

PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES

I. Definition

- A. The Public Relations¹ Subcommittee is an operating subcommittee of the WTASC of Narcotics Anonymous.
- B. It is supported by the WTASC and thusly fully accountable to that committee.

II. Purpose

- A. To inform the public that NA exists, providing information on how and where to find it.
- B. To open and maintain lines of communication between committees of Area, Region, WSO, and WSCPIC.
- C. To carry this message in accordance with the Twelve Traditions of NA.
- A. To maintain and coordinate an effective 24 hour/7 days a week answering service. Through this service we form a link between Narcotics Anonymous and the general public seeking help and/or information about recovery.²

III. Function

- A. This subcommittee serves as a support structure of experience in regard to PI work within this Area as it pertains to carrying the message, through PI work, to the addict who still suffers.

IV. Responsibilities

- A. To become the resource and coordinating body for WTASC efforts, coordinating any functions of WSC Public Relations or VRSC upon request.
- B. To maintain a close working relationship with PI Subcommittees throughout the Region, assuring all requests are referred to and carried out by the proper PI subcommittee in accordance with the Twelve Traditions of NA.

V. Description

- A. This committee shall consist of chairperson, vice chairperson, secretary, treasurer, and committee members.
- B. Members – All meetings are open to interested members of NA, with special encouragement to all GSR's and subcommittee chairpersons. Any member may become a fully participating PR subcommittee member upon attendance of their first subcommittee meeting.
- C. Voting/Participation
 - 1. Election of officers shall be held each October.
 - 2. Election of officers shall require a majority vote of members participating.
 - 3. Any inactive officer may be removed from office by a 2/3 majority of members participating.
 - 4. Voting shall be open to all NA members in attendance with the exception of the chairperson.
 - 5. Chairperson votes only in a tie.

VI. Requirements for committee members

- A. A stated willingness to serve
- B. Time, resources, and ability to serve
- C. Clean time and service experience, commensurate with position as stated here
- D. Working knowledge of Twelve Traditions and Twelve Steps
- E. Any member shall be considered inactive if absent from two consecutive meetings without prior arrangement/alternate representation. Any inactive member shall be

considered active upon attending their second consecutive meeting.

VII. Committee members

A. Chairperson

i. Requirements

1. One year clean time
2. Previous NA service experiences preferably at Area or Regional levels, preferably in Public Relations
3. Ability to organize and give the committee direction and incentive

ii. Duties

1. Arrange time and agenda for meetings
2. Initiates all necessary correspondence, including communication between Areas, Regions, and WSC Public Relations
3. Is ultimately responsible for files, records, and over-all functioning of this committee
4. Regular attendance at WTASC meetings

B. Vice-chairperson

i. Requirements

1. One year clean time
2. Service experience same as chair
3. Ability to assume responsibility in Chairperson's absence

ii. Duties

1. To work closely with and assist in all duties of the committee
2. Carry out responsibilities delegated by the chair and/or committee

C. Treasurer

i. Requirements

1. One year clean time
2. Stable gainful employment
3. NA service experience at Area and/or Regional level, preferably as Treasurer
4. Sufficient bookkeeping experience to prepare written financial statements monthly

ii. Duties

1. Maintain accurate financial records
2. Present monthly accounting of income and expenses

D. Secretary

i. Requirements

1. One year clean time
2. Prior NA service experience at Area level, preferably with secretarial skills
3. Ability to develop written material in a clear concise manner

ii. Duties

1. Records minutes of each meeting
2. Distributes copies of those minutes to committee members prior to next meeting
3. Handles all correspondence as directed by chair or committee

VIII. Other

- A. No vice-chair 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 committee are filled by members of this committee, except the chair, who is elected by the WTASC.
- B. All officers of this committee shall be elected from currently active members of the PI subcommittee and must be present at the time of nomination and election.
- C. No office shall be held more than two consecutive terms by the same person.

