Space Coast Area of Narcotics Anonymous
Public Relations Subcommittee Guidelines

Space Coast Area Public Relations
Subcommittee Guidelines

A. Purpose:

The purpose of a PR Subcommittee is to inform the public that N.A. exists. It offers recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

B. Functions /Responsibilities:

The basic functions of our Subcommittee are:

1. To open and maintain lines of communication between the Space Coast Area (SCA) of Narcotics Anonymous (N.A.) and the public.
2. To inform the fellowship and keep the lines of communication open from the members as represented from the groups to the A.S.C. and R.S.C. and W.S.C. and W.S.O.

The basic responsibilities of our Subcommittee are:

1. To respond to all requests for information in a timely manner and properly represent Narcotics Anonymous. (See response requirements section)
2. To insure proper channels are followed to insure our area and all other areas anonymity is observed.
3. To make certain all Public Relations efforts are carried out in a manner that best serves the Space Coast Area and Narcotics anonymous as a whole.
4. A listing of PR committees and contacts from surrounding areas.
5. A listing of phoneline committees and contacts within the area.
6. To have available written and recorded PR materials for use by this committee. These will be obtained through the WSC PR committee.
7. To have available a listing of media agencies.
8. Space Coast Area Meeting Schedule Guidelines:
    a. Meetings must be active for 30 days to be put on meeting list.
    b. Groups already established can add on a meeting to list immediately.
    c. Group meetings will be removed if meeting is not opening regularly or on time.
    d. Group meetings will not endorse meeting facility. As in Tradition #6.
    e. All meeting changes to be in by Wednesday before Area, call into Helpline.

9. To assist with PR/PI presentations if requested by surrounding areas.
10. To assist surrounding areas with the distribution of PR/PI materials.
11. To hold quarterly meetings with East Central Florida Area PI Subcommittee each

January, April, July, and October to discuss joint Public Relations efforts.

C. Description of Area PR Committee:

The committee should consist of a chairperson, vice-chairperson, secretary, (ad hoc committee chairs or representatives as deemed necessary by the committee and members of N.A. who have a desire and willingness to serve).

All meetings are open to interested members of Narcotics Anonymous.
This committee is a subcommittee of the Space Coast Area Service Committee, and as stated in our ninth tradition, is "directly responsible to those they serve"

D. VOTING PROCEDURE

All matters before this committee shall be decided by a majority consensus of regular participant's within the subcommittee. This committee has established a quorum of 3 regular participants and a 2/3 majority vote.

E. PARTICIPANTS

To be considered a regular participant of this committee, a member must first attend two (2) consecutive meetings; a member shall be deemed non-voting upon absence at two (2) consecutive meetings.

F. REQUIREMENTS AND DUTIES

All participants of this committee shall have:

1. Personal time and abilities to perform their duties.
2. Willingness and desire to serve the position.
3. Clean time and service experience as stated herein.
4. Understanding and practical experience of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
5. Maintenance of clean time throughout term of office or participation.

Chairperson:

1. Two (2) years clean time,
2. Previous service experience.
3. Ability to organize and give direction and incentive to the committee.

Duties:

1. Arranges times and agendas for meetings.
2. Initiates all necessary correspondence, including communication between areas, region and WSC PR
3. Keeps ASC/RSC informed of all on-going PR activities.
4. Reports to ASC/RSC any plans for major PR projects or expenditures.

5. Is ultimately responsible for files, records, and overall functions of the committee,
6. Is a co-signer of the PR committee's bank account (if necessary to have bank account).

Vice-Chairperson:

1. One (1) year clean time.
2. Prior service experience and a regular PR Subcommittee participant.
3. Ability to assume responsibilities in the chairperson's absence.

Duties:

1. To work closely with and assist in all the duties of the committee.
2. Carry out responsibilities delegated by the chair and/or committee.

Secretary:

1. One (1) year clean time.
2. Prior Service experience, preferably secretary skills.
3. Ability to develop written material in a clear, concise manner.

Duties:

1. Records minutes of each meeting.
2. Distributes copies of those minutes to committee members prior to next meeting.
3. Handles all correspondence as directed by chair of committee.
4. Maintains files and records of communications, including a list of activities and contacts to be passed on to subsequent committee members.
5. Mails notices of upcoming meetings to all members.

