



PUBLIC RELATIONS GUIDELINES
for the
Kings-Tulare Area Service Committee
of
NARCOTICS ANONYMOUS®
(Adopted 3/30/2013)

KINGS-TULARE AREA SERVICE COMMITTEE PUBLIC RELATIONS GUIDELINES

I. DEFINITION AND PURPOSE

For our purposes in Narcotics Anonymous, **Public Relations** refers to all of the relationships we create and maintain with each other in our group and service communities, potential members, and the general public. We strive toward strong public relations so that addicts have the opportunity to learn about our program of recovery from drug addiction. It is our desire for Narcotics Anonymous to be alive and thriving in every local community, to assure that no addict in a hospital, institution or related facility seeking recovery need die without having had a chance to find a better way of life through the program of N.A. From this day forward may we provide the necessary services. This Subcommittee is a part of the Kings-Tulare Area Service Committee and is directly responsible to that committee as well as the fellowship as a whole.

II. FUNCTION

- A. To carry the N.A. message and fulfill the P.R. activities as outlined in the P.R. Subcommittee guidelines.
- B. To conduct a minimum of one monthly business meeting.
- C. To report on P.R. activities at the monthly KTASC meeting.

III. ADMINISTRATIVE OFFICER STRUCTURE

- A. Service board of officers shall consist of:
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary
- B. Elections of officers shall be held at the P.R. business meeting upon a new term of office, or when that position becomes vacant. (see voting procedures).
- C. Officer's positions shall be filled by a majority vote of the P.R. Subcommittee's members present.
- D. A Subcommittee officer or member who relapses will automatically be removed from the Subcommittee. A Subcommittee officer may potentially be removed by majority vote after missing two consecutive monthly P.R. meetings without due cause and prior notification to the Subcommittee.
- E. In cases where the Chairperson resigns or is otherwise unable to fulfill their responsibilities, the Vice-Chairperson shall automatically assume the position of Chairperson until the P.R. Subcommittee elects a new Chairperson.

IV. VOTING PROCEDURES

- A. A simple majority will pass a motion.
- B. Voting participants are all members of the P.R. Subcommittee who have been in attendance 2 consecutive Subcommittee meetings immediately prior to vote.
- C. Officers can be removed by a 2/3-majority vote of the Subcommittee. Reasons for removal are missing 2 or more consecutive meetings without providing notification or failure to perform outlined responsibilities. In either case, the Subcommittee prior to the vote, must attempt to give that officer notification of possible removal.

V. ATTENDANCE

- A. Public Relations Subcommittee Officers shall attend all regular business meetings. In the event that a board member cannot attend, the Chairperson shall be notified.
- B. Any member of Narcotics Anonymous is welcome to attend all regular business meetings as a visitor and may share any concerns in the open forum portion of that meeting.

VI. ELECTIONS

- A. All Public Relations Subcommittee Officer positions elections are to be held in June at the P.R. Subcommittee meeting. The P.R. Chair shall be elected at the ASC annual elections held in May.

- B. All Public Relations Subcommittee Officer positions will be elected by a majority vote of all eligible voting members of the Subcommittee at that meeting. In the event that no committee is formed the Area Service Committee shall hold election for a Chairperson at their regularly scheduled election.
- C. Nominees for election to any Public Relations Subcommittee Officer position shall be selected from any members of having previous participation in service to the Public Relations Subcommittee and that meet suggested requirements.
 - 1. Nominees must be present at the time of election to state qualifications and to answer any questions.
 - 2. Election will be performed by a majority vote of the participating Subcommittee members at that business meeting.
 - 3. In the event of a tie the Chairperson shall break the tie.
- D. An election to fill a vacancy for an officer shall occur within 2 regular business meetings after the vacancy arises.

VII. QUALIFICATIONS AND DUTIES OF ADMINISTRATIVE OFFICERS

All Administrative Officers shall have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.

A. CHAIRPERSON

There is a Chairperson requirement of one year active participation at the Area Service Committee (ASC) or Regional Service Committee (RSC) level. The Chairperson shall be elected in accordance with the P.R. Subcommittee guidelines. The Chairperson must have a clear message of Narcotics Anonymous.

