

# **NORTH COASTAL PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

## **Definition:**

We are an operating subcommittee of the North Coastal Area Service Committee of Narcotics Anonymous. We are supported by and thereby fully accountable to that Area Service Committee 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.

### **Requirements and Duties:**

#### Chairperson

- a) Two years clean time preferred.
- b) Previous service experience at an Area level, preferably in Public Information.
- c) Ability to organize and give subcommittee direction and incentive.

#### Chairperson Duties

- a) Arrange time and agenda for meetings.
- b) Initiate all necessary correspondence, including communication between Area, Regional, and World Service Public Information Committees.
- c) Holds ultimate responsibility for the files, records, and overall functioning of the Public Information Subcommittee.

#### Vice-Chairperson

- a) One year clean time preferred.
- b) Previous experience at an Area level.
- c) Ability to assume responsibility in the absence of the Chairperson.

#### Vice-Chairperson Duties

- a) To work closely with and assist in all duties of the subcommittee.
- b) Carry out responsibilities delegated by the chair and/or subcommittee.

#### Treasurer

- a) Six months clean time preferred.
- b) Sufficient bookkeeping experience to prepare monthly written financial statements with receipts.

### Treasurer Duties

- a) Maintain accurate financial records.
- b) Present monthly accounting of income and expenses.
- c) Make available to the Area Service Committee all accounting records upon request.

### Secretary

- a) Six months clean time preferred.
- b) Ability to develop written minutes in a clear, concise manner.

### Secretary Duties

- a) Record an accurate set of minutes at each meeting.
- b) Maintain an ongoing file of all correspondence and minutes.
- c) Keep accurate records of all committee members, including addresses and telephone numbers.

### Literature Coordinator

- a) Six months clean time preferred.
- b) Basic organizational skills.

### Literature Coordinator Duties

- a) To record and maintain inventories of all appropriate titles of literature to be used in committee functions.
- b) To dispense literature to committee members for said functions.
- c) To purchase additional literature as it becomes necessary.

### **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 of the Public Information Subcommittee and must be present at the time of nomination and election.

### **Terms of Office:**

No office shall be held for more than two consecutive terms by the same individual.