



Guidelines

for the

Public Relations Subcommittee

of the

Kings-Tulare Area Service Committee

of

Narcotics Anonymous

(Approved September 2023)

I. DEFINITION AND PURPOSE

The following is a statement of purpose of the Public Relations Subcommittee (hereafter Subcommittee) of the Kings-Tulare Area Service Committee of Narcotics Anonymous (hereafter ASC).

The Subcommittee is responsible for carrying the message of NA to members of the public, including but not limited to professionals, civic organizations, and addicts in institutions, including hospitals, prisons, jails, and recovery homes.

The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live.” Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships can help us to further our primary purpose.

These are goals that we strive to fulfill in making NA a visible and attractive choice for addicts:

1. We clarify what services NA can and cannot provide to the community.
2. We make NA members more aware of their role in NA’s public image.
3. We aim for the public to recognize NA as a positive and reliable organization.
4. We develop valuable relationships with professionals and the public.

The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts, as well as to the personal behavior and attitude of individual NA members.

II. SUBCOMMITTEE STRUCTURE

A. The Subcommittee consists of Administrative Officers, Non-administrative Officers, and Members.

B. Administrative Officers:

1. Chairperson
2. Vice-Chairperson
3. Secretary

C. Non-administrative Officers:

1. Correctional Institutions Panel Leader
2. Recovery Home Panel Leader
3. Phone Helpline Leader
4. Literature Servant
5. Web Servant

D. Members:

1. Panel Members (bring meetings to addicts in institutions)
2. General Members (assist in all Subcommittee work)

III. ELECTIONS

- A. The Chairperson shall be elected by majority vote of the eligible voting members of the ASC at the annual elections held each May.
- B. Election for other Administrative and all Non-administrative Officer positions will be held at the Subcommittee meeting in June of each year. Elections for any positions not filled at the June meeting shall be held at every consecutive meeting, until the position is filled. These Officers will be elected by a majority vote of members of the Subcommittee at that meeting.
- C. All nominees must be present to state their qualifications and answer questions posed by the members of the body responsible for their election.
- D. An election to fill a vacancy for an Officer shall occur within two regular business meetings after the vacancy arises.
- E. Officers may be removed by a 2/3 majority vote by the Committee that elected the Officer. Causes for removal include drug relapse and failure to perform the duties required of the Officer. Failure to attend two consecutive meetings without proper notice is presumptive cause for removal for failure to perform the required duties.

IV. QUALIFICATIONS AND DUTIES OF ADMINISTRATIVE OFFICERS

All Administrative Officers shall have a working knowledge of the Steps, Traditions, and Concepts of Narcotics Anonymous. Nominees for election to Administrative Officer position shall be selected from any members having previous participation in service to Narcotics Anonymous and that meet suggested requirements. All suggested requirements may be waived by a vote of the body responsible for electing the Officer.

In cases where the Chairperson resigns or is otherwise unable to fulfill their responsibilities, the Vice-Chairperson shall assume the position of Chairperson until the Area Service Committee elects a new Chairperson. If the Vice-Chairperson cannot assume the position of Chairperson, the Secretary shall assume the position until a new Chairperson is elected by the Area Service Committee. If none of the three elected Administrative Officers can fulfill their duties, the ASC shall elect a new Chairperson at the next available meeting. If one or more of the Administrative Officers is unable to fulfill their responsibilities, the Non-administrative Officers shall continue their work on behalf of the Subcommittee.

Should the Vice-Chairperson or Secretary be unable to fulfill their duties, the duties shall be performed by the other remaining Administrative Officers or by an assignee of the Chairperson, until the Subcommittee elects a new Administrative Officer.

A. CHAIRPERSON

The Chairperson must have one year of participation in service to Narcotics Anonymous in any position.

Clean time requirement: Two Years

Term of office: One year

Responsibilities:

1. Preside over regular monthly Subcommittee business meetings.
2. Create monthly meeting agenda of matters that should be discussed and/or acted upon by the Subcommittee.

