

# Public Relations Subcommittee Guidelines

Mid-Atlantic Region

## 1. Purpose

- a. Inform the public that Narcotics Anonymous exists and that it offers recovery from addiction.
- b. Offer P.R. about how and where to find Narcotics Anonymous.
- c. Carry out their activities in accordance with the Twelve Traditions of N.A.

## 2. Functions

- a. Unify and support area P.R. subcommittees within the region
- b. Provide a forum for free exchange of P.R.
- c. Maintain a close working relationship with other regional subcommittees
- d. Establish and maintain open lines of communication between other regional public relations subcommittees and the world public relations subcommittee
- e. Help with establishment and coordination of phonline services throughout the region
- f. Open and maintain lines of communication between Narcotics Anonymous and the public
- g. Respond to all requests for information in a timely and effective manner
- h. Carry out duties as described by these guidelines and the Mid-Atlantic Regional Service Committee, while being directly responsible to them

## 3. Trusted Servants Qualifications and Duties

- a. Chairperson Qualifications
  1. A suggested minimum of three (3) years of continuous abstinence from all drugs.
  2. Willingness and desire to serve a one year commitment, and give the office the necessary time,

resources, and commitment to do the job

3. A good working knowledge of the twelve steps and the twelve traditions of the Narcotics Anonymous fellowship
  4. An understanding of our service structure as it relates to the office
  5. An understanding of the responsibilities of the office
  6. At least six (6) months experience in regional public relations subcommittee work
- b. Chairperson Duties
    1. Attends regional service meetings according to policy
    2. Prepares an agenda for all regional P.R. subcommittee meetings and workshops
    3. Chairs regional P.R. subcommittee meetings and workshops
    4. Coordinates all regional P.R. subcommittee workshops
    5. Submits a written quarterly report at the RSC meeting to the regional secretary for inclusion in the regional minutes
    6. Makes a report to the regional body at the RSC meetings and is available to answer any of their questions
    7. Serves as a communications link between the regional P.R. subcommittee and the world service P.R. subcommittee
    8. Prepares a budget with the subcommittee for the upcoming year to be approved by the regional body
    9. Makes any motions regarding P.R. matters on behalf of the regional P.R. subcommittee and submits them in written form on regional

- motion forms to the regional chairperson
10. Registers the regional P.R. subcommittee and assists the member areas P.R. subcommittees in registering with the world service P.R. subcommittee
  11. Prepares a regional calendar of events, with the help of the regional P.R. subcommittee, and submits it to the regional secretary to be included in the regional minutes each quarter
- c. Vice Chairperson Qualifications
1. A suggested minimum of three (3) years of continuous abstinence from all drugs
  2. Willingness and desire to serve a two year commitment (one year as vice-chair, one year as chair; rollover position), and give the office the necessary time, resources, and commitment to do the job
  3. A good working knowledge of the twelve steps and the twelve traditions of the Narcotics Anonymous fellowship
  4. An understanding of our service structure as it relates to the office
  5. An understanding of the responsibilities of the office
  6. At least six (6) months experience in regional public relations subcommittee work
- d. Vice-Chairperson Duties
1. Attends regional service meetings according to policy
  2. Learn the responsibilities of the regional P.R. committee chairperson by working hand in hand with the regional P.R. chairperson to assist in the completion of their duties
  3. Fill in and assume all the responsibilities of the regional P.R. chairperson in the absence of the chairperson at any regional P.R. subcommittee meeting or workshop, or at regional service committee meetings
- e. Secretary Qualifications
1. A suggested minimum of one (1) year of continuous abstinence from all drugs
  2. Willingness and desire to serve a one year commitment, and give the office the necessary time, resources, and commitment to do the job
  3. A good working knowledge of the twelve steps and the twelve traditions of the Narcotics Anonymous fellowship
  4. An understanding of our service structure as it relates to the office
  5. An understanding of the responsibilities of the office
  6. At least six (6) months experience in regional public relations subcommittee work or area public relations subcommittee work
  7. Ability to develop written material in a clear and concise manner
- f. Secretary Duties
1. Keep accurate recorded minutes of regional P.R. committee meetings and workshops
  2. Keep roll call of members present at meetings
  3. Handle all mailing and contacts as directed by the subcommittee
  4. Maintain files and records of communications
  5. Provide written minutes of all meetings and workshops, including expense sheets, for use by the chairperson and members of the subcommittee
- 4. Meetings**
- a. This subcommittee will meet regularly at a designated time and place as decided by the chairperson

- b. This will be well publicized throughout the region, all N.A. members are encouraged to attend
- c. It is strongly suggested that areas send their public relations chairperson or designated representative to our regular meetings are workshops

## 5. Voting Procedures

- a. Voting members
  - 1. Area P.R. chairs or designated representatives
  - 2. Regional P.R. subcommittee chairperson (only to break a tie)
  - 3. Regional P.R. vice-chairperson
  - 4. Regional P.R. secretary
- b. Quorum
  - 1. A quorum is necessary to conduct business
  - 2. The subcommittee's quorum is a simple majority of area P.R. chairpersons or their designated representatives
  - 3. If following a roll call, it is noted that there is not a voting quorum present, then a letter of concern will be sent by the secretary to each unrepresented area
- c. Motions
  - 1. Motion may be made and seconded only by voting members

## 6. Removal of Trusted Servants

- a. Voluntary resignation
- b. Missing two or more consecutive meetings without reasonable cause
- c. Relapse
- d. Motion to remove carries by two thirds majority vote, close ballot

## 7. Election of Officers

- a. Regional P.R. chairperson and vice-chairperson are nominated and elected at the Regional Service Committee meeting by a simple majority of ASR's

- 1. P.R. subcommittee can present a nomination
- 2. Nominee must be present at the Regional Service Committee meeting
- b. Secretary is nominated and elected at the P.R. subcommittee meeting by a simple majority of the regional P.R. subcommittee's voting members

## 8. Nomination Procedures

- a. The chairperson is to read the qualifications and duties of the office prior to nominations
- b. The chairperson is to entertain a motion from the floor to open nominations
- c. The chairperson is to ask for volunteers
- d. The nominees will state their qualifications and answer any questions from the floor
- e. The chairperson will entertain a motion to close the floor for nominations

## 9. Discussion Limits

- a. Anyone attending a regional P.R. meeting or workshop has a voice on the floor
- b. Participation on motion
  - 1. Main motion- two pros and two cons will be allowed
  - 2. Amendments – two pros and two cons will be allowed
- c. In order to have the floor, you must be recognized by a raised hand, except:
  - 1. Point of personal privilege
  - 2. Point of order
  - 3. Appeal of the chair
  - 4. Point of information
  - 5. Call to order