

Public Information Contingency Plan 2009

July 2009

There are 3 parts to a P.I. Contingency plan

Part 1) Human Resources

Part 2) Financial and material resources

Part 3) Guidelines.

Part 1) Human Resources:

1) Definition;

We are an operating subcommittee supported by San Diego/ Imperial County Region Service Committee of Narcotics Anonymous. We are thus fully accountable to that committee.

2) Purpose;

The purpose of a Public Information subcommittee is to inform the public that N.A. exists and offers recovery, by opening and maintaining lines of communication. It offers information about how and where to find Narcotic Anonymous. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotic Anonymous.

3) Functions;

The basic functions of the P.I. subcommittees are to open and maintain lines of communication between N.A. and the public, and between ASC, RSC, WSC and WSO.

4) Responsibilities;

To act as the resource and coordinating body for area P.I. efforts.

- a) To maintain a close working relationship with the H&I subcommittee, thereby insuring that all request for information are referred to and carried out by the appropriate P.I. and/or H&I representative in accordance with the Twelve Traditions.
- b) To respond to all request for information in a timely manner.
- c) To be sure all requests are handled at the appropriate level of service. Remember, our Ninth Tradition states that “service

boards and committees are directly responsible to those they serve.”

- d) To maintain close communications with the San Diego / Imperial RSC, along with the World Service Office, utilizing their resources and providing assistance required.
- e) To refer any P.I. request which is outside the jurisdiction of San Diego / Imperial to the appropriate area committee.
- f) To report all actions to the San Diego / Imperial County RSC on a bi-monthly basis or upon the RSC request.

5) Working Groups;

In order to accomplish the above named functions and responsibilities, this subcommittee shall assign members (area chairs) to develop and maintain the following working groups. These working groups are encouraged to develop and maintain their own guidelines, and to keep written records of “ALL” activities. Also, when area P.I. subcommittee meetings are scheduled, all these working groups shall work together to insure we attract in the proper way, according to our Twelve Traditions.

a) Helpline working group. This working group will:

- 1) Maintain and be responsible for all actions concerning the helpline.
- 2) Be in constant contact with the answering service (phone line) committee to coordinate effective action between the volunteers and the P.I. subcommittee.
- 3) Complete a monthly review and update of the call list (i.e. names, phone number, and times available).
- 4) Immediately notify phone lines, web committee of any special events being planned, with all pertinent information, on an as-needed basis.
- 5) Discuss then ACT on any suggestions or comments for improvement on a timely basis.

b) Community awareness working group. This working group will;

- 1) Develop and maintain speaker pools.
- 2) Develop and maintain a master mailing list of influential individuals who could refer addicts to N.A.
- 3) Develop information kits to be distributed through the mail as needed.
- 4) Be responsible for any community meetings the P.I. subcommittee elects to sponsor.

c) *Media working group. The working group will:*

- 1) Develop and maintain a media contact list, including any media agency and their contact which are available, in the fields of electronic and printed mass communication (e.g. radio, T.V. and newspaper).**
- 2) Develop and maintain written press releases and /or press kits.**
- 3) Prepare, maintain, and store written and / or taped messages for the media.**
- 4) Contact all media sources on a regular basis to insure that their agencies publicize our message.**
- 5) Develop and maintain materials for posting in the community (e.g. bulletin boards, buses, and benches).**

6) Meetings;

The San Diego / Imperial County P.I. subcommittee should meet regularly each month, with time, date, and location announced each month within the fellowship, encouraging all members to attend. This subcommittee may elect to more frequent meetings then once (1) a month as the need arises, in order to maintain its functions and responsibilities.

7) Membership;

Subcommittee Chairperson, Vice Chairperson, Secretary, and active voting members. The Chairperson and Vice Chairperson are elected to their positions for one (1) year terms by the San Diego / Imperial County ASC. The P.I. Regional Chairperson is elected by the San Diego / Imperial County RSC, also for one (1) year term. They may serve no more than two (2) consecutive terms in each position. The Vice Chairperson “does not” automatically succeed to the chair when the Chairperson’s term is completed. To be considered an active voting member of this subcommittee, a member must first attend two (2) consecutive meetings. Members, when deemed active as described above, are entitled to participate in the group conscience decisions of this committee. A member shall be deemed inactive upon absences at two (2) consecutive meetings.

