GREATER GRAND RAPIDS AREA OF NARCOTICS ANONYMOUS PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES

I. PURPOSE

The purpose of the Greater Grand Rapids Area of Narcotics Anonymous Public Relations Subcommittee (GGRAPRS) is two-fold.

1. The GGRAPRS shall inform the people in the Greater Grand Rapids Area that Narcotics Anonymous exists, that we offer recovery from active addiction, and to bring meetings to addicts who are institutionalized. All of this is done in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, as well as the Narcotics Anonymous Public Relations handbook.

2. The GGRAPRS shall improve our internal and external relationships with addicts and organizations in the Greater Grand Rapids Area interested in Narcotics Anonymous. This will improve the effectiveness of our efforts to carry the message of NA in the Greater Grand Rapids Area.

II. FUNCTIONS AND RESPONSIBILITIES

A. Have guidelines that must be approved by the GGRASCNA and to follow those guidelines to the best of its ability.

B. Conduct a monthly business meeting, document its proceedings, and maintain organized records.

C. Keep records and receipts of all its income and disbursements.

D. Provide a monthly written report at the GGRASCNA meeting.

E. Submit an itemized quarterly budget.

1. This should include line items for H&I literature and any other money needed for GGRAPRS initiatives.
   • NOTE: The phone line and copy center (meeting list) budgets are standing budget items already written into the GGRASCNA budget under Section VII A – ASC standing budget.

F. Maintain the content of the GGRASCNA meeting list, website, and phone line.

G. Disburse NA-approved literature and meeting lists to jails and treatment facilities in the Greater Grand Rapids Area.
H. Carry the message of NA through our H&I panels to all facilities that do not have access to outside meetings.

I. Distribute the meeting list at the GGRASCNA meeting, and to organizations outside of NA that the GGRAPRS determines as needing meeting lists.

J. Develop and facilitate events, programs, and other forms of communication designed to inform the public that NA exists and offers recovery from the disease of addiction.

K. Respond to all requests for information in a timely and effective manner and to be sure those requests are handled at the appropriate level of service.

III. MEETINGS

A. All GGRAPRS meetings will occur monthly at a day, time, and location to be determined by the subcommittee. Should the rescheduling of the monthly meeting be necessary, it is the responsibility of the GGRAPRS chairperson to cancel, reschedule and notify all committee members of changes.

B. Document the proceedings of all meetings and maintain organized records.

IV. MEMBERSHIP

A. Membership in GGRAPRS is open to any NA member regardless of clean time.

V. DECISION MAKING PROCEDURES

A. The GGRAPRS strives to carry out its work based on the concept of Substantial Consensus Based Decisions (SCBD). This means that all viewpoints will be considered while, at the same time, all attempts will be made to find the common ground on every issue that every participant can support. However, it is important to note that the eventual decision may not be the exact desire of every participant. If SCBD cannot be reached for an issue, it will be tabled until the next meeting. If SCBD cannot be reached during two consecutive meetings, that issue may not be introduced again for two (2) months. One exception to this process is described in Section VI, Subsection E – Involuntary Removal of Trusted Servants.

VI. TRUSTED SERVANTS

A. All GGRAPRS trusted servants – with the exception of H&I Panel members – must attend all GGRAPRS meetings and/or submit a written report each
month in order to maintain an active status in the GGRAPRS. Failure to attend monthly GGRAPRS meetings and/or submit a written report for two consecutive months will result in a trusted servant being involuntary removed from his or her GGRAPRS service position in accordance with Section VI, Subsection E of these guidelines – Involuntary Removal of Trusted Servants.

B. A GGRAPRS trusted servant may only be elected a maximum of two consecutive terms regardless of when the first term started. All positions require a one-year commitment.

1. The one exception to this rule is if there is not a qualified recovering addict willing or able to take on a given position within this subcommittee (based on the qualifications outlined below), the person who held the position for two consecutive terms may continue to serve in that capacity on a month to month basis, until that position is filled by a recovering addict meeting the requisite qualifications.

