

Eastern Nebraska Narcotics Anonymous
Public Relations Subcommittee Guidelines

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I. PURPOSE AND SCOPE

Our mission as the Public Relations Subcommittee is to maintain public relations while developing positive, ongoing, cooperative relationships with community based organizations (including, but not limited to, public media and communications, churches and religious organizations, treatment & detoxification facilities, homeless shelters, hospitals, service organizations, professional associations, other 12 step fellowships, other self help groups, various government branches including police departments, military facilities, and educational facilities) operating within the Eastern Nebraska Area of Narcotics Anonymous.

The Public Relations Subcommittee will serve as the primary point of public contact for Narcotics Anonymous within the Eastern Nebraska Area. In doing so it will maintain area meeting schedules, the web site, media contacts, a database of community contacts, and coordinate projects that result in public awareness of Narcotics Anonymous.

It is our mission to carry a clear and focused message of Narcotics Anonymous to people in hospitals, jails and other institutions where addicts are not able to attend regularly scheduled meetings

II. FUNCTIONS OF THE PR SUBCOMMITTEE

1. To carry the message of Narcotics Anonymous and to disburse literature to all facilities currently being served by PR, through our H&I panels.
2. To conduct a monthly business meeting.
3. To provide a PR service representative at the Area Service Committee.
4. To hold at least 2 workshops per year

5. To inform the public about Narcotics Anonymous through services including, but not limited to the following:
 - 1. Operating and maintaining an area website.
 - 2. Coordinating all requests from the media.
 - 3. Providing all radio and television public service announcements for use within the ENNA Area.
 - 4. Creating, distributing and maintaining NA PR posters in the ENNA Area.
 - 5. Coordinating all non-NA requests for NA speakers.
 - 6. Coordinating NA booths at selected professional and community events.
 - 7. Presenting information to community based organizations about NA and maintaining ongoing relationships with these organizations.
 - 8. Providing meeting schedules
 - 9. Update meeting schedules every three months (or in the case of at least 3 major changes).

III. QUALIFICATIONS AND DUTIES

A. CHAIRPERSON

1. Suggested minimum of two years continuous clean time.
2. Working knowledge of NA Steps, Traditions, & Concepts.
3. Six months service experience on the PR Subcommittee.
4. Set up the monthly subcommittee meeting agenda.
5. Appoint panel leaders for institution services.
6. Is responsible to see that the PR Subcommittee meeting place is reserved and set up.
7. Attend ENNA ASC and keep them informed of all ongoing activities of the PR Subcommittee activities.
8. To be the public spokesperson for ENNA ASC in communications with the community.
9. To attract and recruit new PR Subcommittee Members.
10. Train incoming servants.
11. Is responsible for records, files, and overall functioning of the subcommittee.

B. VICE CHAIRPERSON

1. Suggested minimum of one year continuous clean time.
2. Able to run the PR Subcommittee in the Chairperson's absence.
3. When possible, the Vice-Chairperson will become the next Chairperson.
4. Six months service experience on PR Subcommittee or ASC experience.
5. Assist the Chairperson in PR Subcommittee meeting setup.
6. Work closely with and assist the Chairperson in duties as designated by the subcommittee.
7. Assist in attracting and recruiting new PR Subcommittee Members
8. Assist Chairperson in training incoming servants

C. TREASURER

1. Suggested minimum of five years continuous clean time.
2. Maintains an updated checking account balance and is responsible for all banking transactions.
3. Reconcile the checking account register with the bank statement each month and prepare a monthly financial report for the PR subcommittee.
4. Responsible for all final monetary transactions. This includes collecting and depositing all funds from subcommittee members, making all expense payments throughout the year, and presenting written receipts.
5. Deposits all funds in the PR checking account within 48 hours upon receiving funds.
6. Prepares a final year-end financial report for the incoming treasurer.
7. Responsible for maintaining an accurate signature card at the bank.
8. Assist in attracting and recruiting new PR Subcommittee Members

D. SECRETARY

1. Suggested minimum of six months continuous clean time with previous service experience.
2. Keep accurate minutes of the PR Subcommittee meeting & prepare for their annual addition to the archives.
3. Updates Community Contact Records
4. Assist in attracting and recruiting new PR Subcommittee Members.