Treasurer (may be combined with secretary)**:**

1. Two (2) year clean time.
2. Prior service experience; as treasurer on group level.
3. Sufficient bookkeeping experience to prepare written financial statements as required.

Duties:

1. Maintain accurate financial records.
2. Present monthly accounting of income and expenses at least, once a month, or as directed.
3. Makes available to ASC all accounting records on a yearly basis.
4. Is a co-signer of this committee's bank account

No vice-chair or other alternate type representative shall automatically assume the next higher position. Although those positions may be filled by alternates during temporary, absences, all positions in this committee are filled by members who have been voted in by their respective committees. The committee chair shall be elected by the ASC.

All offices of this committee shall be elected from current regular participants of the PR committee and must be present at the time of nomination and election.

G. SPECIAL TASK FORCES

Certain members shall be assigned special tasks by this committee to assure the availability of materials needed to carry out our purposes and functions. These materials shall be uniform in style and message and may be obtained through contact with the Space Coast Regional PR Committee and/or the A.S.C. PR Committee. Any new material developed in the Space Coast Area PR Committee, shall be reviewed and approved by the committee as a whole before distribution.

These assignments may include, but are not limited to, the following:

1. Speaker Pools
2. Written Press Release/Press Kits
3. Taped messages for Radio and TV
4. Material for community posting, i.e. bulletin, boards, buses, government agencies, libraries, etc.
5. Letters, including intros, follow-ups, and thank you's.
6. Written formats for PR presentations to schools, diversion classes, etc.
7. Video 'Tapes for TV

HELPFUL SUGGESTIONS

Over enthusiasm can be potentially harmful to achieving goals; establish priorities and work toward accomplishing them in a fully informed manner that is consistent with our Twelve Steps and Twelve Traditions.

ALWAYS keep in mind our Eleventh Tradition "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films."

It is through group conscience that service work is best accomplished, and **NO INDIVIDUAL EFFORTS** should be undertaken. Keep in mind our First Tradition: "Our common welfare should come first; personal recovery depends on N.A. unity."

It is important to avoid stating opinions during presentations or media requests and one should not be THE spokesperson for N.A. some media request may well be beyond the scope of area PR and should be referred to the appropriate service body. Remember our Tenth Tradition: "Narcotics Anonymous has no opinion on outside Issues; hence the N.A. name ought never be drawn into public controversy."

Any PR undertaking should be looked at for its possible effects upon N.A. as a whole, or any immediate effects upon the area and/or region, and only after thorough examination of possible consequences should PR projects be undertaken. Remember our Ninth Tradition: "N.A. as such ought never be organized; but we may create service boards or committees directly responsible to those they serve."

SPACE COAST AREA PUBLIC RELATIONS
SPEAKER PANEL
GUIDELINES AND QUALIFICATIONS

ARTICLE 1: Purpose: To create qualified speakers for Public Relations presentations.

ARTICLE 2: Responsibilities: To train and qualify speakers for Public Relations presentations. *Speaker Panel will remain directly responsible to the Public Relations subcommittee.

ARTICLE 3: Officers of the Space Coast Area Public Relations Speaker Panel:
*Coordinator: Chair of Public Relations Subcommittee coordinates and steers events.
*Secretary: Vice-Chair of Public Relations Subcommittee records minutes of Speaker Panel workshop events.

ARTICLE 4: Qualifications for Speaker Panel Member:

1. 0ne year minimum clean time.
2. 2 speaker minimum for Speaker Panel.
3. Personal Anonymity could be broken, and must be understood before training.
4. Have a working knowledge of the 12 Traditions of Narcotics Anonymous.
5. Have a working knowledge of the Space Coast Area Guide To Public Relations.
6. Members must attend Speaker Panel Workshops.
7. Working knowledge of the N.A. Basic Text.
8. Must be approved/qualified by the officers of the Speaker Panel.
9. Must be familiar with the 20 question P.I. Guide from World Service.
10. Yearly requalification necessary.

(12/07/96 Public Information Subcommittee)
(05-2009 SCASC)
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