C. Trusted servant positions within the GGRAPRS:

**Chairperson - nominated and elected by area in accordance with its guidelines.**

Qualifications

1. Recommended clean time is eighteen (18) months.

2. Six months prior service experience, preferably in a PR and/or H&I service.

2. Active participant in the GGRAPRS or GGRASCNA.

4. Have a reasonable understanding of the service structure of Narcotics Anonymous including the 12 Steps, 12 Traditions, 12 Concepts, ASC Guidelines, a Guide to Local Service (GTLS), the NA Public Relations Handbook, and familiarity with CBDM.

5. Good organizational and communication skills.

6. Have the time, willingness, and resources (including access to a computer and cell phone) to fulfill the duties and responsibilities this position entails.

Duties and Responsibilities
1. To prepare an agenda for, schedule, and facilitate all meetings of the GGRAPRS.

2. To be the coordinator of the functions and responsibilities of the GGRAPRS and all GGRAPRS ad hoc committees.

3. To attend the monthly GGRASCNA meeting and provide a written monthly report. Must also attend P&A subcommittee meetings on budget months (March, June, September and December) and submit a written quarterly budget.

4. Is ultimately responsible for files, records, and overall function of the Sub-Committee.

5. Assumes duties of the GGRAPRS co-chairperson if position is vacant or they are not available.

6. Facilitate all subcommittee decisions through CBDM as outlined by the NAWS document on CBDM.

7. Have regular contact with GGRASCNA RCM and PR Regional Chair.

**Co-Chairperson - elected by the GGRAPRS**

**Qualifications**

1. Recommended clean time is one year.

2. Six months prior service experience, preferably in a PR and/or H&I service.

3. Active participant in the GGRAPRS or GGRASCNA.

4. Have a reasonable understanding of the service structure of Narcotics Anonymous including the 12 Steps, 12 Traditions, 12 Concepts, ASC Guidelines, a Guide to Local Service (GTLS) and the NA Public Relations Handbook, Good organizational and communication skills. Have the time, willingness, and resources to GGRAPRS Guidelines Approved JULY 2018 fulfill the duties and responsibilities this position entails.

**Duties and Responsibilities**
GGRAPRS Guidelines

1. Be willing to assume the duties of the GGRAPRS Chairperson after one (1) year.

2. Work closely with the GGRAPRS Chairperson to learn all the responsibilities of that position, so that he or she may properly transition into becoming the GGRAPRS Chairperson, if elected by the PR subcommittee.

3. To assume all duties and responsibilities of the GGRAPRS chairperson in their absence.

4. Ensures that all panel leaders have adequate literature for their meetings by acting as the NA literature distributor for H&I meeting facilities.

5. Work with GGRAPRS chairperson to determine who will attend P&A meeting.

6. Works with GGRAPRS Chairperson closely to familiarize with facilitation of CBDM.

7. Coordinates with GGRAPRS Chairperson assumption of duties of vacant or absent PR Subcommittee trusted servants or coordinators.

Secretary - elected by the GGRAPRS

Qualifications.

1. Recommended clean time of six (6) months.

2. Active participant in the GGRAPRS.

3. Access to a personal computer.

4. Good computer and organizational skills.

5. Ability to develop written minutes of the subcommittee’s proceedings in a clear and concise manner in a digital format.

6. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

Duties and Responsibilities

1. Record accurate minutes of all GGRAPRS meetings in a digital format and
distribute those minutes to its members electronically within two (2) weeks of the meeting being reported.

2. Ensure that the records of the GGRAPRS are secured and maintained.

3. Assume secretarial duties in the event of GGRAPRS Ad-hoc Subcommittee formation.

Hospitals + Institutions Coordinators - elected by the GGRAPRS

1. Correctional Facility Coordinator

2. Treatment Facility Coordinator

Qualifications.

1. Recommended clean time requirement of eighteen months clean and six months experience in H&I.

2. Active participant in the GGRAPRS.

3. Have a reasonable understanding of the service structure of Narcotics Anonymous including the 12 Steps, 12 Traditions, 12 Concepts, ASC Guidelines, the Guide to Local Service

4. Good communication and organizational skills.

5. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

Duties and Responsibilities

1. Coordinates all H&I activities including communication and Facility Clearance and Orientations.

2. Invites and schedules panel members to the H&I meeting/presentation.

3. Is the point person for communication, informing the subcommittee of any issues involving the facility in for which they’re responsible for holding a meeting or with panel members presenting at meetings.