IX. Website guidelines and web coordinator / alternate responsibilities

- A. Approved by the PI Subcommittee 11/18/04
- B. Purpose: Our purpose in putting information on the Internet is to inform addicts and professionals about Narcotics Anonymous in the West Tennessee Area of NA.
- C. Ownership
 - i. The internet account that is attached to the page should be owned by the committee, not an individual, for the same reasons we don't recommend NA phone lines located in members' homes.
 - ii. In line with our seventh tradition, the committee should fund all costs associated with the page.
 - iii. If a community access account is obtained, it should not be subsidized to any greater degree than any other nonprofit organization.
 - iv. A notice should be placed at the beginning of the website that signifies that it is the official website of the West Tennessee Area of Narcotics Anonymous.
 - v. At least two members of the committee responsible for the website should know everything about the page, how to maintain it, how to update it, etc. This helps to ensure that if one member leaves the committee, the website will continue.
- D. Responsibility/Accountability
 - i. Placing information online is a responsibility of the Public Relations Subcommittee of the West Tennessee Area.
 - ii. We are accountable to the West Tennessee Area Service Committee in accordance with our Twelve Traditions, WTASC guidelines, and guidelines from the World Service Conference Public Relations Committee about online information.
 - iii. Actual work on the web pages is carried out by a Web Coordinator (and alternate if available) selected by the PI Subcommittee.
 - iv. Major changes to the site should be approved by the PI Subcommittee.
 - v. We must be careful to maintain Web pages in a circumspect manner.
 - 1. Slipshod work makes us look bad.
 - 2. We should not post a Web page until it is completely ready.
 - 3. Dead links should be removed as soon as they are reported, and all text should be checked for spelling and grammar.
 - 4. It is important to thoroughly test our Web site and to react quickly to reports of troubles with it.
 - 5. A project such as this should not be started unless the committee is committed to continuing it.
 - 6. These web pages will be viewed by the public at large.
 - 7. It hurts NA as a whole if they pop up and disappear all the time.
- E. Web Coordinator

- i. Requires two (2) years clean time and one year ASC or PI experience.
 - ii. Should have at least two (2) years' experience in Internet communications and be proficient in current web technology, especially html and ftp.
 - iii. Is responsible for the timely upkeep of Area website, particularly area meetings and events update.
 - iv. Responds in a timely manner to all correspondence or when necessary calls upon PI Chair for assistance.
 - v. Responsible for providing Area Website updates within (3) three days of request.
 - vi. Is responsible for the na-wt.org website maintenance.
 - vii. Shall periodically check all links to make sure that they are still active and contain NA Public Relations that is in line with our traditions and the PI Handbook.
 - viii. Shall be one of the moderators of the email list and Message Board.
 - ix. Chair Website Committee meetings when one is needed.
 - x. Attend the PI Subcommittee meetings.
- F. Alternate Web Coordinator
 - i. Same requirements as Web Coordinator.
 - ii. Duties are to assist the Web Coordinator.
- G. Accessibility
 - i. Print the URL address of our Web Page on our meeting lists.
 - ii. Endeavor to make the website online content accessible to all browser software and their versions by avoiding technology that is not widely available, for example, by avoiding HTML extensions specific to a particular browser, by not using elaborate graphics that have long download times over slow Internet access, and things of this nature.
- H. Copyright law
 - i. To ensure compliance with copyright laws, we will not place material copyrighted elsewhere on our pages.
 - ii. We may, in accordance with current NAWS suggested online guidelines, use the words Narcotics Anonymous, the stylized initials NA, appearing alone, within a single or double circle, or as part of any other graphic; and the circle-diamond symbol, which are registered trademarks of Narcotics Anonymous World Services, Inc. Refer to F.I.P.T. document #1 for more information.
- I. Privacy: Since information made accessible by the Internet can be accessed from all over the world, please remember this when posting on the email list, na-wt.org/forum and when giving your private information in Area reports, as these reports are frequently available online.
- J. Security: To ensure that materials remain available in the event of server or personnel problems, the web page coordinator will make sure at least one other person, preferably the Alternate Web Coordinator or PI Chairperson, has a copy of all current files whenever changes are made.
- K. Contents
 - i. The web page will contain
 - 1. Meeting schedules for NA groups belonging to the West Tennessee Area.
 - 2. An HTTP link to the World Service Office of Narcotics Anonymous (<http://www.na.org/>).

