

Monterey County Area of Narcotics Anonymous Public Information Sub-Committee Guidelines

FOR APPROVAL JULY 2011

PURPOSE

The purpose of the Public Information Sub-Committee is to inform addicts, the general public and specific agencies of the availability of recovery from the disease of addiction in the fellowship of Narcotics Anonymous. This committee will provide accurate information about our fellowship and meeting times. This information will be made available to and distributed to the public. These activities will be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

FUNCTIONS & RESPONSIBILITIES

1. Carry the message of recovery.
2. Support the Area Service Committee (ASC) as a committee.
3. To open and maintain lines of communication between
 - a. NA and the Public
 - b. ASC and RSC
 - c. ASC and WSC
4. Respond to Requests for information in a timely and accurate manner.
5. Ensure communication and cooperation with the Hospitals and Institutions Sub-Committee (H&I).
6. Maintain accurate and updated NA meeting schedule information.
7. Report updated NA meeting schedule information to WSO and RCM.
8. Establish and maintain the local NA helpline/answering service.
9. Maintain an accurate help line volunteer shift schedule.
10. Establish and maintain responsible NA member school panels to deliver NA information to local schools and agencies.
11. Coordinate with local radio and television stations to broadcast formatted NA public service announcements.
12. Provide NA booths at public recovery functions.
13. Maintain NA literature stock and inventory to support schools panels, special events, and local agencies.
14. Keep updated on Regional and World PI activities and current policies.
15. Maintain current local website data.
16. Provide sign-up sheets to GSR's on a regular basis to recruit panel speakers and helpline participants.

COMMITTEE MEETINGS AND MEMBERSHIP STRUCTURE

The Public Information Sub-Committee will meet on the third Thursday of each month. The meeting time and place will be announced. All members are encouraged to attend. The officers of this committee are:

- Chairperson
- Vice-Chairperson
- Secretary
- Helpline Coordinator
- Assistant Helpline Coordinator
- Webservant
- Assistant Webservant
- Presentation Coordinator
- Literature Coordinator

Voting members are defined as those who attend two or more consecutive Public Information Sub-Committee meetings. A simple majority of committee members is a quorum.

QUALIFICATIONS AND DUTIES OF OFFICERS

A. CHAIRPERSON

1. Requirements

- a. Two years of continuous abstinence from all drugs and a minimum of one-year activity with ASC.
- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.
- c. Attend local service meetings on a regular basis.
- d. Attend Public Information functions.
- e. Attend Hospital and Institutions Sub-Committee meetings.

2. Duties

- a. Furnish meeting agenda.
- b. Maintain business-like discipline during the Committee meeting.
- c. Attend the monthly ASC meeting and furnish minutes and reports.
- d. Communicate with "I" and assist committee officers to complete their duties.
- e. Act as liaison to the Hospitals and Institutions Sub-Committee.

B. VICE CHAIRPERSON

1. Requirements

- a. Eighteen months of continuous abstinence from all drugs.
- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.
- c. Attend local service meetings on a regular basis.

2. Duties

- a. Assume the duties of the Chairperson in the absence.
- b. Assist the Chairperson in the commission of their duties.
- c. Communicate with "I" and assist committee officers to complete their duties.
- d. Attend the ASC monthly meeting in the Chairperson's absence

C. SECRETARY

1. Requirements

- a. One-year continuous abstinence from all drugs.
- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.
- c. Attend local meetings on a regular basis.

2. Duties

- a. To record the minutes of all Public Information Sub-Committee meetings.
- b. To type, copy, and provide copies of the minutes to the ASC.
- c. Provide copies of the minutes to officers and members of this committee.
- d. Maintain files of the monthly minutes.

D. HELPLINE COORDINATOR

1. Requirements

- a. One-year continuous abstinence from all drugs.
- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.
- c. Attend local meetings on a regular basis. Attend Public Information Sub-Committee meetings.

2. Duties

- a. Maintain open communication with the helpline service provider.
- b. Maintain the NA helpline.
- c. Provide accurate and current NA meeting schedule information and activities flyers to helpline service provider as needed.
- d. Maintain a listing of current helpline volunteers.
- e. Provide helpline volunteers with a copy of NA Guide to Phone Service, referral numbers, and current meeting schedule.
- f. Provide a monthly report to the Pi Chair.

