

PORTLAND AREA N.A. PUBLIC INFORMATION SUBCOMMITTEE

GUIDELINES

DEFINITION AND PURPOSE:

The Portland Area Public Information (P.I) Subcommittee is a volunteer group from the Fellowship of Narcotics Anonymous. Its express purpose is to inform the public that N.A. exists and offers an option to recovery from the disease of addiction. We provide community awareness as well as how, where, and when we are available. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

FUNCTIONS/RESPONSIBILITIES:

1. To open and maintain lines of communication.
 - a. Between N.A. and the public
 - b. Between the ASC/RSC and WSC/NAWS-WSO.
2. To respond to all requests for information in a timely and effective manner.
3. To be sure that all requests are handled at the appropriate level of service. (see pages 3, 4, 5, and 6 of our P.I. Guidebook)
4. To maintain a close working relationship with the Pacific Cascade Regional Public Information Subcommittee.
5. To maintain a close working relationship with other Subcommittees in this Area.
6. To inform the public about Narcotics Anonymous through services including but not limited to the following:
 - a. Coordinating all requests from the Media.
 - b. Providing all Radio and T.V. P. S. A. 's with the approval of PASC.
 - c. Creating and maintaining all N.A. P. I. Functions in the Portland Area.
 - d. Coordinating all Non-N. A. requests for N.A. speakers (except Hospitals and Institutions).
 - e. Maintaining and follow up on a maintained mailing list.
 - f.

DESCRIPTIONS OF PORTLAND AREA P.I. SUBCOMMITTEE:

1. This subcommittee shall consist of Chairperson, Vice-Chairperson , Treasurer, Secretary, Booth Coordinator, Reach Out and Touch Someone Coordinator (R.O.T.S.C.), Archivist, Regional Committee Member, Liaison (P.I. & H. & I.O, P.S.A Coordinator, phone list

follow-up coordinator, Webmaster, assistant webmaster, mailing coordinator, and Project Coordinator as deemed necessary by this Subcommittee.

2. Members are defined as any person who has attended two consecutive meetings. The right to vote commences with the second meeting. Membership ceases after being absent two consecutive meetings without prior arrangement.
3. Project coordinators are appointed by each Chair with approval of the P.I. Subcommittee and shall be chosen from those members who have shown a consistent commitment to and attendance of P.I. meetings and projects, with a minimum recommended clean time of six months. They will also be responsible for the care, use, delivery, and return of specific equipment used for the projects they are coordinating.
4. All meetings are open to all interested members of N.A., but only the persons listed as members of this committee including the officers (as designated above) shall vote.
5. The officer presiding shall only vote in the event of a tie.
6. Voting Procedures:
 - a. Election of officers shall be held at the meeting at the same month as area.
 - b. Any inactive officer may be removed from office by a 2/3-majority vote of members participating.
 - c. Any guideline changes or amendments shall require a 2/3 vote of the P.I. Subcommittee members participating and the approval of the P.A.S.C.

REQUIREMENTS FOR SUBCOMMITTEE OFFICERS;

1. clean time and service experience, commensurate with the position as stated herein. (officers)
2. Complete abstinence is a requirement. Anything other than complete abstinence constitutes an automatic resignation. (officers)
3. Willingness to gain a working knowledge and experience of the Twelve Traditions, Twelve Concepts, and Twelve Steps.
4. Time, resources, and ability to serve.
5. A stated willingness to serve.

OFFICER REQUIREMENTS AND DUTIES:

Chair Requirements:

- a. Two years clean time.
- b. Previous service experience preferred.
- c. Ability to organize and give the committee direction and incentive.

Chair Duties:

- a. Arrange times and agendas for meetings and training workshops.
- b. Initiates all necessary correspondence, including communication between Areas, Region and W.S.C.
- c. Is ultimately responsible for the care and possession of all files, records, assets, and all other equipment necessary for P.I.
- d. Attend monthly Area meetings and give a subcommittee report and report back to P.I. any information pertaining to this subcommittee.
- e. Responsible for training of replacement Chair. (Vice-Chair is preferable.)

VICE-CHAIR REQUIREMENTS:

- a. One year clean time.
- b. Prior service experience.
- c. Ability to assume responsibility in Chairpersons absence.

Vice-Chair duties:

- a. To work closely with and assist in all duties of the Committee.
- b. Carry out responsibilities delegated by the Chair and/or the Committee.
- c. Attend monthly Area meetings when the Chair is unavailable and give a subcommittee report and report back to P.I. any information pertaining to this subcommittee.
- d. Train a replacement.

TREASURER REQUIREMENTS:

- a. One year clean time.
- b. Some prior service experience.
- c. Ability to keep financial records in a clear and concise manner.

