

# PORTLAND AREA NARCOTICS ANONYMOUS PUBLIC RELATIONS SUB-COMMITTEE GUIDELINES

The Area Public Relations (PR) committee is a subcommittee of the Portland Area Service Committee (PASC).

“We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose.

The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.”

The function of the Portland Area Public Relations (PR) Subcommittee is to open and maintain communications between NA and the public, and between the PASC and other NA service bodies. To accomplish this function, the committee is responsible to:

1. Respond to all requests for information in a timely and effective manner.
2. Be sure that all requests are handled at the appropriate level of service.
3. Build and maintain relations with all levels of service in NA.
4. 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 TV Public Service Announcements (PSAs) with the approval of all other Areas that may be affected.
  - c. Coordinating all requests for presentations from the fellowship and the general public.
  - d. Maintaining and follow up on a mailing list.
5. Receive all correspondence from outside NA, and forward it to the appropriate subcommittee.
6. Provide the following services on behalf of the local fellowship:
  - a. Local meeting schedules.
  - b. Phone line services.
  - c. A website.

## MAKEUP OF THE PR SUBCOMMITTEE

This committee consists of the Administrative Officers: Chair, Vice Chair and Secretary, and Operational Officers: Phone Line Coordinator, Schedule Coordinator, Website Coordinator and Website Coordinator Alternate, and Media Coordinator, as well as general members of the

committee. All members are to be present at all PR meetings, and are to follow the PR guidelines. There are separate guidelines for each of the Operational Officers. All members of the PR committee must meet the minimum clean time requirement of 6 months. Clean time Requirements for officers are detailed by position.

All members of the PR Committee must maintain complete abstinence. Anything other than complete abstinence constitutes an automatic removal. The term for officers is one year, with a maximum of two consecutive terms.

Any officer or committee member may be removed for cause; Cause may include but is not limited to: attendance, loss of abstinence, failure to complete assigned work. A consensus decision of the voting members will be required for removal.

## ELECTIONS

Nominations will be open and elections held in the February Public Relations business meeting. The chairperson must be ratified at the March PASC meeting.

## DECISION MAKING

In keeping with the 7<sup>th</sup> concept that states; “All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes”, all decisions of the PR Committee will be by consensus.

**CONSENSUS BASED DECISION MAKING:** All Seated members of the PASC PRC will have decision making authority and responsibility. The PASC PRC uses Consensus Based Decision Making as its primary method of decision making. On all issues before the committee, after adequate discussion, the members will be asked if they object to moving the issue forward. If there are no objections, the issue is approved. If there is dissent, the dissenting members are asked to explain their position. After all view points are heard the members will be asked if there is support for the issue under discussion. If there is still dissent and the dissenters’ arguments have not changed the majority of the committee, a vote may be taken. The Chairperson will announce the decision taken, with a simple majority deciding all issues with the exception of Guidelines and removal of members, which will require a 2/3rds majority. If the chair feels that the committee is too divided on the issue they may rule that the issue is tabled until further discussion can resolve the impasse. All officers and coordinators including the chair are considered voting members.

## OFFICER REQUIREMENTS AND RESPONSIBILITIES:

All officers must have a willingness to gain a working knowledge and experience of the Twelve Traditions, the Twelve Concepts, the Twelve Steps, and the Public Relations Handbook, the time, resources, and ability to serve, and a stated willingness to serve.

#### CHAIR REQUIREMENTS:

- a. Three years clean time.
- b. Previous PR Subcommittee or other relevant service experience.

#### Chair Responsibilities:

- a. Arrange times and agendas for, and preside at meetings and training workshops.
- b. Build and maintain relations with all levels of service in NA through correspondence and communication.
- c. Attend monthly Area meetings and report on completed, current, and future PR projects.
- d. Give monthly Chair report to the subcommittee.
- e. Make appointments and delegate tasks as needed.
- f. Train Vice-Chair

#### VICE-CHAIR REQUIREMENTS:

- a. Two years clean time.
- b. Previous PR Subcommittee or other relevant service experience.
- c. Willing to move into PR Chair position.