3. Stay abreast of all aspects of the Subcommittee, receiving regular reports from the Administrative Officers and Non-administrative Officers.
4. Respond to organizations and members of the public concerning NA services and arrange for Public Information presentations to organizations and professionals.
5. When the current Chairpersons' time of service has concluded, he or she must give a comprehensive report concerning all aspects of the Subcommittee to the new Chairperson and ASC.
6. Attend monthly ASC meetings and submit a written report on the activities of the Subcommittee.
7. Obtain from ASC information necessary to report to the Subcommittee Officers and members.
8. Responsible for all finances of this Subcommittee:
 - i. Propose to the ASC the amount of money needed for the Subcommittee prudent reserve.
 - ii. Collect and refresh Prudent Reserve, as set by the ASC.
 - iii. Account for the management, distribution, and accounting of all Subcommittee funds.
 - iv. Make available upon request, records, and account information concerning Subcommittee funds to ASC and Officers of the Subcommittee.
 - v. Purchase all needed literature and supplies for the Subcommittee.
9. The monthly written report to ASC shall include:
 - i. A financial report.
 - ii. Activities of the Subcommittee.
 - iii. Upcoming events.
 - iv. The next scheduled meeting date, time, place, and online location of the Subcommittee.
10. Shall cast the deciding vote in the event of a tie in any vote of the Subcommittee.
11. Facilitates orientations and evaluation of panel members on proper P.R. procedures and facility requirements with help of other P.R. members.
12. Make appointments to fill vacant positions until elections can be held.

B. VICE-CHAIRPERSON

The Vice-Chairperson must have one year of participation in service to Narcotics Anonymous in any position.

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 Subcommittee Officer the Vice-Chair will assume that position until the position is filled or arrange in consultation with the Chairperson for the functions of the position to be covered by a Subcommittee member.
3. Assist Chair in orienting and evaluating panel members on proper Narcotics Anonymous P.R. procedures and facility requirements.
4. Conduct outreach visit to meetings when:
 - a. When meeting is newly formed.
 - b. When the last known contact information is uncertain.
 - c. When there is doubt the meeting still exists.

5. Communicate with the Web Servant, Phone Line Coordinator, and other relevant servants, the information confirmed in the outreach visits.
6. Meet with all Non-administrative Officers on a regular basis to stay abreast of Subcommittee activities.

C. SECRETARY

The Secretary must have one year of participation in service to Narcotics Anonymous in any position. Must have access to a computer and knowledge necessary to update digital archives. Must be literate to take notes and create Minutes of Subcommittee meetings.

Clean time requirement: Two years

Term of office: One year

Responsibilities:

1. Take notes at all Subcommittee meetings, including all matters discussed and votes taken, and document these into Minutes of the Subcommittee.
2. Produce copies of Minutes and Agenda provided by the Chairperson and distribute these at Subcommittee meetings.
3. Keep a record of all Subcommittee members and their contact information, including phone numbers, email, mailing and street addresses.
4. Maintain a record of attendance at monthly Subcommittee meetings.
5. Assume responsibility of making a monthly report to ASC in absence of the Chairperson and Vice-Chairperson.
6. Assume Subcommittee responsibilities of Chairperson if the Vice-Chairperson is unable to assume the position.
7. Keep Subcommittee archives, including digitizing all existing hard copies of written materials concerning the Subcommittee and adding information to the digital archives as they are created. Must keep archives up to date and backed-up for security.
8. At the conclusion of the term of office, turn over archived materials to the next Secretary.

V. QUALIFICATIONS AND DUTIES OF NON-ADMINISTRATIVE OFFICERS

Listed here are descriptions of positions within the Subcommittee service structure that meet the current needs of our area. If more panel leaders or service positions are needed, the Subcommittee may add such positions, as it deems necessary without prior approval of the ASC. These Guidelines shall then be amended to add those positions. All non-administrative officers shall have a working knowledge of the Steps, Traditions and Concepts of NA.

