

# **NORTH INLAND PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

## **Definition:**

We are an operating subcommittee of the North Inland Area Service Committee of Narcotics Anonymous. We are supported by and thereby fully accountable to the Area Service and to Narcotics Anonymous as a whole.

## **Purpose:**

- a) To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- b) To open and maintain lines of communication between the Public Information committees at the Area, Regional and World Service level, and the World Service Office.
- c) To carry the message in accordance with the Twelve Traditions of Narcotics Anonymous.

## **Responsibilities:**

- a) To become the resource and coordinating body for Area Public Information efforts, coordinating any functions of Regional or World Service Committee Public Information taking place within the designated Area upon their request.
- b) To respond to any Public Information request within the designated Area, maintaining caution not to interfere in the responsibilities of other Area Public Information subcommittees. (Refer to the World Public Information Guidelines, pg 11).
- c) To maintain a close working relationship with Public Information subcommittees throughout the region, thereby assuring all requests are referred to and carried out by the proper Public Information subcommittee in accordance with the Twelve Traditions of Narcotics Anonymous.
- d) To insure that all those participating in Area Public Information functions are properly trained in accordance with World Public Information Guidelines, thereby insuring that the message carried is in accordance with the Twelve Traditions of Narcotics Anonymous.

## **Functions:**

- a) To establish and maintain lines of communication with members of the outside community, where appropriate, for the purpose of staging specific Public Information events.
- b) To conduct two monthly meetings, normally held on the 1st and 3rd Wednesday at a designated time and place.
- c) To conduct any and all Public Information orientations as they may be required, to train speakers, booth workers, or community outreach workers, thereby insuring that the message carried is in accordance with the Twelve Traditions of Narcotics Anonymous.

## **Description of Subcommittee:**

- a) This subcommittee shall consist of the following officers, as well as group Public Information representatives, active members, and other subcommittee representatives as deemed necessary:

Chairperson

Secretary

Vice-Chairperson

Literature Coordinator

Treasurer

- b) All meetings are open to interested members of Narcotics Anonymous. However, only active members of this subcommittee shall vote (per Section VI/f).

## **Requirements for Subcommittee Members:**

- a) A stated willingness to serve.
- b) The time, resources and ability to serve.
- c) Clean time and service experience commensurate with positions stated herein.
- d) A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- e) Complete abstinence is a requirement. Anything other than complete abstinence constitutes an automatic resignation.
- f) A member shall be considered **active** following attendance of two consecutive meetings and a 2/3rd majority vote of active members participating.
- g) Any member shall be considered inactive if absent two consecutive meetings without prior arrangement of alternate representation. Any inactive members shall be considered re-active following attendance at two consecutive meetings.

## **Voting Procedures:**

- 1) The Chairperson will be elected in accordance with the Area Service Committee guidelines at the August ASC meeting.
- 2) Election of officers shall be held *during* the September Area Public Information meetings, or as needed to fill vacancies.
- 3) Election of officers shall require a 2/3rd majority vote of participating members.
- 4) Any inactive officer may be removed from office by a 2/3rd majority vote of participating members.
- 5) All other matters of the subcommittee shall require a simple majority vote (over 50%) of participating members.
- 6) Only active members may vote.

**Succession:**

No Vice-Chairperson or other alternate representative shall automatically assume the next higher subcommittee position.

**Eligibility:**

All officers of this subcommittee shall be elected from current active members to the Public Information Subcommittee and must be present at the time of nomination and election.

**Terms of Office:**

The same individual shall hold no office for more than two consecutive terms.

# NCIA PI Subcommittee Position Roles

(All commitments are for 1 year—2 years with a 2<sup>nd</sup> term)

## **Chair (2 year clean time requirement):**

- Attending and giving a monthly (and annual) report at the ASC (4<sup>th</sup> Sunday, Church at Felicita & Encino, Room #10 @ 6:30pm)
- Attending and giving a report at the Regional PI meeting (2<sup>nd</sup> Wednesday, RSO @ 6:30pm)
- Attending the ASC Policy meeting (the Monday before ASC, Church at Rose & Mission @ 6pm)
- Attending and facilitating the subcommittee meeting (4<sup>th</sup> Sunday, Church at Felicita & Encino, Room #10 @ 4:00pm)
- When all other positions are vacant, making sure the duties of the subcommittee are upheld
- Gather support for subcommittee (spreading awareness of position vacancies)
- Orienting people for booth work

## **Vice Chair (1 year clean time requirement):**

- Attending (and facilitating in the Chair's absence) the subcommittee meeting (4<sup>th</sup> Sunday, Church at Felicita & Encino, Room #10 @ 4:00pm)
- Attending the meetings that the chair cannot make it to
- Training and learning all the roles of the chair
- Making sure the subcommittee guidelines are up to date or checking with subcommittee for any need of updates
- Facilitating the construction and the maintenance of a contingency plan for the committee

## **Secretary (6 month clean time requirement):**

- Attending the subcommittee meeting (4<sup>th</sup> Sunday, Church at Felicita & Encino, Room #10 @ 4:00pm)
- Taking notes/ minutes for each meeting
- Typing those minutes and sending them to all subcommittee members

## **Literature chair (2 year clean time requirement):**

- Attending the subcommittee meeting (4<sup>th</sup> Sunday, Church at Felicita & Encino, Room #10 @ 4:00pm)
- Stockpiling and maintaining a prudent reserve of literature (keeping records on the flash drive)
- Making a regular inventory of the literature and reporting this to the ASC
- Creating a purchase order for literature to bring to the subcommittee when literature is in need
- Storing all booth related materials
- Putting together the mailer packets which entails:
  - Getting with the literature chair to get the appropriate postage, envelopes & literature
  - Getting with the communications liaison to get the contact's name & address
  - Getting with the chair to get their signature on the introductory cover letter

### **Treasurer (2 year clean time requirement):**

- Attending the subcommittee meeting (4<sup>th</sup> Sunday, Church at Felicita & Encino, Room #10 @ 4:00pm)
- Collecting all receipts for all items purchased by the subcommittee
- Procuring booths at street fairs
- Collecting the monthly check from the treasurer at the ASC
- Maintaining the checking account (making sure all fees are paid)
- Keeping a monthly record of all transactions and reporting this to the ASC
- Paying the annual bill for the PO Box

### **Communications Liaison (1 year clean time requirement):**

- Attending the subcommittee meeting (4<sup>th</sup> Sunday, Church at Felicita & Encino, Room #10 @ 4:00pm)
- Managing the creation of new contacts within the community (delegating the responsibility for certain types of contacts to other committee members if necessary).
- Maintaining all contacts and getting in touch with them (on a quarterly basis—4 times a year)

### **Project Manager (6 month clean time requirement):**

- Receiving/asking for the mail from the RCM at the ASC on a monthly basis (~~or checking the mailbox~~)
- Folding schedules for drop offs to contacts
- Filling all time slots for booth events which entails:
  - Making a signup sheet to be brought to the ASC for the 3 months leading up to the event
  - Calling all those who have volunteered and making sure to get them to (an) orientation meeting(s) –which means arranging a date/time/location that is convenient for the chair
  - Maintaining a list of all NA members who have volunteered and have been oriented
  - Making the final schedule of all people volunteering at the booth
  - Making sure all volunteers know where to park (and the costs that incurs if there are fees)
  - Making sure all volunteers have a ticket (in the case of the Del Mar Fair)
- Being the “go to” person of the subcommittee, making sure all other members have support with their projects (and also making sure you have support for your projects)