E. WEB SERVANT

1. Suggested minimum of six months continuous clean time with previous service experience.
2. Working knowledge of web design principles and ability to maintain web pages on a remote web server.
3. Maintain meeting schedules and activity postings on the ENNA website.
4. Assist in attracting and recruiting new PR Subcommittee Members.

F. PANEL LEADER

1. Suggested minimum of one year continuous clean time.
2. Conduct H&I meeting/presentations in the facility being served according to acceptable procedures of H&I and facility guidelines.
3. Invite all members to the H&I meeting; informing them of rules specific to that facility.
3. Must attend all H&I subcommittee meetings.
4. May resign by giving notice to the H&I subcommittee.
5. May be removed from panel assignment due to absence without proper notice and/or not making adequate arrangements for a replacement to conduct a scheduled H&I meeting.

G. PANEL MEMBER

1. Suggested minimum of six months continuous clean time and a willingness to be of service. The member shall be qualified and assigned by a panel leader after being cleared by the facilities whenever necessary.
2. Take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader
3. Always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself responsibly.
4. Attend a minimum of one H&I subcommittee meeting every three months.
5. Must attend one H&I workshop or learning day and facility orientation as appropriate.
6. May resign as a member by giving notice to the panel leader.

IV. Other Requirements

1. In order to qualify for any of the above offices; a PR member shall come to the PR monthly meeting and inform the subcommittee of their desire to serve. Also, a member involved in PR must attend a minimum of one workshop per year.
2. Ex-residents of any institution must have the proper authority and meet the clean time requirements set by the facility and PR to participate at that facility. Care should be taken not to confuse alumni responsibilities with PR participation.
3. It shall be the responsibility of the panel leader to insure that all addicts attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES.
4. These GUIDELINES and PROCEDURES are submitted for the guidance of the PR subcommittees so that a smooth and consistent program can be maintained for the benefit of addicts being served in hospitals and institutions. Any unusual situations that might arise should be discussed with the elected officers of PR who, in turn, will take steps to obtain clarification from the facility authorities.
5. Individual members of PR should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. Communication with the facility is the responsibility of the vice-chair. Adherence to these guidelines will minimize confusion and misunderstanding within the PR committee and the facilities we serve.
6. Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting/presentations scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violation of regulations could bring legal action against violators and put N.A. in a bad light. Remember----your actions reflect on N.A. as a whole. More importantly; adverse performance could well deprive an addict of the miracle of the Narcotics Anonymous message.

V. General Information

1. Any member of the PR Committee is automatically removed from further PR activity upon relapse, but may again become eligible when he/she can conform to the requirements in these guidelines.

2. Any member not conforming to these requirements or any other requirements which might be hereafter added, or who refuses to abide by the rules and regulations of the facility being served, may be relieved of any or all PR subcommittee assignments.

3. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served

4. Any N.A. member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and/or the resulting damage to:

(A) An inmate or patient inside

(B) The working ability and privilege of the subcommittee to carry the message inside the facility.

For these reasons, no PR member will personally interfere with or use influence in any facility. No PR member will make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of NARCOTICS ANONYMOUS: recovery from active addiction through our spiritual program. Of course these members may participate on panels going to other facilities.

5. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.

6. No one may participate in a panel as a member without first having attended an H&I learning day. Anyone not meeting the clean time requirements of PR may not enter a facility under PR auspices for any reason.

7. Narcotics Anonymous life stories and/or principles of N.A. general information are to be the main topic of any Narcotics Anonymous meeting conducted within all facilities served by this subcommittee. All speakers and panel leaders must strictly comply with this regulation, confining their talks SOLELY TO NARCOTICS ANONYMOUS.

8. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the PR subcommittee. All speakers and panel leaders must strictly comply with this regulation.

9. Any member of the PR subcommittee on parole/probation will only be allowed to participate in or attend H&I meetings in any facility being served by the subcommittee only with the express clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.

10. Panel leaders shall be responsible for the conduct of any speaker taken into any institution. Speakers should be instructed in advance regarding the regulations of the institution being served.

11. Failure to comply with the facility and/or PR regulations shall be sufficient grounds for review of their suitability as a member of PR.

12. It is suggested that all PR members have a working knowledge of the Steps and Traditions of Narcotics Anonymous. They should also have a sponsor and attend N.A. meetings on a regular basis. (Defined as an average minimum of one meeting weekly)

13. Amendment of the PR committee guidelines shall require a 2/3 vote of the subcommittee's members.

Finally, since the purpose of the PR+ committee and its individual panels is to share the experience, strength, and hope of the Narcotics Anonymous message, it is hoped that the panel leader tries to get residents involved with the meeting through reading materials as well as sharing personal experience strength and hope.

VI. Voting

A. The following shall be voting members:

1. Each PR member with voting rights will have one vote each.
2. NA members must attend 2 consecutive subcommittee meetings to obtain PR voting rights. Voting rights are lost if 2 or more consecutive, unexcused absences occur.
3. The Chairperson will vote only to break a tie.

B. How to make a motion:

1. A motion can be made by any voting PR member; however, the Chairperson must step down to make said motion.
2. A voting member must second a motion or it is tabled until the next meeting. If no second is made the motion dies.
3. All motions shall include an intent and must be explained by the maker.

C. Chairperson's Rule: (in case of non-productive discussion)

1. Chairperson's Rule is: Two alternating pros/cons, then a vote on the motion on the table.
2. A call for the end of debate can be made by the chairperson or any PR member with voting rights.
3. A simple majority vote decides the question.
4. Once discussion begins only PR members with voting rights may participate until voting is done.
5. If debate is revoked an immediate vote will be taken on the original motion.
6. This rule can be invoked by the Chairperson of the meeting or a PR Member with voting rights.

VII. NOMINATIONS AND ELECTIONS

A. Chairperson and Treasurer nominations (if Vice Chair is not stepping into Chair position) will take place in New Business at the May ASC.

B. Nominees should give a written resume at the ASC listing their:

1. Amount of clean time.
2. Service experience.
3. Willingness and time to do the job.

C. Nominee shall be present at the May ASC to answer any questions the ASC may have.

D. Qualifications for all positions shall be read at the April ASC and included in the minutes.

F. If the Vice Chair steps into the Chair position, a vote of confidence must be taken to the May ASC.

G. Any member of the ASC can make nominations.

H. Recommendation from within the PR Subcommittee is preferred.

I. Elections take place during the voting portion at the June ASC.

J. New officers will take office at the July ASC.

K. Vice Chairperson/ Secretary/Web Servant nominations are coordinated with the Chairperson (internal subcommittee nomination & election)

L. The person(s) nominated should give a written report at the PR Subcommittee meeting listing their amount of clean time, service experience, and willingness to do the job.

M. Chairperson shall only vote to break any ties

VIII. Finances

A. The PR subcommittee will have a monthly budget of \$150.00 which will cover both literature and Website fees.

B. The PR subcommittee will have at least 2 learning days per year at a cost not to exceed \$100 per function.

C. Any special PR related projects must be submitted in detail to the ASC in an effort to get prior approval of funds.

IX.

GUIDELINES OF THE EASTERN NEBRASKA AREA

PROJECT PRIMARY PURPOSE

Part of the PR/H&I Subcommittee

DEFINITION AND PURPOSE

Project Primary Purpose (P-3) is part of the PR subcommittee is a group of men and women who provide Narcotics Anonymous literature to people in jails and correctional institutions where addicts are not able to attend regularly scheduled meetings.