A. CORRECTIONAL INSTITUTIONS PANEL LEADER

Correctional Institutions Panel Leader must have one year of participation in service to Narcotics Anonymous in any position. Must be approved by the Kings and Tulare County Jail systems and/or the California Department of Corrections.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Invite approved panel members to the Correctional Institutions Panel meetings and do all things necessary to conduct the meeting.
2. Keep an accurate list of approved members for participation in various

- facilities, including dates for renewal of their privileges.
3. Communicate regularly with the Chairperson, informing her/him of any problems with the meetings/presentations.
 4. Make a monthly written report to the Subcommittee, including the panels taken to the various institutions.
 5. Obtain any literature that is necessary for the meetings.
 6. 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.
 7. Assist Chairperson in orientation, institution applications, facility requirements, and training of panel members.
 8. Maintain regular contact with facility Community Resource Manager or point of contact.

B. RECOVERY HOME PANEL LEADER

Recovery Home Panel Leader must have one year of participation in service to Narcotics Anonymous in any position.

Clean time requirement: One year

Term of Service: One year

Responsibilities:

1. Invite qualified panel members to the Subcommittee orientations on how to conduct panels.
2. Communicate regularly with the Chairperson to report any problems with panels.
3. Make a monthly written report to the Subcommittee, including the panels taken into the recovery homes.
4. Obtain any literature that is 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 the facility point of contact.

C. PHONE HELPLINE LEADER

Phone Helpline Leader must have one year of participation in service to Narcotics Anonymous in any position. Must have a computer with Internet access and be capable of updating information on the web portal.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Maintain a list of members who receive helpline calls.
2. Update web portal, including messages and members who receive calls and the meeting schedule.
3. Maintain contact with the Helpline Service and keep web phone line features updated.
4. Provide a monthly written report to the Subcommittee.
5. Assist Chairperson in recruiting, orientating, and training Phone Helpline volunteers.

D. LITERATURE SERVANT

Literature Servant must have one year of participation in service to Narcotics Anonymous in any position.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Respond to literature and merchandise requests from Subcommittee and members of the public.
2. Acquire and distribute approved NA Literature.
3. Keep a list of the locations of literature racks.
4. Keep literature racks stocked.
5. Communicate yearly with librarians in Tulare and Kings County, College of the Sequoias, and High School libraries and ascertain their stock of primary NA literature and request new stock to replenish these books where necessary.
6. Communicate regularly with the Chairperson and provide a monthly written report to the Subcommittee.
7. Be able to delegate responsibility to others willing to aid in the distribution of literature in our area.
8. Assist Chairperson in orientation and training of volunteers who distribute literature.

E. WEB SERVANT

The Web Servant must have one year of participation in service to Narcotics Anonymous in any position. The primary purpose of the NA website is to connect those seeking recovery from addiction with NA meetings, activities, and members of NA. Web Servant must have computer and skills necessary to maintain a website.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Update meeting schedule, activities, and other content on the website.
2. Arrange for payment for website URLs and website hosting and seek reimbursement from ASC through Chairperson.
3. Obtain information about ASC trusted servants, activities and other relevant changes from Chairperson or Vice-Chairperson, ASC Committee Chairs, or other sources, to update website.
4. Update paper and electronic formats of meeting schedules as per Section X. **MEETING SCHEDULE CHANGES**.
5. Regularly update NA World Service on KTASC meeting changes, so the meeting locator at NA.org is accurate.
6. Report to the Subcommittee as needed.

VI. MEMBERS

A. CORRECTIONS AND RECOVERY HOME PANEL MEMBERS

Panel members for each panel shall be approved by the respective Panel Leader of the Subcommittee. Panel members shall be cleared by facilities whenever required and have a working knowledge of the Steps, Traditions, and Concepts of NA.

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

Term of service: One year.

