

FLASCNA Public Relations Subcommittee

GUIDELINES

Revised 2/2015

ARTICLE 1

PURPOSE

The purpose of the Finger Lakes Area Service Committee of Narcotics Anonymous Public Relations (hereafter known as FLASNCA PR) Subcommittee is to inform the public that NA Exists and that it offers recovery from addiction. A PR Subcommittee offers information about how and where to find NA and takes NA into facilities and locations where NA either does not exist or where addicts are unable to leave to attend meetings. All FLASNCA PR activities will be carried out in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service of Narcotics Anonymous.

ARTICLE 2

FUNCTIONS AND RESPONSIBILITIES

The basic functions of this subcommittee are:

A. To open and maintain active relationships:

1. Between NA and the public
2. Between the area and regional PI / PR / H&I Subcommittees and Coordinators
3. Between the PR Subcommittee and FLASCNA including all other subcommittees and groups contained therein
4. Between the PR Subcommittee and all facilities in the Finger Lakes Area who desire contact with or services from Narcotics Anonymous

B. To maintain, distribute, and update meeting lists on a regularly scheduled basis

1. 2000 meeting lists shall be printed and distributed in the months of January, April, July and October
2. In keeping with the financial responsibility outlined in the concepts, the meeting lists shall be printed at the most cost effective location given current information and determined by the FLASCNA PR Subcommittee
3. For a home group to update information on the meeting lists, a representative from that group will need to fill out the appropriate form and turn it into an officer of the PR subcommittee – this includes and is not limited to changes to meeting time, location, or even the establishment of a new group
4. No meetings will be added to the lists without the group being in continuous existence for no less than three months

C. To operate and maintain whatever media is financially feasible to help carry out the purpose of both the subcommittee and Narcotics Anonymous as a whole

1. The PR Subcommittee will monitor and handle all information flow to and from such media
2. The PR subcommittee will ensure that any requests for information will be handled in a timely and effective manner and at the appropriate level of service
3. All services, media and other forms of communication and updates will be carried out in accordance with these guidelines, the direction of FLASCNA, and the 12 Traditions and 12 Concepts of service
4. Only subcommittee approved materials are to be used when communicating with any media
5. These services and media may include, but are not limited to the following:
 - i. Phone Line / Hot line
 - ii. Web Page
 - iii. Poster Drives
 - iv. Newspaper Ads
 - v. Radio / TV PSA's
 - vi. Social Media

D. To conduct meetings in locations and facilities where addicts are unable to leave to attend meetings

E. To conduct monthly regularly scheduled business meetings

ARTICLE 3

MEETINGS AND MEMBERSHIP

- A. The PR Subcommittee's regularly scheduled meeting time and location is specified on the regularly printed meeting lists. Members of the area PR subcommittee will be defined according to one or more of the following:**
 - 1. Officers of the PR Subcommittee
 - 2. Voting Members
- B. Voting members are members who meet the following requirements:**
 - 1. Having attended two consecutive regularly scheduled PR Subcommittee meetings except for the first official meeting of the PR Subcommittee where all in attendance are voting members
 - 2. If a voting member misses 2 consecutive regularly scheduled PR Subcommittee meetings, he or she then loses their status as a voting member and must meet the above requirements to regain that status.
- C. Special meetings may be held outside of the time listed above to handle circumstances that may arise. The attendance of these meetings is mandatory only for officers of the subcommittee. Voting privileges and membership within PR is not affected by special meetings.**

ARTICLE 4

ELECTION OF OFFICERS

The PR Subcommittee shall have officers who are trusted servants elected by a majority vote of the subcommittee (except for the Chairperson who is elected by FLASCNA) designated to carry out specific tasks. Such positions carry with them requirements and suggestions. These officer positions and their requirements are as follows:

- A. Chairperson**
 - 1. A minimum of 3 years uninterrupted clean time, non-waivable
 - 2. A basic understanding of Public Relations and especially the 12 Traditions
 - 3. Suggested involvement with or in FLASCNA for at least one year
- B. Vice-Chairperson**
 - 1. A minimum of 2 years uninterrupted clean time
 - 2. A basic understanding of the 12 Traditions and a desire to understand Public Relations
- C. Treasurer**
 - 1. A minimum of 5 years uninterrupted clean time
 - 2. Access to the ability to make timely deposits to the PR bank account per guidelines
 - 3. A basic understanding of funds and finances
- D. Secretary**
 - 1. A minimum of 6 months uninterrupted clean time
 - 2. Access to the ability to print typed reports and minutes for each PR meeting
- E. Phone Line Coordinator**
 - 1. A minimum of 1 year uninterrupted clean time
 - 2. A basic understanding of Public Relations and especially the 12 Traditions
 - 3. Access to or ownership of a phone
- F. Web site Coordinator**
 - 1. A minimum of 1 year uninterrupted clean time
 - 2. A basic understanding of Public Relations and especially the 12 Traditions
 - 3. Access to or ownership of a personal computer with access to the Internet
- G. Panel Coordinator**
 - 1. A minimum of 2 year uninterrupted clean time
 - 2. A basic understanding of Public Relations and especially the 12 Traditions
 - 3. Access to or ownership of a phone
- H. Panel Leader**
 - 1. A minimum of 1 year uninterrupted clean time
 - 2. A basic understanding of Public Relations and especially the 12 Traditions

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- 2. A basic understanding of Public Relations and especially the 12 Traditions

3. Access to or ownership of a phone
4. Reliable means of transportation

ARTICLE 5

DUTIES OF OFFICERS

Officers of the PR subcommittee are elected to carry out the specific duties listed below:

A. Chairperson

1. To prepare the monthly committee agenda of items for the committee to discuss and handle
2. To facilitate the subcommittee meetings
3. To carry out the policies and direction of the subcommittee and FLASCNA
4. To be a cosigner on the FLASCNA PR bank account
5. To carry out the duties of, or to appoint members to carry out the duties of any officer position either not present or not filled
6. To appoint Ad-Hoc subcommittees when necessary
7. To represent the PR subcommittee at FLASNCA meetings
8. To represent FLASNCA PR to the NNYRSCNA PR and H&I Coordinators
9. To be present at all FLASCNA area audits
10. To handle or appoint a member to handle the printing of FLASCNA meeting lists

B. Vice-Chairperson

1. To carry out the duties of the Chairperson in his or her absence
2. To be present at all FLASNCA area audits
3. To work with and assist the chairperson in his or her duties
4. To be cosigner on the FLASCNA PR bank account

C. Treasurer

1. To keep accurate financial records regarding the FLASCNA PR bank account
2. To be a cosigner on the FLASCNA PR bank account
3. To be present at all FLASCNA area audits
4. To write checks only per the direction of the PR subcommittee or FLASCNA
5. To fill out and turn in to the Chairperson a clear and concise monthly financial report
6. To carry out the duties of the Chairperson in the absence of both the Vice-Chairperson and the Chairperson

D. Secretary

1. To keep complete records in the form of minutes of all PR subcommittee meetings including regularly scheduled, special and Ad-Hoc meetings
2. To make available typed minutes at all regularly scheduled PR subcommittee meetings
3. To keep a continuing roster of monthly attendance
4. To keep and maintain a current list of officers and members along with contact information (as available)
5. To facilitate the PR subcommittee meeting in the absence of the Treasurer, Vice-Chairperson and the Chairperson

E. Phone Line Coordinator

1. To keep and maintain an updated list of all current phone line volunteers
2. To keep and maintain contact with all current phone line volunteers on a bimonthly basis
3. To maintain contact and communication with the company or members providing the phone line service in regards to status, issue(s) and billing
4. To provide and maintain orientation of phone line volunteers
5. To facilitate the PR subcommittee in the absence of all other able officers
6. To update the community service list of phone numbers annually