Clean time requirement: Two years

Term of office: One year.

Responsibilities:

1. Preside over and be capable of conducting regular monthly Subcommittee business meetings with good leadership skills.
2. Bring before the general meeting of the Subcommittee matters that should be acted upon.
3. Initiates and maintains communications between the public and P.R. Subcommittee. Provides a continuum of communication when the time comes that the current P.R. Chairs' time of service has concluded and a new P.R. Chair takes over.
4. Attend monthly ASC meetings and submit a written report on the activities of the P.R. Subcommittee.
5. To include in the monthly written report to the KTASC the following:
 - a. A financial report
 - b. A monthly update on activities of the Subcommittee
 - c. Upcoming events
 - d. The next scheduled meeting date, time, and place.
6. Shall have no regular vote on matters of Subcommittee business; however, shall cast the deciding vote in the event of a deadlock.
7. Facilitates orientations and evaluation of panel members on proper Narcotics Anonymous P.R. procedures and facility requirements with help of other P.R. members.
8. Responsible for all finances of this Subcommittee:
 1. Account for the management and distribution of all P.R. Subcommittee funds.
 2. Responsible to make available upon request, records and account balance information of Subcommittee funds.

B. VICE-CHAIRPERSON

There is a Vice-Chairperson requirement of one year active participation at Area Service Committee (ASC) or Regional Service Committee (RSC) level. The Vice-Chairperson must be able to share a clear Narcotics Anonymous message.

Clean time requirement: Two years

Term of office: One year

Responsibilities:

1. Assume the responsibilities of the Chairperson in the Chairperson's absence.
2. In the absence of any Public Relations Subcommittee Officer or open position the Vice-Chair will assume that position until the position is filled.
3. Assist Chair in orientating and evaluating panel members on proper Narcotics Anonymous P.R. procedures and facility requirements.

C. SECRETARY

There is a Secretary requirement of 6 months active service experience. The Secretary must be able to share a clear Narcotics Anonymous message.

Clean time requirement: One year.

Term of office: One year

Responsibilities:

1. Produce copies of meeting agenda and minutes provided by the Chairperson and distribute these at the Subcommittee meetings.
2. Record all P.R. committee business meetings.
2. Copy and distribute those minutes to officers at the monthly Subcommittee meeting.
3. Keep records of all P.R. committee members and their phone numbers.
4. Maintain a record of attendance at monthly P.R. committee business meetings.
5. Assume the responsibility of making a monthly report to the ASC in the absence of the Chairperson and Vice-Chairperson.
6. Keeper of P.R. Archives.

VIII. QUALIFICATIONS AND DUTIES OF THE P.R. SUBCOMMITTEE NON-ADMINISTRATIVE OFFICERS

Listed are descriptions of positions within the P.R. Subcommittee service structure that meet the current needs of our Area. In the event that the need for more panel leaders or service positions arises, that information is in our archives and can be added. All non-administrative officers shall have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Narcotics Anonymous.

A. CORRECTIONAL INSTITUTIONS PANEL LEADER

There is a Correctional Institutions Panel Leader requirement of 6 months active participation in PR service. Must be approved by the Kings and Tulare County Jail systems and the California Department of Corrections.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Invite approved panel members to the P.R. meetings and do all things necessary to conduct the meeting.
2. Communicate regularly with the P.R. Chairperson, informing him/her of any problems with the meetings/presentations.
3. Make a monthly report to the P.R. committee at the scheduled meeting.
4. Obtain any supplies that are necessary for the meetings.
5. Provide general information as well as the "Clarity Statement" to panel members and inform them of policies, rules and dress codes applicable to each facility.
6. Assist Chairperson in orientation, institution applications, facility requirements and training of panel members.
7. Maintain regular contact with facility Community Resource Manager.