4. Keep GGRAPRS and panel leaders informed of facility rules and policies.

5. Must attend monthly GGRAPRS meeting.
GGRAPRS Guidelines Revised 2/27/19

6. Provides a monthly written report to GGRAPRS chairperson.

7. Obtains any supplies from the Panel Coordinator (GGRAPRS co-chairperson) that are running low for the meeting / presentation (e.g., literature, copies of Reaching Out, etc.).

Web Servant - elected by the GGRAPRS

Qualifications

1. Recommended clean time requirement of one year.

2. Active participant in the GGRAPRS.

3. Ability to accurately maintain the Greater Grand Rapids Area Narcotics Anonymous website, which is located at: www.Michigan-NA.org/grand_rapids

4. Access to a personal computer.

5. Good computer and organizational skills.

6. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails. GGRAPRS Guidelines Approved JULY 2018

Duties and Responsibilities

1. Maintains the Greater Grand Rapids Area website. This includes but is not limited subcommittee meeting dates, forms, current ASC guidelines, event calendar, subcommittee minutes, meeting lists, and activities fliers.

2. Makes only GGRAPRS and GGRASCNA approved changes to the website as provided by the GGRAPRS chairperson or trusted servant to whom this authority is granted by the chairperson.

3. Makes changes to the website in a timely and efficient manner.

4. Maintain regular contact with Regional Web Servant.

Phone Line Trusted Servant

Qualifications

1. Recommended clean time requirement of eighteen (18) months.
GGRAPRS Guidelines

2. Active participant in the GGRAPRS.

3. Must have attended phone line training before assuming the duties and responsibilities of the position.

4. The ability to access a phone, answer calls, and maintain the recorded information on the Greater Grand Rapids Area Phone Line.

5. Must have a computer with reliable internet connection.

6. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

Duties and Responsibilities

1. Accurately maintain and update the information recorded on the Greater Grand Rapids Area Phone Line as directed by the GGRAPRS chairperson.

2. To be available to answer calls between the hours of 9 AM and 9 PM every day of the week or designate the responsibility to a qualified person.

3. Provide a written report of the number of calls and charges to the Greater Grand Rapids Area phone line to the chairperson, so he or she can report this information to the GGRASCNA.

Meeting List Trusted Servant

Qualifications

1. Recommended clean time requirement of one year.

2. Active participant in the GGRAPRS.

3. The ability to access and maintain the Greater Grand Rapids Area Meeting List. This requires having Microsoft Word

4. Access to a personal computer and a reliable internet connection.

5. Good computer and organizational skills.

6. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

Duties and Responsibilities
GGRAPRS Guidelines

1. To accurately maintain and update the Greater Grand Rapids Area Meeting List as directed by the GGRAPRS chairperson.

2. Provide a copy of the list to the GGRAPRS chairperson within three business days of the GGRASCNA meetings in January, March, May, July, September, and November, so it can be reviewed and printed for distribution.

Fellowship Development Coordinator

Qualifications

1. Recommended clean time requirement of eighteen months.

2. Active participant in GGRAPRS and have the willingness to attend GGRASCNA meeting as needed.

3. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

4. Good communication and organizational skills.

5. Be familiar with Chapter 12 of PR handbook (fellowship development).

6. Have access to reliable transportation.

7. Have a reasonable understanding of the service structure of Narcotics Anonymous including the 12 steps, 12 traditions, 12 concepts, ASC guidelines, the Guide to Local Service and the PR handbook.

Duties and Responsibilities

1. To provide supportive services to any NA member, group, service body, or NA community in need in the reasonable vicinity of the Grand Rapids Area.

Community Outreach Coordinator

Qualifications

1. Recommended clean time requirement of one year.

2. Active participant in the GGRAPRS.

3. Have the time, willingness and resources to serve the duties and fulfill the
responsibilities this position entails.

4. Have a reasonable understanding of the service structure of Narcotic Anonymous including the 12 Steps, 12 Traditions, 12 Concepts, a Guide to Local Service (GTLS) and the Guide to Public Relations.

5. Good organizational skills and communication skills.

6. Ability to have professional appearance and decorum.

7. Must have reliable transportation.

Duties and Responsibilities

1. To serve as the contact person between GGRAPRS and community contacts. These contacts include (but are not limited to) schools, government facilities, community shelters, health and medical professionals, and media.