Responsibilities:

1. Be familiar with the NA Public Relations panel presentation format.

2. Adhere to the rules and dress codes of the facilities.
3. In the event a Panel Member cannot attend a scheduled panel, contact Panel Leader so a substitute can be arranged.
4. All new Subcommittee Panel Members must observe a panel meeting before participating on a panel.
5. Any Panel Member who is involved with a facility on a professional or volunteer basis should not participate on the panel serving the addicts in that facility. This is to avoid conflict and the resulting damage to inmates or clients in the facility or ability and privilege of the Subcommittee to continue to carry the message at that facility. These Panel Members may participate on panels at other facilities.
6. Panel Members shall not attempt to interfere with or use influence on behalf of any inmate, client or patient in any facility, court, or hospital, nor with any doctor, judge, probation, or parole officer.
7. Panel Members shall not make any comments or promises regarding employment, parole, probation, or medical problems.
8. Panel Members are 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.

B. GENERAL MEMBERS

Any member of NA may be a member of the Subcommittee if they attend a Subcommittee meeting and accept an assignment to perform a task on behalf of the Subcommittee. Panel members must meet the additional requirements set forth herein for panel service.

VII. MEETINGS

The subcommittee shall meet at least once each month at a designated time and place that is publicized on the meeting schedule and Area website.

A. ATTENDANCE

1. Administrative Officers shall attend all regular business meetings. If an Administrative Officer cannot attend, that Officer must notify another Administrative Officer.
2. Non-administrative Officers should attend all regular business meetings and if they cannot attend should notify an Administrative Officer.
3. Any member of Narcotics Anonymous is welcome to attend regular business meetings as a visitor and may share any concerns in the open forum portion of that meeting.
4. Officers or Members may attend the Subcommittee meetings via video or audio conferencing if it is available. The Secretary or other Administrative Officer shall endeavor to provide online access to Subcommittee meetings.

B. VOTING PROCEDURES

- A. A simple majority will pass a motion.
- B. Voting participants are all members of the Subcommittee who are present at the time of the vote. Officers may vote except for the Chairperson, who may only vote in the event of a tie.

VIII. AMENDMENTS

Amendments to these guidelines must first be approved by a majority vote of the Subcommittee. The proposed amendment will then be submitted by the Chairperson to the ASC, which will review and vote on the amendment. The amendment will become effective upon a majority vote of the ASC.

No amendment to these guidelines may be made by the ASC without first giving the Subcommittee an opportunity to review, consider and comment on the Amendment. This policy agrees with the KTASC Guidelines, which stipulate that Subcommittees are responsible for drafting their own guidelines.

This Section is not intended to deprive the Subcommittee from adding to and/or engaging in activities necessary to fulfill the responsibilities delegated to it. Activities necessary to carry out the mission of the Subcommittee may be conducted while an Amendment is under consideration by the ASC.

IX. FUNDING

Subcommittee activities shall be primarily funded by the ASC, which shall set the prudent reserve at a level commensurate with the Subcommittee's needs as reported and suggested by the Chairperson, if possible, given the financial position of the ASC.

X. MEETING SCHEDULE CHANGES

Changes to the Kings Tulare Area Narcotics Anonymous Meeting Schedule should be made with the utmost of urgency to protect our most vulnerable members—those addicts seeking their first meeting and as yet are undecided whether Narcotics Anonymous will work for them. Tardiness in action will result in unnecessary suffering, even death. Hence, our policy should always be one of prudent action, never of waiting.

- A. Newly formed meetings are added when:
 - a. Confirmed by the Vice Chair as bona fide and all relevant information is validated, OR
 - b. The newly formed meeting has sent representation to a regularly scheduled ASC meeting.
- B. Meeting information changes may come from many sources, but all changes must be confirmed by a trusted servant of the affected meeting before the changes are published.
- C. Meetings must be removed from the schedule when:
 - a. A trusted servant of the meeting reports the meeting has ceased, OR
 - b. An outreach visit by the Vice Chair reveals the meeting has ceased.