B. RECOVERY HOME PANEL LEADER

There is a Recovery Home Panel Leader requirement of 6 months active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Invite qualified panel members to the P.R. meetings and or presentations and do all things necessary to conduct the meeting.
2. Communicate regularly with the P.R. Chairperson and inform him/ her of any problems with the meetings and or presentations.
3. Make a monthly written report to the P.R. Chairperson of the P.R. Subcommittee.
4. Obtain any supplies that are necessary for the meetings and or presentations.
5. Provide general information to panel members and inform them of policies, rules and dress codes applicable to each facility.
6. Assist Chairperson in orientation, facility requirements and training of panel members.
7. Maintain regular contact with facility point of contact.

C. PHONE HELP LINE LEADER

There is a Phone Help Line Leader requirement of 6 months active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Advocate recovery from addiction centered in N.A.
2. Ensure that a clear N.A. message is always shared with the caller.
3. Maintain close contact with the Help Line Service and keep it up dated.
4. Provide a monthly written report to the P.R. Committee.
5. Assist Chairperson in orientation and training of Help Line volunteers.

D. LITERATURE SERVANT

There is a Literature Servant requirement of 6 month active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Respond to literature and merchandise requests from the PR Subcommittee.
2. Acquire and distribute written and recorded approved NA literature.
3. Communicate regularly with the PR Chairperson and provide a monthly written report to the PR Subcommittee.
4. Be able to delegate responsibility to others willing to aid in the distribution of literature to facilities in our area.
5. Assist Chairperson in orientation and training of literature distribution volunteers.

E. MEETING SCHEDULE SERVANT

There is a meeting schedule person requirement of 3 months active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Produce, maintain and update the ASC meeting schedule & ASC Officer phone list.
2. Produce and maintain a hard copy of the meeting schedule & Officer phone list in a commonly available software format.
3. Collect "Meeting Information Change Form" from ASC and update the meeting schedule.
4. Provide the meeting change information to the Web Servant in a timely manner.
5. Produce meeting schedules every two months and make available for delivery to the ASC.
6. Provide a monthly written report to the PR Chairperson.

F. WEB SERVANT

There is a Web Servant requirement of 6 months active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Maintain web site as approved by the P.R. Committee.
2. Personal time and abilities necessary to maintain the web site.
3. Maintain contact with the meeting schedule person to update web site meeting schedule.
4. Meeting directory pages should be checked for updates at least every thirty days.
5. Provide a monthly written report to the P.R. Subcommittee.

G. PR PANEL MEMBERS

General members shall be approved by a majority vote of the PR Subcommittee. Panel members shall be cleared by facilities whenever required. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.

Clean time requirement: Six months, except when clean time is stipulated by the institution.

Term of service: 6 months

Responsibilities:

1. Be familiar with the PR meeting/presentation format.
2. To promote recovery from addiction centered in Narcotics Anonymous.
3. Adhere to the rules and dress codes of the facilities they are entering.
4. Present a clear Narcotics Anonymous message.
5. In the event a panel member cannot attend a scheduled meeting, that member will be responsible to contact the panel leader in a timely manner to make arrangements for that member's substitution.

IX. PR SUBCOMMITTEE SERVICE STRUCTURE

A. Officers:

1. Officers are voting members with the exception of the Chairperson who shall cast the deciding vote in the event of a deadlock.
2. The Chairperson shall hold no other service structure positions.

B. Panel Leaders:

1. Panel leaders may hold up to three panel positions within the PR service structure.
2. Literature, Meeting Schedule, and Web Servant shall be held to the same Panel Leader requirement.

X. GENERAL INFORMATION FOR PR MEMBERS

- A. Abstinence from all drugs is a requirement for all PR members.
- B. All new Subcommittee panel members must observe a panel meeting before sitting on a panel.
- C. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate on the panel serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to:
 1. The inmate or client inside
 2. The working ability and privilege of the Subcommittee to carry the message inside the facility.
- D. No PR Subcommittee member will interfere with or use influence in any facility, court or hospital, nor with any judge, doctor, probation or parole officer. Furthermore, PR Subcommittee members will not make any comments or promises regarding employment, parole, probation or medical problems.
- E. We carry only the message of NA: recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.
- F. PR members are encouraged to share responsibly
- G. PR panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.

XI. MEETINGS

SECTION 1: The P.R. Subcommittee shall meet at least once each month at a designated time and place that is well publicized, encouraging all members to attend.

