



Biggest Little Area in the World Public Information Sub-Committee



Area Public Information Sub-Committee GUIDELINES

(REVISED 06/19/2007)

1. Mission

In keeping with the current service methodology of the Narcotics Anonymous PR Handbook we have formed the BLAW Area Public Information Sub-Committee. By operating as a service team we seek to further NA unity. Our mission as the Public Information Sub-Committee is to continue to maintain all of the responsibilities as described below while developing positive, ongoing, cooperative relationships with community based organizations (including, but not limited to public media and communications, churches and religious organizations, treatment & detoxification facilities, homeless shelters, hospitals, service organizations, professional associations, other 12 step fellowships, other self help groups, various government branches including police departments, military facilities, and educational facilities,) operating within Washoe County. We, the BLAW Public Information Committee in particular, as well as all NA members in general are responsible for maintaining a positive public image of NA by increasing public awareness of our primary purpose and good works.

Our sub-committee is also responsible for raising fellowship awareness of providing an atmosphere of recovery. This is to be done by encouraging NA members to exemplify positive behavior in their personal conduct wherever NA can be found. The team will also be prepared, if needed, to assist the groups in their relationships with the facilities where they meet. It must be kept in mind that maintaining good relationships with these facilities is essential to the survival of NA in our area. Each member of the group bears responsibility for acting in a way that reflects positively on NA. The relationship with these facilities is the foundation for our overall community relations effort.

2. Definition

We are an operating sub-committee of the Biggest Little Area in the World Service Committee of Narcotics Anonymous. We are supported by the BLAWASC and thusly accountable to that committee as well as to all the groups in the area.

3. Purpose

The BLAW Public Information Sub-Committee will serve as the primary point of public contact for Narcotics Anonymous within Washoe County, Nevada. In doing so it will verify area schedule times and locations, media contacts, a database of community contacts, and coordinate projects that result in public awareness of Narcotics Anonymous.

- A. To carry the NA message of recovery in accordance with the Twelve Steps, Traditions and Concepts of Narcotics Anonymous.
- B. 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.

- C. To open and maintain lines of communication with the PI Coordinators of the Sierra Sage Region Service Committee and WSO Fellowship Services.

4. Responsibilities

- A. To be the resource and coordinating body for all BLAWASC Public Information efforts, assisting with all PI functions upon request.
- B. To respond to any request for PI within the BLAW Area, maintaining caution not to interfere in the responsibilities of other Area subcommittees.
- C. To maintain a close working relationship with the other Regional Teams and PI subcommittees of the Region by active participation in the quarterly Regional H&I – PI Learning Day events.
- D. To maintain a close working relationship with the SSRSC PI coordinators. This is to be accomplished by the Team Leader (Area PI Chair) or designate.
- E. To maintain a close working relationship with other subcommittees within the BLAW Area, thereby insuring that all requests for information are referred to and carried out by the appropriate subcommittee in accordance with the Twelve Traditions and Concepts of NA.

5. Function

- A. To hold one or more regular monthly meetings at a time and place determined by this committee.
- B. Public Information services within the BLAW Area, other than those carried out at Regional or World levels, shall be initiated and performed by the Public Information Sub-Committee of the BLAWASC.
- C. To inform the public about Narcotics Anonymous through services including, but not limited to, the following:
 - 1. Coordinating all requests from the media.
 - 2. Providing all radio and television public service announcements for use within the BLAW Area. *(It is important to remember that these efforts must be coordinated with other areas served by the same broadcast media.)*
 - 3. Creating, distributing and maintaining NA PI posters in the BLAW Area.
 - 4. Coordinating all non-NA requests for NA speakers. Referring to H&I, any speaker requests requiring their area of expertise. In the event a request is made for a new H&I meeting the BLAW PI Committee and H&I will deliver a joint presentation to determine if the request is appropriate for H&I or should be dealt with in some other way.
 - 5. Coordinating NA booths at selected professional and community events.

6. Presenting information to community based organizations about NA and maintaining ongoing relationships with these organizations.
7. Raising fellowship awareness of our public image in the BLAW Area.