E. ASSISTANT HELPLINE COORDINATOR

1. Requirements

- a. Nine months continuous abstinence from all drugs.
- b. Knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.
- c. Attend local meetings on a regular basis.
- d. Attend Public Information Sub-Committee meetings.

2. Duties
 - a. Assume the duties of the Helpline Coordinator in their absence.
 - b. Assist the Helpline Coordinator in the commission of their duties.

F. WEBSERVANT

1. Requirements
 - a. One-year continuous abstinence from all drugs.
 - b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.
 - c. Attend local meetings on a regular basis.
 - d. Attend Public Information Sub-Committee meetings.
 - e. The Webservant must have sufficient technical expertise to develop and maintain our Area website.
2. Duties
 - a. Maintain website according to Regional webpage guidelines.
 - b. Maintain website guidelines.
 - c. Work with Assistant Webservant to prepare for acclamation.

G. ASSISTANT WEBSERVANT

1. Requirements
 - a. Nine months continuous abstinence from all drugs.
 - b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.
 - c. Attend local meetings on a regular basis.
 - d. Attend Public Information Sub-Committee meetings.
2. Duties
 - a. Assume the duties of the Webservant in their absence.
 - b. Assist the Webservant in the commission of their duties.

H. PRESENTATIONS COORDINATOR

1. Requirements
 - a. One-year continuous abstinence from all drugs.
 - b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.
 - c. Attend local meetings on a regular basis.
 - d. Attend Public Information Sub-Committee meetings.
 - e. Ability to interact with the public within the scope of the Twelve Traditions.
2. Duties
 - a. Arrange and coordinate all Public Information panel presentations for schools, hospitals, law enforcement agencies, judicial agencies, recovery houses, social service agencies, and any other outside enterprises.

- b. Open lines of communication with these agencies telephonically and by email on a regular basis. Schedule walk in appointments as necessary.
- c. Communicate with each school at least every two months
- d. Communicate with each law enforcement agency, judicial agency, and recovery house at least every six months.
- e. Review, screen, and approve panel members as to clean time, language, and focus of message.
- f. Maintain a list of availability roster of panel volunteers.
- g. Provide a list of “Do’s and Do not’s” to panel members.
- h. Coordinate panel times and places with schools and panel members.
- i. Maintain long version (one hour with Q&A period) and short version (one half hour) panel presentation formats.
- j. Provide copies of formats to panel participants.
- k. Provide a monthly report to the PI Chair.

I. LITERATURE COORDINATOR

1. Requirements

- a. One-year continuous abstinence from all drugs.
- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.
- c. Attend local meetings on a regular basis.
- d. Attend Public Information Sub-Committee meetings.

2. Duties

- a. Attend monthly Public Information Sub-Committee meeting and Area Service Committee Meetings.
- b. Fill literature racks.
- c. Responsible for supplying ASC with quarterly schedules.
- d. Order all literature for PI.

Panel members and Helpline volunteers must have one-year continuous abstinence from all drugs and a willingness to be of service.

All positions on this committee will have a service commitment of one year.

MEETING LIST GUIDELINES

A coordinator is appointed by the Public Information Committee to be responsible for the production of the Monterey County Area of Narcotics Anonymous meeting schedules. Other responsibilities include:

- Ensuring that the meeting list adheres to the Twelve Traditions as required by the PI and Area guidelines.
- Producing and maintaining a soft copy of the meeting list in a commonly available software format.
- Providing any format or content changes outside of meeting information, to the PI Committee for approval.
- Make changes to meeting information as needed on a monthly basis.
- Providing meeting changes to the Webservant in a timely manner.
- Produces a camera-ready copy (CRC) each month to be printed.
- Reproduces a quantity of meeting lists per quarter as directed by the ASC for Monterey County Area Narcotics Anonymous consumption.
- Provides the new meeting lists to the PI Chairperson in a timely manner for each month's ASC.
- Providing meeting changes information to the RCM in a timely manner.