XII. AMENDMENTS

SECTION 1: Any amendments to these guidelines will be reviewed and approved by the ASC before they become effective.

XIII. FUNDING

SECTION 1: Funding for this committee shall primarily come from the ASC.

SECTION 2: The prudent reserve for this committee will be established at \$400.

SECTION 3: When necessary, changes to the prudent reserve will be reviewed and approved by the ASC.

XIV. MEETING SCHEDULE UPDATES

SECTION 1: Meeting schedule accuracy is dependent upon Narcotics Anonymous Group input.

SECTION 2: Groups who send regular representation to ASC meetings can be relied upon to provide information on those groups who do not attend regularly.

SECTION 3: Group update information shall be gathered at regular ASC meetings. This information shall be passed on to the printer and web servant in a timely manner.

XV. WEBSITE

SECTION 1: The accuracy of the meeting information listed on the website, the ASC hard-copy schedule, and the group information listed in the NAWS database shall be audited for accuracy at a minimum of once each quarter.

SECTION 2: No personally identifiable information shall ever be posted on pages of the ASC website.

SECTION 3: Web pages designed for Subcommittees of the ASC shall first be approved by their respective Subcommittees before being made viewable to the public.

SECTION 4: Web pages designed for Subcommittees may include direct contact links to designated servants in those respective Subcommittees in order to provide timely communication between the public and those designated servants.

SECTION 5: Where practical, outside groups or organizations mentioned on any page in the website shall be clearly disclaimed as unaffiliated with Narcotics Anonymous.

SECTION 6: Chats, forums, discussions, and other similar content concerning personal recovery issues are not to be posted on the web site.

SECTION 7: Sales of merchandise will not be made on the web site.

SECTION 8: Copyrighted material will not be used on the web site without specific permission from the owner.

SECTION 9: No additional expense shall be made to the website without prior approval by the KTASC.

What We Do and What We Don't Do in Public Relations

When we act on our own in public relations we can lose the spirit of humility inherent in a "we" program. The damage that can be done to NA's reputation by individuals acting on their own can take a long time to repair. Being of service in PR we get a glimpse of humility every time a newcomer walks through the door of an NA meeting. We can then recognize the spiritual aim of the fellowship and our own place within it. We are grateful to be able to carry the message of recovery and can acknowledge the actions of a power greater than ourselves.

We Do:

- Follow our traditions, public relations plans, and guidelines.
- Be consistent. We follow through on our plans of action.
- Consult with members experienced in PR work before contacting the media.
- Stress our common welfare and the importance of unity.
- Stress that the only requirement for membership is the desire to stop using.
- Make directories of outside meetings available to clients/inmates.
- Start and end on time.
- Obey all dress codes and exercise common sense.
- Keep the staff aware of your whereabouts at all times.
- Stamp all literature you bring into a facility with the local help line number and Area PR address.

We Don't:

- Do it by yourself
- Take a stand on any controversial issues.
- Break another person's anonymity.
- Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- Discuss conditions within the facility or opinions about staff members.
- Carry excessive cash or expensive flashy jewelry.
- Show favoritism to any inmate or client.
- Give anyone your personal address or phone number.



**Kings/Tulare Area Service Committee of Narcotics Anonymous
MEMORANDUM OF FINANCIAL RESPONSIBILITY**

DATE: _____

I, _____, a trusted servant of the fellowship of the K.T.A.S.C. of Narcotics Anonymous agree to use properly and keep safe any money or other asset(s) entrusted to me by the Fellowship of N.A.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of N.A.

I agree that if I misappropriate or misuse money or other assets belonging to the Fellowship, I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I agree to follow and adhere to the K.T.A.S.C. Anti-Theft Policy.

Signed,

Trusted Servant (Signature)

K.T.A.S.C. Chairperson (Signature)

Trusted Servant (Print Name)

K.T.A.S.C. Chairperson (Print Name)

This document was created to implement the K.T.A.S.C. Anti-Theft Policy. This agreement shall be held in the K.T.A.S.C. Archives. Current copies of these documents are available upon request.