



PUBLIC RELATIONS GUIDELINES
FOR THE
KINGS-TULARE AREA SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS

(Approved 2019)

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.O. business meeting upon a new term of office, or when that position becomes vacant (see voting procedure).
- C. Officer's positions shall be filled by a majority vote of the P.O. 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 two 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 two 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 answer any questions.

2. Elections 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 two 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 meeting of the Subcommittee matters that should be acted upon.

3. Initiates and maintains communication 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 meeting 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:
 - a. Account for the management and distribution of all P.R. Subcommittee funds.
 - b. Responsible to make available upon request, records and account balance information of Subcommittee funds.
9. To stay for entirety of ASC meeting.

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 clean 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.
4. Personal time and abilities necessary to send information to services
5. Maintain contact with the meeting schedule person to forward them the information.
6. Provide a written report to the ASC in the absence of Chairperson

C. SECRETARY

There is a Secretary requirement of six 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.
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 responsibility of making monthly report to ASC in absence of the Chairperson and Vice-Chairperson.
6. Keeper of P.R. archives.

VII. QUALIFICATIONS AND DUTIES OF 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 12 Concepts of Narcotics Anonymous.

A. CORRECTIONAL INSTITUTIONS PANEL LEADER

There is a Correctional Institutions Panel Leader requirement of six months active participation in P.R. 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 six months active participation in P.R. service.

Clean time requirement: One year

Term of Service: One year

Responsibilities:

1. Invite qualified panel members to the P.R. presentations to conduct the panels.
2. Communicate regularly with the P.R. Chairperson to report any problems with panels.
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 panel 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 P.R. 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 clean N.A. message is always shared with the caller.
3. Maintain close contact with the Help Line Service and keep it updated.
4. Provide a monthly writing 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 P.R. service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Respond to literature and merchandise requests from P.R. Subcommittee.
2. Acquire and distribute written and recorded approved N.A. Literature.
3. Communicate regularly with P.R. Chairperson and provide monthly written report to P.R. 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 P.R. 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” at 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 ASC.
6. Provide a monthly written report to P.R. Chairperson.

F. WEB SERVANT

Clean time requirement: One year

Term of service: One year

Responsibilities: Maintain website, update as needed. Liaison with web site developer when

hired

G. P.R. PANEL MEMBERS

General members shall be approved by a majority vote of the P.R. 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 an institution.

Term of service: Six months

Responsibilities:

1. Be familiar with the P.R. panel 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 clean Narcotics Anonymous message.
5. In the event a panel member cannot attend a scheduled panel, that member will contact the panel leader in a timely manner so a substitute can be arranged.

IX. P.R. 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 services structure positions.

B. Panel Leaders:

1. Panel leaders may hold up to three panel positions within the P.R. Service Structure.
2. Literature, Meeting Schedule, and Web servants shall be held to the same requirement.

X. GENERAL INFORMATION FOR P.R. MEMBERS

A. Abstinence from all drugs is a requirement for all P.R. members.

B. All new subcommittee panel members must observe a panel meeting before sitting on a panel.

C. Any N.A. 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 P.R. Subcommittee member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, probation, or parole officer. Furthermore, P.R. Subcommittee members will not make any comments or promises regarding employment, parole, probation, or medical problems.

E. We carry only the message of N.A.: Recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.

F. P.R. members are encouraged to share responsibly.

G. P.R. 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 PR 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 By the ASC and approved 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 \$400.00

SECTION 3: When necessary, changes to the prudent 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 do 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 the regular monthly ASC meetings. This information shall be passed to printer and web servant in a timely manner.

XV. WEBSITE

Move to ASC guidelines once the new position is created