6. Description

- A. The BLAW Public Information Sub-Committee is a consensus based service body. In the event consensus cannot be reached, matters will be brought to a vote. *Consensus is defined as: General agreement or accord. This will be our primary method for reaching group conscience.*
- B. This team shall consist of a Area PI Coordinator, Vice Area PI Coordinator, Secretary, Area PI Treasurer, Project Coordinators (as deemed necessary by the team), presentation panel members, and sub-committee members.
- C. Public Information team members are defined as any addict who has attended two consecutive meetings. The right to join consensus or vote commences with the second meeting. Team membership ceases after being absent from two consecutive meetings without prior notice to the team or its leaders.
- D. Project Coordinators are *chosen* by team consensus. In the event consensus cannot be reached elections will be held.
- E. The Area PI Coordinator shall appoint the project task groups and task leaders for limited efforts. (Here defined as projects with a *definite* end).
- F. All meetings are open to any interested members of NA, but only the persons listed as the members of this team, including the leaders (as designated above) shall join consensus or vote. All attendees have right to be heard in the development of consensus.
- G. The team leader or any team member acting as leader shall not vote except in the event of a tie.
- H. Consensus procedures:
 1. When an issue has been brought to the floor it will be discussed thoroughly.
 2. At the close of discussion the team leader will ask if there is any continuing opposition to the issue.
 3. If there is no opposition the team leader will ask if the team is in consensus.
 4. If there is no consensus the issue will be voted on.
- I. Voting Procedures:

1. Election of Area PI Vice Coordinator and project coordinators shall be held at the PI Committee meeting prior to the March BLAWASC with exception to the Area PI Coordinator who is elected at the BLAWASC.
2. Any inactive member may be removed from the team by a majority vote of the members participating.
3. Only active team members shall vote.

7. Requirements for team members

- A. A stated willingness to serve.
- B. Time, resources and the ability to serve.
- C. The clean time requirement for team members is 24 hours.
- D. For project coordinators and panel presenters clean time and service experience, commensurate with the position as stated herein.
- E. Working knowledge and experience of the Twelve Steps, Traditions and Concepts.
- F. Complete abstinence is a requirement. Anything other than complete abstinence constitutes an automatic resignation.
- G. Due to the nature of this service arrests for felonies while serving the team will result in automatic suspension from team responsibilities and duties until disposition of the case.
- H. Any member shall be considered inactive if absent two consecutive meetings without prior arrangement. Any inactive member shall be considered active upon attending their second consecutive meeting.

8. Officer requirements and duties

Area PI Coordinator

Requirements:

- A. Two years clean time with recovery centered in Narcotics Anonymous.
- B. Six months recent area or regional service experience.
- C. An ability to organize and give the team incentive and direction.

Duties:

- A. Verify times and agendas for area meetings.
- B. Initiates or delegates all necessary correspondence, including communication reports between areas, region and NAWS.
- C. Is ultimately responsible for files, records, and overall functioning of the team.
- D. It is the responsibility of outgoing leaders and coordinators to train incoming servants.
- E. Keep the BLAWASC informed of all ongoing PI Committee activities.
- F. To attract and recruit new team members.

- G. To be the public spokesperson for BLAWASC in communications with the community.**

Area PR Vice Coordinator

Requirements:

- A. One year clean time.**
- B. Prior service experience, preferably as a GSR and or PI Committee member.**
- C. Ability to assume responsibility in the PI Coordinators absence.**
- D. A willingness to serve as Area PI Coordinator following completion of term as Area Vice Coordinator.**

Duties:

- A. To work closely with and assist in all duties of the committee.**
- B. Carry out the responsibilities delegated by the Area PI Coordinator and or Area PI Committee.**
- C. To assume responsibility in the Area PI Chair's absence.**
- D. To assist project coordinators in the completion of their tasks.**
- E. To attract and recruit new team members.**

Secretary

Requirements:

- A. Six months clean time.**
- B. Some prior service experience.**
- C. The ability to develop written material in a clear and concise manner.**

Duties:

- A. Record minutes of each meeting.**
- B. Distributes copies of those minutes to committee members prior to beginning of next meeting.**
- C. Sends copies of minutes to the RSC PI coordinators at regular intervals.**

9. Project Coordinator requirements and duties

Public Communications Coordinator

Requirements:

- A. One-year clean time with recovery centered in Narcotics Anonymous.**
- B. Prior service experience, preferably at ASC or subcommittee level.**
- C. An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.**

Duties:

- A. Be Vigilant. Ensure that a clear message of recovery is always shared with the public.**
- B. Respond to requests left in the Area PI committee e-mail with a clear message of recovery in NA with printed and electronic mailers.**
- C. Write form correspondence to be sent out to selected legal, treatment, medical, AIDS, mental health, and community based outreach organizations with current meeting schedules and other supporting NA literature.**

- D. Create and maintain a database of facility contacts.
- E. Mail out printed or electronic information to the above on a quarterly basis.
- F. Recruit and train NA members to assist as needed or to fulfill this position upon completion of your term.
- G. Establish and/or update and maintain project/position guidelines. These guidelines will be presented to this PI Committee for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.
- H. Be present at the regular committee meeting(s).

Public Image Coordinator

Requirements:

- A. Two years clean time with recovery centered in Narcotics Anonymous.
- B. Prior service experience, preferably at ASC or subcommittee level.
- C. An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.