Treasurer Duties:

- a. Keep clear and concise financial records.
- b. Provide Chairperson or A.S.C. member with a detailed accounting of committee funds to present to A.S.C.
- c. Train a replacement.

SECRETARY REQUIREMENTS:

- a. Six months clean time.
- b. Some prior service experience.
- c. Ability to develop written material in a clear and concise manner.

Secretary Duties

- a. Records minutes of each meeting and provides those to the Chairperson.
- b. Train a replacement.

BOOTH COORDINATOR:

- a. One year clean time.
- b. Previous experience preferred.
- c. Ability to organize and direct booth activities.

Booth Coordinator Duties:

(refer to booth sitting guidelines)

- a. Train a replacement.

REACH OUT AND TOUCH SOMEONE COORDINATOR REQUIREMENTS:

- a. Six months clean time.
- b. Previous service experience preferred.

Reach out and Touch someone Coordinator Dutie:

- a. Maintain a phone list of all active members of P.I.

- b. Call and remind members of upcoming subcommittee meetings.
- c. Refer to the Reach Out and Touch Someone guidelines.
- d. Train a replacement.

ARCHIVIST REQUIREMENTS:

- a. One year clean time.
- b. Some prior service experience.
- c. A safe place to store P.I. archives.

Archivist Duties:

- a. Acquire all past notes and any other information regarding this subcommittee.
- b. Communicate with the Chairperson about anything needed for the archives.
- c. Train a replacement.

REGIONAL COMMITTEE REQUIREMENTS:

- a. One year clean time.
- b. Some prior service experience.

Regional Committee Member Duties:

- a. Attend Regional meeting held quarterly in the Pacific Northwest Region.
- b. Report back to P.I. any information pertaining to this subcommittee.
- c. Train a replacement. (Alternate R.C.M. preferred.)

ALTERNATE R.C.M. REQUIREMENTS:

- a. One year clean time.
- b. Some prior service experience.

Alternate R.C.M. Duties:

- a. Attend Regional meetings held quarterly in the Pacific Northwest Region with the R.C.M.
- b. Attend Regional meetings when the R.C.M. is not able to go and report back to P.I. any information pertaining to this subcommittee.
- c. Train a replacement.

P.I. & H. & I. LIASON REQUIREMENTS:

- a. One year clean time.
- b. Some previous service experience.

P.I. & H. & I. Liaison Duties:

- a. Keep communications open between P.I. & H. & I.
- b. Report any activities to either subcommittee that might affect the other.
- c. Train a replacement.

P.S.A. COORDINATOR REQUIREMENTS:

- a. One year clean time.
- b. Some previous service experience.

P.S.A. Coordinator Duties:

- a. Keep track of all P. S. A. 's going on in our Area.
- b. Communicate to the surrounding Area's if P. S.A. 's are going to effect their Area.
- c. Keep track of ongoing P. S. A. 's.
- d. Train a replacement.

PHONELIST FOLLOW-UP COORDINATOR REQUIREMENTS:

- a. One year clean time.
- b. Some prior service experience.
- c. Training on how to talk to professionals outside of N.A.

Phonelist Follow-up Coordinator Duties:

- a. Keep a current list of organizations that are receiving our mailings.
- b. Phone these organizations periodically, to see if they would like to remain on our mailing list.
- c. Train a replacement.

WEBMASTER REQUIREMENTS:

- a. One year clean time.
- b. Knowledge of website maintenance and upkeep

Webmaster Duties:

- a. Maintain website for Portland Area.
- b. Communicate with Treasurer any payments due for the web page, or any reimbursement for website.
- c. Train a replacement. (Assistant webmaster preferred.)

ASSISTANT WEBMASTER REQUIREMENTS:

- a. One year clean time.
- c. Knowledge of website maintenance and upkeep.

Assistant Webmaster Duties:

- a. Learn about maintaining a website for Portland Area.
- b. If webmaster is unable to report to subcommittee, report to subcommittee any information about the website.
- c. Train a replacement

MAILING COORDINATOR REQUIREMENTS:

- a. One year clean time.
- b. Ability to maintain mailing labels and master cover letters.
- c. Some prior service experience.

Mailing Coordinator Duties:

- a. Maintain all addresses of outside businesses that receive the P.I. packet, which includes a cover letter and a meeting schedule.
- b. Maintain all address labels to do P.I. mailings.
- c. Communicate with Treasurer any money needed to buy supplies, or any reimbursements needed for supplies.

- d. Keep track of any purchases made on behalf of the subcommittee mailings.
- e. Train a replacement.

All officers of this Committee shall be elected from currently active members of the P.I. Subcommittee and must accept nomination and be present at the time of election.

Copied 5-1-2006