3. An E-mail link for sending messages to the Area
 4. These guidelines.
 5. Help-line phone numbers within the West Tennessee and surrounding Areas.
 6. Links to the email list
 7. VRC link
 8. Zonal Forum Link
- ii. The web page may contain:
 1. A Message Board
 2. Link to an NA chatroom where online meetings are held
 3. Area Newsletter
 4. Just For Today Link
 5. Links to the Volunteer Region and other areas in the region.
 6. Clean Time Calculator
 7. Other items as approved by the PI Subcommittee.
 - iii. Material submitted for the website
 1. Material submitted for uploading to the website, other than the meeting list, must be reviewed by the P.I. Chair and Web Coordinator to ensure that it meets the WTA P.I. committee's website guidelines before posting.
 2. We will edit only to correct typos and misspellings; if more extensive rework is necessary, it will be returned to the originator.
 - iv. Mail maintenance: All pertinent email (that is, email of significance to our Area; at the Web Coordinator's discretion) will be logged and/or stored and copies provided for viewing to the PI Chair.
 - v. Email list and Message Board
 1. This is a discussion group intended to be a recovery aid for members of NA in and around or from the Memphis area.
 2. We can discuss anything going on from our own personal recovery to activities going on or upcoming.
 3. This is not a substitute for face to face meetings.
 4. This group is not listed, but it is open for anyone who wants to join.
 5. Even if someone doesn't have a computer please put them in touch with P.I. and we will tell them how to get on line at their local library branch.
 6. If anyone misbehaves they can be kicked off, unless a 2/3 majority of the members agree to let them stay.
 7. The rules are simple: don't be a jerk and don't spam (please do not send non-NA forwarded emails, cute sayings, jokes, pleas for help from foreign countries, must look at websites, etc.).

L. You may contact us at info@na-wt.org

X. Meeting Schedule Coordinator and backup responsibilities

I. The Public Relations sub-committee is ultimately responsible for maintaining updating, publishing and distributing meeting schedules for the West Tennessee Area of NA.

- II.** The meeting schedule format and processes should be approved by the PR subcommittee, not an individual. This includes all major changes, such as formatting.
- III.** The WTASC will fund all costs associated with the meeting schedules.
- IV.** The meeting schedules should
 - A. Be published on a quarterly basis changing with the official starting months of the seasons: Spring, Summer, Fall and Winter and distributed at the March, June, September and December Area Service Committee meetings.
 - B. Include meetings that have been occurring for at least 3 consecutive months.
- V.** At least two members of the PR sub-committee should know everything about the schedules; how to maintain them, how to update them, etc. One should be the Meeting Schedule Coordinator and the other is the Backup Meeting Schedule Coordinator. This will ensure that if one member leaves the committee, the meeting schedules will continue production without interruption. Both positions will be voted on by the members of the PR Sub-Committee.
- VI.** Meeting Schedule Coordinator should require one(1) year clean time and 3 months PR experience and should attend all PR Subcommittee meetings.
- VII.** Actual work on the meeting schedules is carried out by a Meeting Schedule Coordinator (and Backup if necessary.)
- VIII.** The coordinator will respond in a timely manner to all inquiries or change requests and when necessary call upon PR Chair for assistance.
 - I. The Meeting Schedule Coordinator is responsible for i.gathering meeting details and maintaining that information for the committee. This includes whether meetings are still happening.
 - II. Providing the PR Website Coordinator updated meeting schedule information as soon as possible.
 - III. For updating the NA.erg meeting listings for the WTASCNA if a group is not maintaining their own meeting information.
 - IV. Distributing the meeting schedules at each Area Service Committee meeting. The number of schedules given out should be as follows: 1 bundle per individual H&I panel meeting and at least 1 bundle per meeting. Number of

bundles may be more bundles based on meeting attendance and special needs.

- v. Will make sure at least one other person, preferably the Alternate Meeting Schedule Coordinator and PR Chairperson, has a copy of all current files whenever changes are made.

X. Backup Meeting Schedule Coordinator should have the same requirements as Meeting Schedule Coordinator and their duties are to assist the Meeting Schedule Coordinator as needed.

XI. HELPLINE VOLUNTEERS REQUIREMENTS

- I. A minimum of one year abstinence from all mind and mood altering drugs, including maintenance drugs.
- II. Knowledge of the 12 Steps and 12 Traditions of NARCOTICS ANONYMOUS.
- III. Must have a NARCOTICS ANONYMOUS SPONSOR.
- IV. The willingness to serve and give personal time.
- V. Attend and helpline orientation/training session.
- VI. Have a working knowledge of the helpline guidelines.
- VII. Must follow helpline procedures as listed in the orientation/training packet.

¹Committee name changed from Public Information to Public Relations effective June 2009.

²Helpline committee dissolved and combined with PR committee effective July 2009.

