotate with the H & I Coordinator, Helpline Coordinator and the Literature Coordinator in assisting the Chair and/or Vice Chair in performing a monthly orientation the prior to the subcommittee meeting per the orientation schedule.

#### 7.6 Literature Coordinator

- a. Attend monthly PRC subcommittee meeting and maintains voting member status.
- b. Coordinates literature needs of the PRC.
- c. Places and receives literature order from the WPSANA Literature Subcommittee as needed.
- d. Places and receives schedule order for the WPSANA Schedule Liaison.
- e. Shall stamp each piece of literature with the WPSANA address and Phone line number.
- f. Makes monthly written literature report to the PRC.
- g. Clean time requirement of eighteen months, and six months active PRC membership.
- h. Familiarity with committee literature policies.
- i. Shall rotate with the H & I Coordinator, PI Coordinator and Phone line Coordinator in assisting the chair in performing a monthly orientation prior to the sub-committee meeting per the orientation schedule.

#### 7.7 Website Coordinator

- a. Attend monthly PRC subcommittee meeting and maintain voting member status.
- b. Coordinates all website activities.
- c. Makes monthly written report to the PRC on the status of the website.
- d. Clean time requirement of one year and six months active PRC membership.
- e. Previous relevant service experience required.
- f. Requires technical ability to update website.
- g. Familiarity with all internet and website related NAWS handbooks.

#### 7.8 Phonline Coordinator

- a. Attend monthly PRC subcommittee meeting and maintain voting member status.
- b. Coordinates all Phonline activities.
- c. Makes monthly written report to the PRC on the status of all completed and ongoing Phonline plans.
- d. Shall keep updated records of contacts, posted announcements, ongoing presentations, speaker's lists and follow-up regularly.
- e. Attends quarterly regional Phonline subcommittee meeting.
- f. Clean time requirement of two years and six months active PRC membership.
- g. Previous Phonline service experience required.
- h. Familiarity with all Phonline related NAWS handbooks.
- i. Shall rotate with the H & I Coordinator, PI Coordinator and Literature Coordinator in assisting the Chair and/or Vice Chair in performing a monthly orientation prior to the subcommittee meeting per the orientation schedule.

#### 7.9 Panel Coordinator

- a. Attend monthly PRC subcommittee meeting.
- b. Shall be the NA contact person for the facility, meet with the facility's contact person, and introduce the newly elected panel Coordinator.
- c. Responsible for any pertinent applications or clearance forms and for facilitating the volunteer's submission/approval.
- d. Maintain updated list of volunteers or cleared members, phone numbers, and the times assigned for serving.
- e. Call each volunteer to remind them of their panel night assigned at a minimum one day prior.

- f. Keeps in contact and works with PRC officers, H & I Coordinators, and Panel Leaders for the meeting/presentations for which he/she is coordinator.
- g. Recovery time requirements mandated by each facility are to be rigidly upheld by the H & I Panel Coordinator.
- h. Makes monthly written report to the PRC on the status of meeting.
- i. Insures panel is filled for meetings for which he/she is coordinator.
- j. Makes an active effort to involve all eligible members by rotating through the phone list.
- k. Keep panel leaders informed of facility rules and policies.
- l. Appoint panel leaders for meeting and notify PRC.
- m. Clean time requirement of one year.
- n. Familiarity with all H & I related NAWS handbooks
- o. Pick-up and distribute literature for facility.

## **TRUSTED SERVANTS:**

### 7.10 Panel Leader

- a. Conducts panel meetings/presentations in facility served according to NA handbooks and service guidelines.
- b. Informs panel coordinator as soon as possible when unable to conduct meeting.
- c. Recovery time requirements mandated by each facility are to be rigidly upheld by the H & I Panel Leader.
- d. Go over “Do’s and Don’ts” with panel members.
- e. Clean time requirement of one year.
- f. Maintain communication with panel coordinator about meeting.

### 7.11 Panel Member

- a. Participates in an active role in meeting/presentations in facility served according to NA handbooks and service guidelines.
- b. Informs panel leader as soon as possible when unable to attend meeting
- c. Adheres to all applicable rules of the facilities and procedures for that meeting.
- d. Go over “Do’s and Don’ts” with panel leader.
- e. Clean time requirement of six months or recovery time requirements mandated by each facility.

### 7.12 Helpline Volunteers

- a. Actively participates in accordance with NA handbooks and service guidelines.
- b. All helpline volunteers will answer calls in accordance with procedures outlined in the PRC orientation packet.
- c. Clean time requirement of one year to volunteer for phone list.
- d. Clean time requirement of 1 year, and member must maintain voting member status to volunteer to carry one of the pagers.
- e. Clean time requirement of 1 year to volunteer to be on the Twelve Step call list.

### 7.13 Public Information Speakers

- a. Actively participates in presentations according to NA handbooks and service guidelines.
- b. Speakers will have an approved outline to follow

c. Clean time requirement of one year.

**ORIENTATION SCHEDULE**

PRC orientations may be performed by any elected member of the PRC, where and when they deem necessary, and prior to the monthly PRC meetings as follows.

January	Chair and PI Coordinator
February	Vice Chair and H & I Coordinator
March	Chair and Phonenumber Coordinator
April	Vice Chair and Literature Coordinator
May	Chair and PI Coordinator
June	Vice Chair and H & I Coordinator
July	Chair and Phonenumber Coordinator
August	Vice Chair and Literature Coordinator
September	Chair and PI Coordinator
October	Vice Chair and H & I Coordinator
November	Chair and Phonenumber Coordinator
December	Vice Chair and Literature Coordinator

**West Puget Sound Area Public Relations Plan Submission Form**

Name of Plan: \_\_\_\_\_

Is this plan one-time or recurring? \_\_\_\_\_ If recurring, how frequent? \_\_\_\_\_

Describe plan: \_\_\_\_\_  
\_\_\_\_\_

NA member responsible to communicate with public contact: \_\_\_\_\_

Public Contact name and phone: \_\_\_\_\_

Did public contact request this plan from NA? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Is ongoing contact necessary or recommended? \_\_\_\_\_ if yes, how frequently and for what purpose?  
\_\_\_\_\_

What human resources are needed? (for example how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is NA literature needed? \_\_\_\_\_ if so, What: \_\_\_\_\_  
\_\_\_\_\_

Literature cost: \_\_\_\_\_

Are there specific project resources other than literature (such as a meeting room or microphone needed? If so what are they and what are the financial costs? \_\_\_\_\_

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Does the public contact or facility have any special rules or conditions for this plan? \_\_\_\_\_

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Does the plan adhere to NA's traditions and concepts? \_\_\_\_\_

How does this project specifically fulfill NA's primary purpose? \_\_\_\_\_

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Is any special research or planning needed to implement this plan? \_\_\_\_ If so, what? \_\_\_\_\_

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Are there any special considerations of dress or language which will help our message be better received?

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Should this plan be referred to the Area and/or Groups for their approval? \_\_\_\_\_

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**Total Approximate cost:** \_\_\_\_\_ **Total approximate hours:** \_\_\_\_\_

**Plan Status:** \_\_Approved \_\_Approved when resources are available \_\_rejected \_\_referred to Area with recommendation to approve

**Resource Coordinator Assigned to Report on Plan to PRC:** \_\_\_\_\_