#### Vice-Chair Responsibilities:

- a. Ability to assume Chair responsibilities in Chairperson's absence.
- b. Work closely with Chairperson.
- c. Carry out responsibilities delegated by the Chair.
- d. Attend monthly Area meetings when the Chair is unavailable and give a subcommittee report.
- e. Give monthly Vice Chair report to the subcommittee.
- f. Arrange meeting space availability for meetings and ad hoc meetings.
- g. Work with Coordinators and oversee projects and Ad Hocs.
- h. Act as this committee's representative to Pacific Cascade Region.
- i. Train a replacement.

#### SECRETARY REQUIREMENTS:

- a. One year clean time.
- b. Prior relevant service experience.
- c. Ability to develop written material in a clear and concise manner.
- d. Computer skills and access to a working computer.

#### Secretary Responsibilities:

- a. Record minutes of each meeting and provide those to the Chairperson and subcommittee.
- b. Be responsible for the care and possession of all files and records.
- c. Maintain the PR calendar.
- d. Maintain contact information for subcommittee members and interested parties, and make sure reminders are sent to them.
- e. Train a replacement.

#### OPERATIONAL OFFICER REQUIREMENTS AND RESPONSIBILITIES

The following Operational Officers have separate Guidelines which delineate the duties and responsibilities of the position in greater detail. See addenda.

#### PHONE LINE COORDINATOR REQUIREMENTS:

- a. Two year clean time requirement.
- b. Previous service experience and/or Phone Line vice chair position preferred
- c. Elected Chairperson at Phone Line Subcommittee level.
- d. Ratified at PR Committee level.

#### Phone Line Coordinator Responsibilities:

- a. Attend and give Phone Line report to PR at their monthly meeting.
- b. Participate in decision making as a PR Member.
- c. Attend all Phone Line subcommittee meetings, and perform all Chair responsibilities as outlined in the separate Phone Line Guidelines.

#### SCHEDULE COORDINATOR REQUIREMENTS:

- a. Two years clean time.
- b. Some prior service experience.
- c. Strong computer skills required, and access to a working computer.

#### Schedule Coordinator Responsibilities:

- a. Create and maintain the PASC meeting schedule.
- b. Create and maintain an electronic version of the schedule to be made available on the Portland Area website.
- c. Distribute the Portland Area Schedule to groups at Area
- d. Work with the website coordinator for accuracy of the meetings by day and by area pages on the website
- e. Act as the PASC web contact to NAWS, update NAWS meeting directory, group information and area contact information.
- f. Maintain the online and print version of the Group Update form and be available to assist groups with completing the form
- g. Maintain the schedule vs. roll call sheet from the PASC secretary to assist Outreach with meeting verification
- h. Train a replacement.

#### WEBSITE COORDINATOR REQUIREMENTS:

- a. Two years clean time.
- b. Knowledge of website maintenance and upkeep.
- c. A working computer with internet access.

#### Website Coordinator Responsibilities:

- a. Maintain website for Portland Area.
- b. Communicate with PASC Treasurer when website and domain name need to be renewed.
- c. Communicate with the Schedule Coordinator for accuracy of website/hard copy schedule information.
- d. Must follow the website guidelines
- e. Train a replacement.

#### WEBSITE COORDINATOR ALTERNATE REQUIREMENTS:

- a. One year clean time
- b. Web hosting knowledge of website maintenance and upkeep

#### Website Coordinator Alternate Responsibilities:

- a. Work closely with the Website Coordinator and assist when necessary
- b. Report website information to the committee if the website Coordinator is unable to attend committee meeting
- c. Must follow the website guidelines
- d. Train a replacement

#### MEDIA COORDINATOR REQUIREMENTS:

- a. Two years clean time
- b. One year term of PR related service preferred

#### Media Coordinator Responsibilities:

- a. Responsible to oversee the following positions: newsletter, events information, and mailings
- b. Responsible for planning and distribution of NA PSA's to local media
- c. Train a replacement

#### NEWSLETTER COORDINATOR REQUIREMENTS: (Appointed by PR Chairperson)

- a. One year clean time
- b. One year term of PR related service preferred
- c. Access to a computer. Possess a working knowledge of publication or word processing software