We are recovering addicts from the fellowship of Narcotics Anonymous who believe in the concept: *“TO ASSURE THAT NO ADDICT SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE BETTER PROVIDE THE NECESSARY SERVICES.”*

This concept should always be our primary purpose. This concept will insure that when an addict who is housed in a correctional institution reaches out for recovery: Narcotics Anonymous will be there.

The Project Primary Purpose committee is a subcommittee of Eastern Nebraska Area Service Committee and is directly responsible to that committee.

FUNCTIONS OF THE P3 SUBCOMMITTEE

1. To carry the message of Narcotics Anonymous and to disburse literature to addicts housed in correctional facilities.
2. To conduct a monthly business meeting.
3. To provide a P3 service representative at the Area and Regional levels.

STRUCTURE OF ELECTED OFFICERS

Service board officers shall consist of a chairperson, secretary, prison liaison and treasurer.

Any subcommittee officer or member will be terminated from the subcommittee responsibilities immediately upon relapse.

In the case of vacancy; the secretary shall automatically assume the position of chairperson until subsequent election and approval by ASC of new chairperson. If the secretary cannot or will not assume the position, the area vice chairperson will act as H&I chairperson until the subcommittee fills the position.

In the event of vacancy by the secretary the position shall remain open for a period of one month or until a willing and qualified member from the subcommittee is found to serve in the position.

QUALIFICATIONS AND DUTIES OF OFFICERS

CHAIRPERSON:

Suggested; Three (3) years clean time. The chairperson will be elected by the subcommittee and approved by the Area Service Committee in accordance with current guidelines. Responsibilities include:

1. Bring before the general meeting of the subcommittee matters that should be discussed by them.
2. Carrying out policies and orders for the committee.
3. Attend the area service committee meeting.

Secretary

Suggested clean time (2) yrs. Responsibilities include:

1. Assume chairperson's responsibilities in the event of absence.
2. Recording minutes of all subcommittee meetings.
3. Copy and distribute current minutes to all subcommittee members.
4. Maintain records of all committee member's names, availability & phone numbers.
5. Maintain copies of meeting minutes and letters sent to facilities.
6. Create fliers for new art work and distribute at Oct. ASC

PRISON LIAISON:

Suggested; One (2) yrs. clean time. Responsibilities include:

1. Mail cover letter and fliers twice yearly to all current facilities. (Jan. & July)
2. Will maintain a current list of all facilities being served.
3. Will maintain a current copy of fliers and facilities letter.
4. Will order literature as needed through the local RSO
5. Will generally assist all facilities as needed.

TREASURER:

Suggested; Three (3) yrs. clean time. Elected by subcommittee and approved by ASC Responsibilities include:

1. Must be able to maintain a checking account ledger and meet all ASC requirements to be a treasurer.
2. Must maintain a current accurate record of all financial transactions.
3. Must make prompt deposits of all funds.
4. Must make prompt payments of all invoices.
5. Must submit a financial report monthly to include a copy of current bank statement to the P3 Committee and to the ASC.

MEMBERS AT LARGE:

Suggested; Two (2) yrs. clean time. Responsibilities include

1. Must be able to do simple math.
2. All merchandise must be inventoried and signed for at time of pick up from committee.
3. All members at large must be actively involved with N.A.

GENERAL GUIDELINES

1. P3 will be self supporting thru the sales of merchandise designed and sold by the committee.
2. Nominations and elections will take place at the Oct. sub-committee meeting.
3. All officers are required to attend the monthly sub-committee meeting.
4. Sub-committee business will be held using the consensus based decision making process.
5. The consensus body will be made up of anyone attending at least 2 of the previous 3 monthly sub-committee meetings
6. Any active NA member can be considered a member at large as long as the sub-committee guidelines are met. Members at large may sign out merchandise to sell at function or events.
7. Any member of the P3 Committee is automatically removed from their position in the event of a relapse. Any member may also be removed for the misappropriation of any NA funds.