2. Communicate a consistent and clear NA message to community members with which they come in contact.

3. Organize panels and educate panel leaders on community presentations as needed.

4. Establish relationships with community members as outlined in the P handbook.

5. Coordinates delivery of literature.

6. Maintains a list of facilities, visited or contacted with their contact information, and a literature inventory.

H&I Panel Members

Qualifications

1. Meets recommended clean time requirement as outlined in the Do’s and Don’ts for correctional facility and treatment centers.

2. Active participant in the GGRAPRS.

3. Must have had H&I training before assuming the duties and responsibilities of the position, understand the H&I Dos and Don’ts, and exhibit proper meeting decorum.
4. Be able to share a clear message of recovery in Narcotics Anonymous

5. Be familiar with and abide by the H&I meeting / presentation format.

**Duties and Responsibilities**

1. Show up 15 minutes prior to the time of the H&I meeting.

2. Inform any other panel member and the coordinator if they are going to be tardy.

3. Follow the H&I meeting format provided by GGRAPRS

**A. Voluntary Resignation of Trusted Servants**

1. Voluntary resignation must be given in writing or in person at the GGRAPRS meeting. The chairperson must give voluntary resignation in writing or in person at both the GGRAPRS and the GGRASCNA.

**B. Involuntary Removal of Trusted Servants**

1. Any of the following reasons constitute the involuntary removal of GGRAPRS trusted servants:
   a). If a GGRAPRS trusted servant relapses during their time of service.
   
   b). If the GGRAPRS chairperson misses two (2) consecutive GGRASCNA, meetings or two (2) consecutive GGRAPRS monthly meetings without advising their alternate or submitting a written report to the committee.
   
   c). If a GGRAPRS Trusted Servant has two (2) consecutive unexcused absence at GGRAPRS meetings.
   
   d). If a Motion to remove carries by a majority vote via closed ballot.

**MAIN FORMS OF COMMUNICATION**

**C. Web Site**

1. Purpose

a). The purpose of the web site is to make information about Narcotics Anonymous available to all addicts and the general public via the Web.

b). The on-line information will contain links, or references to information that
will help carry out our primary purpose to “Help the addict who still suffers”.

c). The web servant carries out the actual work on the website. To ensure that materials remain available in the event of server or other problems, the web servant will give the PI Chairperson a disk containing all current files on a monthly basis, or whenever updates are made.

d). Privacy - Since information made accessible by the Internet can be accessed by the general public worldwide, we will not use complete names, phone numbers, home addresses or e-mail addresses of individual members, but only phone numbers of helplines, hotlines and NA service offices. E-mail addresses of trusted servants may be used with their consent.

2. Website Contents

a). A link to the Michigan Region home page.

b). Meeting information for active NA Meetings and Service Meetings in the Area.

c). Area NA events.

d). Contact information to provide e-mail contact with the GGRAPRS Web Servant and the GGRAPRS Chairperson.

e). Resources including:

(1). GGRASCNA Forms.

(2). GGRASCNA and Subcommittee Guidelines.

(3). GGRASCNA Monthly Meeting Minutes and Archived Minutes.

(4). All information contained on the Greater Grand Rapids Area Web Site must approved by the GGRASCNA and forwarded to the Web Servant through the GGRAPRS Chairperson or Co-Chairperson.

D. Meeting List

1. The purpose of the Meeting List is to provide an accurate listing of all active NA Meetings in the Greater Grand Rapids Area and a listing of all Service Meetings. The meeting list shall include the name of the group, the day of the week, time, location and any other information regarding each group meeting.
E. Phone Line

1. The purpose of the phone line is to provide an accurate listing of all active NA Meetings in the Greater Grand Rapids Area, upcoming events and special announcements, and to answer calls placed to the phone line in manner described fully in phone line training.

F. H&I Meeting

1. Printed instructions shall be compiled and edited to fit the specific requirements of each separate facility in which the GGRAPRS holds H&I meetings. This information shall be furnished by the H&I Panel Leaders for a given facility to all panel members serving at each given facility, so they will have full knowledge of their responsibilities in connection with their individual commitments. Records of these instructions shall be filed with the Secretary of the GGRAPRS.