#### Newsletter responsibilities include:

- a. Knowledge of the NAWS "Guide to NA Newsletter", A Guide to Local Service, Public Relations Handbook, and the PR committee guidelines
- b. Train a replacement

#### EVENTS INFORMATION COORDINATOR REQUIREMENTS: (Appointed by PR Chairperson)

- a. One year clean time
- b. Ability to organize and direct event activities

#### Events Information Coordinator responsibilities include:

- a. Maintain a stock pile of literature for the literature rack
- b. Create a pool of willing participants for events
- c. Schedule trainings for events

#### MAILINGS COORDINATOR REQUIREMENTS: (Appointed by PR Chairperson)

- a. Six months clean time

- b. Computer knowledge

Mailings Coordinator responsibilities include:

- a. Maintain all addresses of outside professionals that receive our schedule and cover letter
- b. Create labels
- c. Purchase supplies as needed (envelopes, stamps, copies)
- d. Coordinate with the Schedule Coordinator for the necessary schedules to be ordered bi-monthly

## **PORTLAND AREA PUBLIC RELATIONS PHONELINE GUIDELINES**

### **DEFINITION AND PURPOSE:**

The Portland Area Phoneline committee is a subcommittee of the Public Relations committee of the PASC. The Phoneline provides general information about Narcotics Anonymous to the public as well as NA meeting information, and NA related information to NA members. The guiding principles of the Phoneline will be The 12 Steps, The 12 Traditions, and The 12 Concepts of Narcotics Anonymous.

### **FUNCTION/RESPONSIBILITIES**

1. To provide Phoneline service for addicts, NA members, and the general public.
2. To forward information requests from NA members and the general public to the Public Relations Committee.

### **DESCRIPTION OF PORTLAND AREA PHONE LINE SUB-COMMITTEE**

1. The sub-committee shall consist of Chair, Vice-Chair, Secretary, Orientation Coordinator, Membership Coordinator, Shift Coordinator, Flyer Coordinator, Twelve Step Coordinator and Phoneline Committee members.
2. All meetings are open to all interested members of NA.
3. Terms of all Officers are for one year.
4. Shift workers serve for a minimum term of six months.
5. Twelve Step volunteers should have a minimum of five years clean and service experience in Narcotics Anonymous. Twelve Step volunteers may serve indefinitely. Twelve Step volunteers must attend a workshop or training held by the Public Relations committee.
6. Phoneline shift workers must have a minimum of six months clean time and working phone, preferable local.

7. Phonline shift workers are required to attend an orientation and business meeting before they start as a phonline volunteer.
8. If a shift worker is unable to fulfill their shift, they are required to find their own replacement from the shift schedule, and notify the Shift Coordinator no later than two hours prior to the shift.
9. In the event that any officer, phonline shift worker, Twelve Step volunteer, or Coordinator relapses they will be removed from the committee, and that position will be filled by another addict, who meets the requirements of the position.

#### VOTING AND ELECTION PROCEDURES

1. Elections of officers shall be held annually in February with new terms beginning April 1<sup>st</sup>. The Chair position shall be ratified at the March Public Relations meeting in accordance with the Public Relations guidelines.
2. Any guideline changes or amendments shall require a two thirds vote of the Phonline and Public Relations committee voting members and the approval of the PASC.
3. Phonline committee members who have attended two of the previous three committee meetings shall be able to vote on all committee business. Except with prior notification to the chair.
4. The Officer presiding shall only vote in the event of a tie.
5. Members are defined as any NA member who wants to be a Phonline Committee member and has attended two consecutive Phonline meetings.
6. The ability to vote is only given to committee officers, coordinators and Phonline members.

#### **GENERAL REQUIREMENTS FOR SUB-COMMITTEE OFFICERS, COORDINATORS, & MEMBERS**

1. Willingness to gain a working knowledge and experience of The 12 Steps, The 12 Traditions, and The 12 Concepts, in addition to Phonline and PR handbook.
2. A stated willingness to serve with the time, resources, and ability.
3. Officers and Coordinators may be removed after being absent two consecutive business meetings without prior notification.
4. An Officer may be removed by a two thirds majority vote.
5. Each Officer and Coordinator needs to hold a phone line shift.

