

PORTLAND AREA NARCOTICS ANONYMOUS PUBLIC RELATIONS SUB-COMMITTEE BYLAWS

DEFINITION AND PURPOSE:

The Portland Area Public Relations (P.R.) 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, and our Public Relations Handbook.

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, Sub Area's or Metro Committee, or other area's our work may affect
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.
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, and all other outlying area's that may be affected.
 - c. Creating and maintaining all N.A. P. R. Functions in the Portland Area.
 - d. Coordinating all requests for presentations from a pool of N.A. speakers (except Hospitals and Institutions).
 - e. Maintaining and follow up on a maintained mailing list.

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.), Regional Committee Member, Liaisons (P.R. & H. & I., Hotline, Outreach, Sub Area's and Metro) Media Coordinator, Web-Coordinator, Mailing Coordinator, Presentation Coordinator,

Flyer Coordinator, and Project Coordinator as deemed necessary by this Subcommittee, and Alternates for all Officer/Project Coordinator Positions.

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.R. Subcommittee and shall be chosen from those members who have shown a consistent commitment to, and attendance, of P.R. 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.R. 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, Twelve Steps, and the Public Relations Handbook.
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.
- d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Public Relations Handbook

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.R.
- d. Attend monthly Area meetings and give a subcommittee report and report back to P.R. any information pertaining to this subcommittee.
- e. Responsible for training of replacement Chair. (Vice-Chair is preferable.)

- f. To work closely with outlying area's, sub-area's, or a metro committee, that our work may greatly affect, if and when the need arises.

VICE-CHAIR REQUIREMENTS:

- a. One year clean time.
- b. Prior service experience.
- c. Ability to assume responsibility in Chairpersons absence.
- d. Working Knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Public Relations Handbook

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.R. any information pertaining to this subcommittee.
- d. Train a replacement.
- e. Work closely with outlying areas, sub-area's, or a metro committee, that our work may greatly affect, if and when the need arises.

TREASURER REQUIREMENTS:

- a. One year clean time.
- b. Some prior service experience.
- c. Ability to keep financial records in a clear and concise manner.
- d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Public Relations Handbook

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.
- d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Public Relations Handbook

Secretary Duties

- a. Records minutes of each meeting and provides those to the Chairperson.
- b. 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 Duties:

- a. Maintain a phone list of all active members of P.R.
- b. Call and remind members of upcoming subcommittee meetings.
- c. Refer to the Reach Out and Touch Someone guidelines.
- d. Train a replacement.

REGIONAL COMMITTEE REQUIREMENTS:

- a. One year clean time.
- b. Some prior service experience.
- c. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Public Relations Handbook

Regional Committee Member Duties:

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

SCHEDULE COORDINATOR REQUIREMENTS:

- a. One year clean time
- b. Some prior service experience
- c. Ability to develop written material in a clear and concise manner
- d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Public Relations Handbook

Schedule Coordinator Duties:

- a. Create, follow-up, implement, and maintain a schedule for the Portland Metropolitan Area, which will include Multnomah, Washington, Clackamas counties, and parts of Vancouver, Washington
- b. Create, follow-up, implement, and maintain Portland Metropolitan Area schedule document using Microsoft publisher, or any other committee approved software
- c. Create, follow-up, implement, and maintain a schedule for the Portland Metropolitan Area using a PDF file
- d. Work with any outlying area's who's meetings we publish, in keeping an accurate and concise schedule, which should include close contact with other P.I./P.R. Chairs, Outreach, and Web Coordinators
- e. Train a replacement

WEB-COORDINATOR REQUIREMENTS:

- a. One year clean time.
- b. Knowledge of website maintenance and upkeep
- c. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the Public Relations Handbook, and the Portland Area Public Relations Committee Website Guidelines

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. Communicate with the Schedule Coordinator for accuracy of website/hard copy schedule information
- d. Follow Website Guidelines
- e. Train a replacement. (Assistant webmaster preferred.)

ASSISTANT WEBMASTER REQUIREMENTS:

- a. One year clean time.
- b. Knowledge of website maintenance and upkeep.
- c. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the Public Relations Handbook, and the Portland Area Public Relations Committee Website Guidelines

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. Communicate with the Schedule Coordinator for accuracy of website/hard copy schedule information
- d. Train a replacement

BOOTH COORDINATOR:

- a. One year clean time.
- b. Previous experience preferred.
- c. Ability to organize and direct booth activities.
- d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the Public Relations Handbook, and our Booth Sitting Guidelines

Booth Coordinator Duties:

(Refer to booth sitting guidelines)

- a. Train a replacement.
- b. To staff, and coordinate volunteers for booth sitting events in coordination with the Activities Committee, and public events upon request.

MEDIA COORDINATOR REQUIREMENTS:

- a. One year clean time.
- b. Some previous service experience.
- c. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Public Relations Handbook

Media 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. Coordinate any other Media projects as they arise, such as billboards, bus bench signs, etc.
- e. 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.
- d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Public Relations Handbook

Mailing Coordinator Duties:

- a. Maintain all addresses of outside businesses that receive the P.R. packet, which includes a cover letter and a meeting schedule.
- b. Maintain all address labels to do P.R. mailings. Communicate with Treasurer any money needed to buy supplies, or any reimbursements needed for supplies.
- c. Keep track of any purchases made on behalf of the subcommittee mailings
- d. Train a replacement

PRESENTATION COORDINATOR REQUIREMENTS:

- a. One year clean time
- b. Good public speaking abilities
- c. Some previous service experience
- d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Public Relations Handbook

Presentation Coordinator Duties:

- a. Create, follow-up, and implement a contingency plan for requests for presentations, or when the need arises
- b. Create, follow-up, and implement a contingency plan for all, or any, media responses
- c. Create a staff, or a pool, of volunteers from within our fellowship who may be key in our public relations presentation goals, and train them accordingly through an orientation for any said presentations
- d. Train a replacement

FLYER COORDINATOR REQUIREMENTS:

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

Flyer Coordinator Duties:

- a. Create, follow-up, and implement flyers for distribution with tear off strips containing our Hotline phone number and our Website address
- b. Strictly follow guidelines from the Public Relations Handbook, and this committee on the protocol on which we ask for permission in distributing, and posting flyers

LIASON REQUIREMENTS:

- a. Six months clean time.
- b. Some previous service experience.

Liaison Duties:

- a. Keep communications open between P.R. Committee and all other sub-committee's our work may affect, such as H&I, Activities, Hotline, and Outreach.
- b. Report any activities to these subcommittee's that might affect one another.
- c. Train a replacement.

All officers and project coordinators of this Committee shall be elected from currently active members of the P.R. Subcommittee and must accept nomination and be present at the time of election. Alternate positions may be elected for all officers and project coordinators, with the exception of chair and vice-chair.

Revised 02/21/08