WEBSITE GUIDELINES

The Webservant and, in the Webservant's absence, the Assistant Webservant are responsible for the Monterey County Area's website. These responsibilities include:

- Ensuring that the website adheres to the Twelve Traditions as required by the PI and Area guidelines.
- Ensuring that the website adheres to the preliminary website guidelines of the World PI committee. At such time that these guidelines are ratified, the website will then adhere to those approved guidelines.
- Produces and maintains the website code in a commonly available computer format.
- Providing any format or content changes, outside of meeting information, to the PI committee for approval.
- Making changes to meeting information as needed on a monthly basis.
- Adhering to the Fellowship Intellectual Property Trust (FITP) to protect all fellowship copyrights and trademarks. This includes seeking, receiving and retaining approval of the WSO Inc., for all fellowship literature or logos used in the website.
- Protecting the Monterey County Area of Narcotics Anonymous from association with non-service structure approved websites that may use our name, literature, or in any other way infer affiliation in violation of the Twelve Traditions. When confronted with this situation, a direct, loving correspondence with the other party is first tried. It is in the fellowships best interest to solve these situations at a local level. When unfavorable results are found, further correspondence with the PI committee for the location of the party's site, the other party's Internet Service Provider (ISP) and, finally if necessary, with WSO, Inc., may be required to intervene.

When these situations arise a loving, but firm hand must be used to protect the Monterey County Area and NA as a whole.

- Acts as a contact for the Monterey County Area with ISP. Assures all bills are forwarded to the Area Treasurer for payment in a timely manner. Normally, this means the bills are sent to the ASC post office box.
- Assures the ISP provides sufficient service quality and orders any services as required.
- Maintaining an email box and replying to, or forwarding to the appropriate individual, any electronic correspondence for Monterey County Area PI Committee and Area Service Committee.
- Maintaining all software and instructions necessary to develop, maintain, and otherwise support Area website.

PI SPEAKER POOL GUIDELINES

The PI Speaker Pool is a resource composed of individuals specifically qualified by the PI Subcommittee to carry the message of recovery through Narcotics Anonymous to the public.

Purpose

To ensure that speakers represent recovery through Narcotics Anonymous, rather than personal recovery, to the general public.

Function

To maintain an adequate supply of speakers readily available for PI presentations.

Responsibilities & Requirements for Participants

Responsibilities

To be available upon reasonable request by the PI Subcommittee to provide presentations.

Requirements

1. Attend an initial PI Subcommittee meeting.
2. One year clean to begin training, eighteen months clean to make presentations.
3. Working knowledge of the Twelve Traditions.
4. Accompanies another trained speaker pool member to a presentation.
5. Provide a mock presentation to the PI Subcommittee.
6. Provide a presentation with a trained PI speaker pool member present.
7. Train prospective PI speaker pool members

Guidelines for Presentations

Personal Conduct

Nothing will produce a negative effect in a presentation more quickly than inconsiderate personal conduct. Each personal action that we take may well have an influence in how Narcotics Anonymous is received by the public.

1. Members must pay attention to their personal hygiene.
2. Be prompt. If possible, show up 5 to 10 minutes early.
3. Be congenial. Sullen attitudes will not endear the public towards NA.
4. Be courteous and thoughtful. Open doors for others or in other ways demonstrate politeness.

Presentation Information

1. Present the message of recovery through Narcotics Anonymous.
2. Refrain from personal anecdotes, especially war stories.
3. When possible, redirect personal questions toward how the fellowship deals with the matter at hand.
4. Be prepared. Have information readily available.

FOR YOUR INFORMATION

The Monterey County fellowship of Narcotics Anonymous (NA) provides the following services:

1. Twenty-four hour helpline:
 - a. Monterey – 624-2055
 - b. Salinas – 758-0630
2. Helpline phone number cards.
3. Public Service messages – audio and video tapes are available to radio and television stations.
4. Speaker panels – Recovering addicts discussing recovery.
5. Books and literature.
6. Meeting schedules.
7. A fellowship of recovery for willing addicts.