#### OFFICER REQUIREMENTS AND DUTIES:

##### CHAIR REQUIREMENTS:

- a. Vote at PR level but only to break a tie at Phonline level.
- b. Two year clean time requirement.
- c. Previous service experience and/or vice chair position preferred.
- d. Must attend all Phonline sub-committee meetings.

##### Chair Duties:

- a. Type up agenda for monthly business meeting and makes copies available.

- b. Track warning process and send appropriate emails as needed.
- c. Be sure rent is paid, and supplies are on hand.
- d. Responsible for training Vice-chair.
- e. Attend and give Phonline report to Public Relations (PR) at their monthly meeting.
- f. The ratified chair of Phonline needs to change the password for Solaxis/Sound-Telecom with beginning of new term and provide the new password to Phonline Vice Chair, Phone line Schedule Coordinator, and Public Relations Chair.
- g. Train your replacement.

#### VICE-CHAIR REQUIREMENTS:

- a. One year clean time requirement.
- b. Previous service experience preferred.
- c. Must attend all Phonline subcommittee meetings.

#### Vice-Chair Duties:

- a. Assist Chair person with any of the above mentioned duties.
- b. Assume responsibility in Chair person's absence.
- c. Provide email updates with meeting schedule, Activities at a Glance and other materials that shift workers may need
- d. Arrange times and agendas for meetings and training workshops.
- e. Assist and oversee Secretary and Coordinators with duties.
- f. Complete the duties of vacant positions.
- g. Assist and coordinate with special projects.
- h. Train your replacement.

#### SECRETARY REQUIREMENTS:

- a. Six month clean time requirement.
- b. Must attend all Phonline subcommittee meetings.

#### Secretary Duties:

- a. Take minutes at monthly business meeting.
- b. Make minutes available to committee 7-10 days prior to next business meeting.
- c. Bring a copy of the previous month's minutes.
- d. Track attendance.
- e. Maintain archive of previous agendas, minutes, bylaws, any orientation packets, shift schedules, financial documentation(s).
- f. Make reminder emails or calls to committee members.
- g. Train your replacement.

#### ORIENTATION COORDINATOR REQUIREMENTS:

- a. One year clean time requirement.
- b. One year experience as a phonline shift worker.
- c. Must attend all Phonline subcommittee meetings.

#### Orientation Coordinator Duties:

- a. Schedule group or individual orientation sessions for new volunteers.

- b. Conduct orientation of phoneline and 12 step volunteers.
- c. Develop, coordinate and maintain orientation packet of materials approved by the committee.
- d. Follows up with new volunteers before their first shift.
- e. Train your replacement.

**MEMBERSHIP COORDINATOR REQUIREMENTS:**

- a. Six month clean time requirement.
- b. Must attend all Phoneline subcommittee meetings.

**Membership Coordinator Duties:**

- a. Attend meetings and develop a list of volunteers for phoneline shifts.
- b. Make calls to interested potential phoneline shift workers about upcoming orientation and business meeting.
- c. Train your replacement.

**SHIFT COORDINATOR REQUIREMENTS:**

- a. One year clean time requirement.
- b. Must attend all Phoneline subcommittee meetings.
- c. One year prior service experience as Phoneline Shift worker.

**Shift Coordinator Duties:**

- a. Maintains shift schedule on the Solaxis website.
- b. Updates shift schedule as needed and emails to current Phoneline members.
- c. Train your replacement.

**FLYER COORDINATOR REQUIREMENTS:**

- a. One year clean time requirement.
- b. Must attend all Phoneline subcommittee meetings.
- c. Willingness to acquire knowledge of the Twelve Traditions, the Twelve Concepts, the Public Relations handbook, Phoneline handbook and Guidelines.

**Flyer Coordinator Duties:**

- a. Post Phoneline flyers at sites in the community with the direction of the Portland Area Public Relations Committee.
- b. Create, follow up, and implement flyers for distribution with tear off strips containing our Phoneline number and our website address.
- c. Maintains a pool of trained volunteers distributing flyers, and logs the dates and locations of the flyers.
- d. Train your replacement.