

Space Coast Area  
Public Relations Subcommittee  
Guidelines (Draft December 2010)

A. PURPOSE

The primary purpose of a PR Subcommittee is to inform the public about Narcotics Anonymous; that it offers recovery from addiction, and information about how and where to find help. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Concepts of Narcotics Anonymous and following suggestions in the World PR Handbooks and the Guide to Local Service, and these local PR Guidelines.

B. FUNCTIONS AND RESPONSIBILITIES

The basic functions of the PR Committee are:

1. To open and maintain lines of communication between the Space Coast Area of Narcotics Anonymous (SCASC NA) and the public.
2. To open and maintain lines of communication between the local fellowship and groups and the Regional and World Service PR.

The basic responsibilities of the PR Committee are:

1. To respond to all requests for information in a timely manner and properly represent Narcotics Anonymous, as per aforementioned guides.
2. To maintain, update and print monthly meeting schedules and provide them at the monthly Area Service Meeting, 20 copies for each participating group.
3. To conduct or participate in workshops in order to inform the local fellowship of PR opportunities; and to learn from other area, regional and world PR efforts.

C. DESCRIPTION OF THE PR COMMITTEE

The Committee may consist of a chairperson, vice chairperson, secretary and treasurer as well as members of NA. From time to time, there may be ad hoc committees and other specific tasks assigned. All meetings shall be open to any interested NA members.

D. PARTICIPANTS

1. Any member of Narcotics Anonymous can be a participant of this subcommittee. However, clean time must be maintained in order to perform any functions of the committee.
2. To be considered a regular member, a member must first attend two consecutive meetings; and will then be a voting member. Members will be deemed non-voting upon unexcused absence of two consecutive meetings. Non-voters will be required to attend two consecutive meetings again in order to re-establish voting privileges.

## E. ELECTIONS

The Chairperson shall be elected at the ASC meeting. All other nominees shall be elected from regular participants of the PR committee, and must be present to answer questions and must have written qualifications and service experience, as well as pertinent experience. Terms are for one year, and officers may serve a second consecutive term.

## F. VOTING PROCEDURE

1. All matters before the committee shall be decided by consensus if possible or 2/3 majority if no consensus is reached.
2. The quorum to conduct business is established with a majority of regular members present. A majority is more than half.
3. Abstentions do not count as voters.

## G. REQUIREMENTS AND DUTIES

All participants of this committee shall have personal time and availability to perform their duties, willingness and desire to serve, clean time and service experience as stated herein, understanding and practical experience of the twelve steps and traditions of NA, and maintenance of clean time throughout the term of office or participation.

1. Chairperson: 2 years clean time, previous service experience, ability to organize and give direction and incentive to the committee. Duties include:
  - a. Is elected at the ASC meeting, term from July to June of each year. May serve two consecutive terms.
  - b. Prepares and presents monthly reports which include all PR activities, plans and expenditures to the ASC secretary for inclusion in minutes for the groups.
  - c. Arranges meeting times and agenda.
  - d. Initiates all necessary PR correspondence, including communication between the area, region and world services and responds to all PR inquiries.
  - e. Is ultimately responsible for files, records and overall functions of the committee.
  - f. Is a co-signer of the committee's bank account if there is one.
  - g. Compiles information from GSRs and makes changes so that the meeting schedule is up to date; and prepares copies for the groups, and brings them to the ASC meeting for distribution.
  - h. Must annually present an updated version of the Committee guidelines to the ASC for group approval. This is to be done in

March of each year, as per area policy Article XI STANDING COMMITTEES, Section 2, items a and f...

2. Vice Chairperson: 1 year clean time, previous service experience, is a regular PR Subcommittee participant and has the ability to assume the responsibilities in the Chairperson's absence. Duties include:
  - a. To work closely with and assist in all the duties of the committee.
  - b. Carry out responsibilities delegated by the chair and/or committee.
3. Secretary: 1 year clean time, previous service experience, preferable secretarial skills and ability to develop written material in a clear, concise manner. Duties include:
  - a. Records minutes of each meeting, and makes copies for distribution to members at next PR meeting.
  - b. Handles all correspondence as directed by the chair.
  - c. Maintains files and records of communications, activities and contacts. These records are to be available to committee members and will be turned over to the subsequent committee.
  - d. Emails contacts information as required by the committee.
4. Treasurer: 2 years clean time, previous service experience, sufficient bookkeeping experience to prepare written financial statements as required, and ability to maintain records and prepare reports. This position may be combined with any officer with the required clean time. Duties include:
  - a. Maintain accurate financial records and receipts and keeps the files handy for the ASC.
  - b. Present monthly accounting of income and expenses.
  - c. Is a co-signer of the PR committee bank account in the event there is one.

#### H. MEETING LIST

1. Meetings must be active for 30 days to be added to the meeting list, except that groups already established may add on an additional meeting immediately.
2. Meetings will be removed if they are not meeting regularly or not opening and closing on the time scheduled.
3. Groups will not endorse the meeting facility, but the facility may announce the NA meeting as being available.
4. All meeting changes are to be submitted by the last Friday of the month in order to be in the next current meeting schedule. These changes can be emailed to the PR committee at [spacecoastnapr@gmail.com](mailto:spacecoastnapr@gmail.com) or called in or texted to the helpline or PR Chair. Changes received shall be forwarded to the helpline committee.

5. The meeting list shall include the following, taken from the basic text: “ Any addict is welcome at any meeting of the Space Coast Area regardless of age, race, sexual identity, creed, religion or lack of religion. “ Basic Text, “*What is the NA Program*”
6. A PDF copy shall be emailed to the Web committee for inclusion on the site.

#### I. HOW THE WORK GETS DONE

Some of the ways we provide information to the public include:

1. Responding to requests for public presentations.
2. Distributing posters, flyers, etc. informing the public of NA.
3. Getting involved in community learning days for professionals and public.
4. Conducting and performing in workshops to educate and train our members.
5. Mail campaign to professionals, treatment centers, and others who might be able to carry our message.
6. Press Release or press kits.
7. Approved taped video and audio tapes of Public Service Announcements

#### J. SPEAKER PANELS

Speaker panels are PR members who carry the message to NA members and to the public. Members should be trained by more experienced members. Special meetings for the purpose of training our membership shall be attended by the PR Chairperson or designate and a secretary to record the minutes and activities.

Preferred qualifications for the Speaker Panel include:

1. One year clean time
2. Working knowledge of the Traditions of NA and the Public Relations Handbook and this Space Coast PR Guide to Service.
3. Must have attended PR workshops or training sessions.
4. Must be a regular participant of the Committee.
5. Must be approved by the officers of the Committee.

#### K. OTHER ACTIVITIES OF THE PR COMMITTEE

Other activities such as mailings, putting up posters, community events, setting up and maintaining workshops can usually be done by any regular participant of the committee. Six months clean time would be the ideal qualification, but any member showing an interest in the work and attending committee meetings on a regular basis qualifies to help. All new members shall receive a packet containing the material mentioned herein: this set of guidelines, a basic guide to Public Information, and excerpts from the PR GUIDE TO SERVICE, and any other material necessary to perform the functions of the committee.