Part 2) Financial and Material Resources:

1) Definitions;

Budgeting and responsible handling of N.A. funds are guides to shaping the P.I. contingency plan. Subcommittees should be mindful of their responsibility to those they serve by “NOT” being wasteful or overly prudent with their financial and material resources. Standards are outlined in this contingency plan for the subcommittee’s actions that require financial funding and materials to fulfill their commitment to our primary purpose and to those they serve. Each area subcommittee should approach their ASC with a written budget for each year of service, which should include but be limited to these following items;

- a) Postal replies to public inquires; Mailing postage, along with the following contents, cover letter, local meeting schedules, regional schedules and a predetermined number of information pamphlets (IP’S).
- b) Speaker request and cost associated; literature, administrative costs, travel reimbursement (if approved prior too!), facility rental, table and chairs and electrical cost.
- c) Phone call reimbursement; bring to areas ASC in your yearly budget, to set a predetermined amount prior to use of personal property.

2) Regional Committee Funding;

- a) Regional P.I. Chairperson or Treasure will prepare a yearly budget for the following years work, prior to the start of the new fiscal year start.
- b) The Regional committee shall look ahead for up coming events to work in conjunction with the WSC – World Public Relations chair along with making all arrangements well in advance to bring to the San Diego / Imperial County RSC for approval.
- c) Region Chairperson shall include all media work in its budget (i.e. T.V., news print and radio taped messages) PSA’s.
- d) The Regional committee will continue in the manor of bringing a written motion to the San Diego / Imperil County RSC, for approval and funds.

Part 3) Guidelines:

SEE ATTACHED.

*Guidelines for SDIRSC Public Information Subcommittee
July 2009*

DEFINITION:

We are an operating subcommittee of the San Diego/Imperial Regional Service Committee of Narcotics Anonymous. We are supported by S.D.I.R.S.C. and thus fully accountable to that committee and its trusted servants.

II. 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 and non-addicts.
- B. We perform public relations service to increase the awareness and credibility of the Narcotics Anonymous program, establishing and maintaining a commitment to these relationships, can help us further our "Primary Purpose".
- C. To open and maintain lines of communications between P.I. committees of Area, Regional, P.R. W.S.O. and P.R. W.S.C.P.I.
- D. To carry the message in accordance with the twelve traditions of Narcotics Anonymous.

III. RESPONSIBILITIES:

- A. To become the resource and coordinating body for the Regional and Area P.I. efforts. Coordinating any functions of W.S.C. Public Information taking place within the designated Region upon their request.
- B. To respond to any P.I. request within the predefined Region, maintaining caution not to interfere in the responsibility of other area P.I. subcommittees. Refer to the Worlds - Public Relations Handbook dated 3/07.
- C. To maintain a close working relationship with P.I. subcommittees throughout the Region, assuring all request are referred to and carried out by the proper P.I. subcommittee in accordance with the twelve concepts & traditions of Narcotics Anonymous.
- D. To maintain a close working relationship with other subcommittees within this Region, thereby insuring that all requests for information are referred to and carried out by the appropriate subcommittee in accordance with the twelve concepts & traditions.

IV. FUNCTION:

- A. That each Area maintains and updates a Regional mailing list and meeting list and/or at least quarterly to the aforesaid addresses.
- B. To hold 1 monthly meeting, normally held on the 2nd Wednesday at 6:30 p.m. at the R.S.O.

- C. **Public Information services other than those carried out at the world level shall be performed by Public Information Subcommittees of established A.S.C.'s. If an A.S.C. is unavailable or unable to do these services then responsibility will fall to the R.S.C. Public Information in regard to the Public Information work within the Region as it pertains to carrying the message, through P.I. work, to the addict still suffers.**

V. DESCRIPTION OF REGIONAL P.I. SUBCOMMITTEE;

- A. **This subcommittee shall consist of Chairperson / Vice Chairperson / Secretary / Treasurer / Area P.I. Representatives or Alternates / active member and other subcommittee representatives as deemed necessary by this subcommittee. The R.S.C. Vice-Chairperson may attend for the purpose of coordination.**
- B. **All meetings are open to interested members of Narcotics Anonymous, however only members of this subcommittee (per section VI) shall vote.**

(Sub Section) VOTING PROCEDURES;