2. Any member of the GGRAPRS is automatically disqualified from H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines and be completely abstinent from all mind and mood altering substances.

3. No Narcotics Anonymous meeting / presentation regularly scheduled and conducted under the auspices of the GGRAPRS shall be held in any facility without being facilitated by an H&I Panel Leader serving on the GGRAPRS I good standing.

4. No NA member who is involved with a given facility in a professional or volunteer capacity will not participate in the panels serving the addicts in that facility. The intent of this is to avoid possible conflict and the resulting damage to:

   a). the inmate or patient inside;

   b). the working ability and privilege of the subcommittee to carry the message inside the facility.

5. No NA member who is involved with a given facility in a professional or volunteer capacity will not participate in the panels serving the addicts in that facility. The intent of this is to avoid possible conflict and the resulting damage to ensure that no H&I member will interfere with or use influence in any court hospital, judge, doctor, probation officer, or parole officer.

6. H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. H&I members are only to
carry the message of Narcotics Anonymous: recovery from addiction through our spiritual program.

7. Excessive use of profanity or the use of vulgar stories in sharing in an H&I facility may be prohibited by the authorities of the facilities in which H&I meetings are held. The H&I Facility Chairperson shall advise H&I Pane Members of the rules for a given facility prior to them sharing.

8. Any H&I Panel Members on parole may only participate or attend an H&I meeting / presentation in any facility being served by the GGRAPRS with the express clearance of the authorities of the facility and possibly with the approval of their judicial officer, if applicable.

9. H&I panel members shall be responsible for their conduct in any facility. They shall take responsibility to become informed in advance regarding the regulations of the facility being served.

10. The GGRAPRS exists to share the Narcotics Anonymous message – our experience, strength, and hope. H&I speakers should try to get residents / inmates involved with the meeting / presentation through reading materials as well a through direct sharing.

II. DEFINITION OF AN ACTIVE NA MEETING

A. An NA meeting is considered active if they meet the criteria listed below:

1. Meeting must adhere to the 12 Steps and 12 Traditions of NA.

2. Meeting must conduct a monthly business meeting.

3. Meetings must meet at the same day, time and location for four (4) consecutive months.

4. Meeting must have a GSR or alternate present at two (2) consecutive ASC meetings and must submit a written report on the ASC Group Report Form.

B. An NA meeting is considered inactive and will be removed from the phone line, website, and printed meeting list if they meet the below listed criteria:

1. Meeting has three (3) consecutive unexcused absences at the meetings.

2. Meeting has a total of three (3) unexcused absences during a six (6
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month period at the ASC meetings.

3. An unexcused absence is defined as no GSR or alternate present at the ASC meeting and no written report submitted.

4. An absence will be considered excused if a representative from the group contacts the ASC Chairperson, Co-Chairperson, Secretary or Co-Secretary and forwards a written report.

C. A meeting that has been removed from the phone line, website, and printed meeting list must meet all the requirements listed in part A of this subsection (above) to be reactivated. Once active, these meetings will again be listed on the phone line, website and printed meeting list.

III. AMENDING THESE GUIDELINES

A. Any motion that would change these guidelines must be presented to the GGRAPRS in writing and follow the required decision making procedures detailed in Section V of these guidelines.

B. Any motion that passes at the GGRAPRS to amend these guidelines will not take effect until the amendment(s) has been approved by the GGRASCNA.

Revision Record:

Sept 2014: We amended our subcommittee positions to mirror the Northwest Region PR subcommittee. (amendments can be viewed in “track changes mode”)

May 20, 2018: Proposed changes highlighted. Will finalize changes after approval.

Jan 28, 2019: Revised H&I Coordinators to 1. Correctional Facility Coordinator and 2. Treatment Facility Coordinator from 1. Correctional Facility/Treatment Facility Coordinator (Male) and 2. Correctional Facility/Treatment Facility Coordinator (Female)

Feb. 7, 2019: Revision approved at ASC meeting 2/27/19

Glossary of Acronyms:

GGRAPRS: Greater Grand Rapids Area Public Relations Subcommittee

GGRASCNA: Greater Grand Rapids Area Service Committee of Narcotics Anonymous

PR: Public Relations

H&I: Hospitals and Institutions