F. Web site Coordinator

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1. To handle the basic maintenance of the FLASNCA web page
 2. To make appropriate changes and updates as directed by FLASNCA PR

3. To keep na.org up to date on FLASCNA meetings and events based on information made available by officers, members, groups, and other subcommittees
4. To maintain and upload current meeting schedules and relevant events to the FLASCNA web page
5. To forward all email to the appropriate trusted servant(s)
6. To ensure that all content on the website is in accordance with the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous
7. To keep a log of changes of content and provide a monthly report to the subcommittee regarding the status, updates and questions generated by the website

G. Panel Coordinator

1. To maintain an updated list of all current Panel Leaders and Panel Speakers
2. To keep and maintain contact with all current Panel Leaders on a monthly basis
3. To provide and maintain orientation of Panel Leaders and Panel Speakers (as needed)
4. To work closely with Panel Leaders to ensure that facilities have literature (as needed)
5. To work within the PR subcommittee to ensure that literature for the Panel Leaders is available (as needed)

H. Panel leader

1. To be oriented by the PR Subcommittee or Panel Coordinator for conducting meetings and/or presentations within a facility
2. To carry the NA message of recovery into facility(s) as directed by the PR Subcommittee
3. To submit a monthly report to the PR Subcommittee concerning any presentations or meetings conducted over the past month including speakers and attendees for each
4. To be familiar with the rules and requirements of his or her designated facility
5. To ensure that Panel Speakers taken into the facility are familiar with and oriented with both the rules and requirements of the facility and the PR Subcommittee Guidelines
6. To work with the Panel Coordinator to arrange speakers, literature and orientations as needed

I. Panel Speaker (NOT AN ELECTED POSITION)

1. To have no less than 1 year continuous clean time
2. To meet all the clean time and legal requirements of the facility, where he or she is speaking
3. To be oriented by a Panel Leader or Coordinator prior to speaking at any facility

ARTICLE 6

REMOVAL OR RESIGNATION OF OFFICERS

A simple majority vote by the PR Subcommittee is required for removal of an officer when an officer is found to be in non-compliance of his or her position. The chairperson may only be removed at FLASCNA per FLASCNA directions and guidelines.

- A. An officer of the PR subcommittee may only be removed for non-compliance. Non-Compliance includes but is not limited to the following:**
 1. Non-Compliance or non-fulfillment of duties of the position
 2. Loss of abstinence
 3. Absence from two regularly scheduled meetings of the PR Subcommittee without prior notice given to the PR Chairperson or to the PR Vice-Chairperson
 4. Misappropriation of NA Funds (as definite in FLASCNA guidelines)
- B. An officer of this subcommittee may resign by providing written or verbal notice to the PR Subcommittee, the PR Chairperson or the PR Vice-Chairperson at least four weeks prior to the next regularly scheduled meeting**

ARTICLE 7

FINANCIAL

The PR Subcommittee shall have working capital in order to responsibly finance carrying out the purpose of the PR Subcommittee as well as the primary purpose of Narcotics Anonymous.

- A. The FLASCNA PR bank account shall be maintained at \$250.00**

1. All checks written of this account will require 2 signors in order to be made valid. This account shall be a four signature account. Signors of this account are PR officers that meet the ASC requirement to be an account signor, the ASC Treasurer and any other ASC officers necessary to fulfill four signatories on the account
2. All funds in excess of \$250 shall be held for transfer to FLASCNA at the next ASC meeting
3. All funds required to restore the FLASCNA PR bank account to its working capital of \$250 shall be transferred from FLASCNA at the next ASC meeting

B. No part of the net earnings or assets of the PR Subcommittee shall benefit any individual or member of this committee

ARTICLE 8

WEBSITE

When financially feasible, the PR Subcommittee shall have and maintain a website

A. A Website Coordinator will carry out and/or direct the actual work on the website

1. All work done to or material on the website must be in accordance with these guidelines and especially the 12 Traditions of Narcotics Anonymous
2. No work shall be done on the website that is not approved by either FLASCNA or FLASCNA PR
3. To ensure that materials remain available in the event of server or personnel problems, the Website Coordinator shall give the PR Chairperson a disc or flash drive containing all email messages received and a copy of all the current files on the FLASCNA website (HTML, GIF, etc.)