- 1) **The Chairperson will be elected in accordance with the R.S.C. by-laws at the September R.S.C. meeting.**
- 2) **Election of officers shall be held at the 1st meeting in October, or as necessary to fill vacancies.**
- 3) **Election of officers shall require a 2/3 majority vote of members participating.**
- 4) **Any inactive officer may be removed from office by a 2/3 majority vote of members participating.**
- 5) **All other matters of the subcommittee shall require a simple majority vote of members participating.**
- 6) **Only "active" members may vote.**

VI. REQUIREMENTS FOR SUBCOMMITTEE MEMBERS;

- A. **Clean time and service experience, commensurate with the position as stated herein.**
- B. **A stated willingness.**
- C. **Time, resources, and ability to serve.**
- D. **A working experience of the Twelve Steps and Twelve Traditions.**
- E. **Complete abstinence is a requirement. Anything other than complete abstinence constitutes an automatic resignation!**
- F. **Any member shall be considered "inactive" if absent two (2) consecutive meetings without prior arrangement of alternate representation. Any inactive member shall be considered "active" following attendance of two (2) consecutive meetings.**
- G. **Requirements and duties of public speaking.**
 - A) **Speakers will have an approved outline to follow.**
 - B) **Suggested clean time: one (1) year.**
 - C) **Understanding & practical experience of the Twelve Steps & Twelve Tradition of Narcotics Anonymous.**

VII. Media Working Groups. This Working Group Will:

- A. Develop and maintain a media contact list, including any media agency and their contact which are available, in the fields of electronic and printed mass communication (e.g. Radio, TV, and Newspapers).**
- B. Develop and maintain written press releases and / or press kits.**
- C. Prepare, maintain, and store written and or taped messages for media.**
- D. Contact all media sources on a regular basis to insure that their agency publicize our message.**
- E. Develop and maintain materials for posting in the community (e.g. bulletin boards, buses, and benches) for individually areas within the Regional area.**

VIII. REQUIREMENTS AND DUTIES:

CHAIRPERSON

- A. Three (3) years clean time.**
- B. Previous service experience at Area and Regional levels, preferably in P.I.**
- C. Ability to organize and give the subcommittee direction and incentive.**

DUTIES

- A. Arrange times and agendas for meeting.**
- B. Initiate all necessary correspondence, including communication between Area, Region, and W.S.C. P.I.**
- C. Is ultimately responsible for files, records, and overall functioning of the subcommittee.**

VICE CHAIRPERSON

- A. Two (2) years clean time.**
- B. Previous service experience at Area and Regional levels, preferably in P.I.**
- C. Ability to assume responsibility in the absence of the chair.**

DUTIES

- A. To work closely with and assist in all duties of the subcommittee.**
- B. Carry out responsibilities delegated by the Chair and / or the subcommittee.**

TREASURER

- A. Three (3) years clean time.**
- B. Previous service experience at Area and Regional levels, preferably as Treasurer.**
- C. Sufficient bookkeeping experience to prepare written financial statements monthly with receipts.**

DUTIES

- A. To maintain accurate financial records.**
- B. Present monthly bookkeeping of income and expenses.**
- C. Make available to R.S.C. all accounting records upon request.**
- D. Assure operation of function is in accordance with the Treasurer's Handbook.**

SECRETARY

- A. One (1) year clean time.
- B. Prior service at Area and Regional level preferably with secretarial skill.
- C. Ability to develop written materials in a clear, concise manner.

DUTIES

- A. Record minutes of each meeting.
- B. Distribute copies of the minutes to subcommittee members and W.S.O. P.I. prior to next meeting.
- C. Handles all correspondence as directed by the Chair or regional subcommittee.

SPEAKER COORDINATOR

- A. One (1) year clean time.
- B. Prior experience at Area and Regional levels.

DUTIES

- A. Develop and update speakers list.
- B. Liaison for speaking request.

CORRESPONDENT COORDINATOR

- A. One (1) year clean time.
- B. Prior service in Area and Regional P.I.
- C. Ability to write clearly.

DUTIES

- A. Collect mail in a timely basis.
- B. Respond to written request for literature.
- C. Coordinate quarterly mailing list.

- VIII. No Vice-chairperson 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 subcommittee are filled by the members who have been voted in by their respective committee; A.S.C. etc.
- IX. All officers of this subcommittee shall be elected from currently active members of the P.I. subcommittee and must be present at the time of nomination and election.
- X. No office shall be held more than two (2) consecutive terms by the same person.

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