Duties:

- A. Cooperate with the presentations coordinator to recruit, organize, and train a presentation team with six members having minimum one year clean time.
- B. To coordinate annual Public Image presentations to each meeting and regular event in the area.
- C. To reach out to groups which have not attended the ASC in the last six months.
- D. To organize public presentations when requested by members of the community.
- E. Establish and/or update and maintain project/position guidelines. These guidelines will be presented to this PI Committee for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.
- F. To train an assistant to take over the commitment when the term is completed
- G. Be present at the regular team meeting(s).

Presentations Coordinator

Requirements:

- A. Two years clean time with recovery centered in Narcotics Anonymous.
- B. Prior service experience, preferably at ASC or subcommittee level.
- C. An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.

Duties:

- A. Cooperate with the Public Image and Schools Project Coordinators to recruit, organize, and train presentation team members having minimum one year clean time.
- B. To reach out to community based organizations to offer presentations informing them of NA's primary purpose and function within the community.
- C. To be vigilant in providing a clear message of recovery in Narcotics Anonymous by training presenters to avoid slang, profanity, NA jargon, jokes, personal

stories, drug history, criminal history and other self indulgent behaviors that are not attractive to the public.

- D. To hold regular trainings for presenters which will include mock presentations, question and answer periods, and cautions on grooming and behavior.
- E. Establish and/or update and maintain project/position guidelines. These guidelines will be presented to this PI Committee for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.
- F. To train an assistant to take over the commitment when the term is completed.
- G. Be present at the regular PI Committee meeting(s).

Schools Project Coordinator

Requirements:

- A. Two years clean time with recovery centered in Narcotics Anonymous.
- B. Prior service experience, preferably at ASC or subcommittee level.
- C. An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.

Duties:

- A. Be Vigilant. Ensure that a clear message of recovery in NA is always shared with the public.
- B. Maintain active and ongoing communications with Washoe County schools to ensure the schools are aware that the Area PI Committee offers specialized presentations to their students, parents, and staff.
- C. In a timely manner and in consultation with the Area PI Committee, coordinate requests for PI presentations to the public.
- D. Recruit and train NA members to do school presentations.
- E. Maintain and oversee the pool of trained school project volunteers by training presenters to avoid slang, profanity, NA jargon, jokes, personal stories, drug history, criminal history and other self indulgent behaviors that are not attractive to the public.
- F. Communicate with other Schools Project Coordinators in the Region to share experience.
- G. To notify the Area PI Committee electronically or telephonically when Schools Project presentations are requested.
- H. Establish and/or update and maintain project/position guidelines. These guidelines will be presented to this Area PI Committee for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.
- I. To train an assistant to take over the commitment when the term is completed.
- J. Be present at the regular team meeting(s).

All officers except the Area PI Coordinator of this team shall be elected from currently active members of the Area PI Committee and must be present at the time of nomination and election. No office shall be held more than two consecutive terms by the same person.

BLAW Area PR Plan Submission Form

Name of plan: _____

Is this plan one time or recurring? _____ If recurring, how frequent? _____

Describe plan: _____

NA member responsible to communicate with public contact: _____

Public contact name and phone: _____

Did public contact request this plan from NA? _____ If yes, when? _____

Is ongoing contact necessary or recommended? _____ If yes, how frequently and for what purpose? _____

What human resources are needed? (for example how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?) _____

Is NA literature needed? _____ If so, what: _____

Lit. Cost: _____

Are there specific project resources other than literature (such as a meeting room or microphone) needed? If so, what are they and what are the financial costs? _____

Does the public contact or facility have any special rules or conditions for this plan? _____

Does the plan adhere to NA's traditions and concepts? _____

How does this project specifically fulfill NA's primary purpose? _____

Is any special research or planning needed to implement this plan? _____ If so, what? _____

Are there any special considerations of dress or language which will help our message be better received? _____

Should this plan be referred to the Area and/or Groups for their approval? _____

Total approximate cost: _____ Total approximate hours: _____

PLAN STATUS: ☐ APPROVED ☐ APPROVED WHEN RESOURCES ARE AVAILABLE
☐ REJECTED ☐ REFERRED TO AREA WITH RECOMMENDATION TO APPROVE

BLAW PI Committee

MOTION FORM

Date _____

Motion Made By _____ Position or Area: _____

Second By _____ Area: _____

Motion Reads: _____

Intent of Motion: _____

Financial Impact on BLAW ASC: _____

Motion Status == For Secretary's use only

1 Motion Withdrawn

2 Motion to Table -- Made by _____ Second by _____

Yes _____ No _____ Abstain _____ Motion to table = Pass Fail

3 Motion to Amend -- Made by _____ Second by _____

Yes _____ No _____ Abstain _____ Motion to amend = Pass Fail

4 Main Motion -- Yes _____ No _____ Abstain _____

Main Motion = Pass Fail