B. The FLASCNA website will include the following information

1. Information regarding the Narcotics Anonymous Fellowship as a whole
2. Information specific to the Finger Lakes Area of Narcotics Anonymous
3. Information, fliers, and contact information for Narcotics Anonymous events
4. Links to other areas and regions of NA as well as to the WSO of NA
5. Links to the email addresses for contacting FLASCNA
6. Any NA related or recovery related material approved by the FLASCNA PR Subcommittee
7. A disclaimer will be on the opening / home page of the website as defined in these guidelines

C. Disclaimer for the FLASCNA Home Page:

This site was established and is maintained by the Finger Lakes Area Public Relations subcommittee

This subcommittee reports directly to the Finger Lakes Area Service Committee

The purpose of this web-site is to provide online information concerning our area meetings, functions, other applicable information, and links to other sites. All contents on this web-site are approved by the Finger Lakes Area Public Relations subcommittee and concerns related to this web-site may be directed to this committee via email, or US mail. This web-site is not endorsed by any Narcotics Anonymous entity other than the Finger Lakes Area of Narcotics Anonymous. Our intention in posting this information on the World Wide Web is to help fulfill our Primary Purpose to carry the message to the Addict who still suffers. The Finger Lakes Area does not directly or indirectly endorse any of the facilities that individual meetings are held at. Inclusion of this information is for the purpose of meeting location only. The Finger Lakes Area also does not endorse any web-site linked to this site nor is it responsible for the contents of any subsequent links from those pages.

ARTICLE 9

PHONE LINE

When financially feasible, the PR Subcommittee shall have and maintain a working phone line with active volunteers to answer the call from the still suffering addict. Volunteers for the phone line need to meet the following requirements:

- A. At least one year uninterrupted clean time
- B. Working knowledge of the 12 Steps and 12 Traditions of NA
- C. Orientation by the PR subcommittee for public speaking
- D. A Willingness to serve

ARTICLE 10

REQUIREMENTS AND DUTIES OF PUBLIC SPEAKING

Members who are to be involved in serving as public speakers (including Panel Speakers) for the PR Subcommittee must meet the following requirements:

- A. At least 1 year uninterrupted clean time
- B. An understanding of the 12 Steps, 12 Traditions, and 12 Concepts of NA
- C. Orientation by the PR Subcommittee for public speaking
- D. Must follow an outline approved by the PR Subcommittee

ARTICLE 11

MEETING FORMAT

- A. A moment of silence followed by the WE version of the Serenity Prayer
- B. Reading of the 12 Traditions and 12 Concepts of Service
- C. Reading of the PR Purpose as defined at the beginning of these guidelines
- D. Review the minutes of the last meeting and approve or approve with corrections
- E. Nominations for officers (when applicable)
- F. Old Business
- G. Officer Reports
 1. Panel Coordinator
 2. Panel Leaders
 3. Phone Line Coordinator
 4. Website Coordinator
 5. Media Coordinator
 6. Secretary
 7. Treasurer
 8. Vice Chair
- H. Any needed orientations
- I. New Business
- J. Housekeeping
- K. Close with a moment of silence to remember our 5th Tradition and why we are here in service followed by the WE version of the Serenity Prayer

AMENDMENTS

Amendments to these guidelines can be made as situations arise at our regularly scheduled meetings and submitted to the Policy and Procedure Subcommittee for revision and recommended changes. For final approval, they are then submitted to the ASC.