

**Northwestern Michigan Area of Narcotics  
Anonymous  
Public Relations  
Sub-Committee Guidelines**

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## **PURPOSE**

The purpose of the Northwestern Michigan Area of Narcotics Anonymous Public Relations Sub-Committee (PRSC) is to inform the public that Narcotics Anonymous exists, and that we offer recovery from active addiction. We do this by creating, distributing and managing all communications regarding Narcotics Anonymous throughout the Northwestern Michigan Area, in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous as well as the Narcotics Anonymous Guide to Public Information.

## **I. FUNCTIONS AND RESPONSIBILITIES**

- A. Have guidelines that must be approved by the NWMASCNA and to follow those guidelines to the best of its ability.
- B. Keep minutes of all its meetings.
- C. Keep records and receipts of all its income and disbursements.
- D. Provide a monthly written report at the NWMASCNA meeting.
- E. Submit a budget.
- F. Maintain the content of the NWMASCNA meeting list and the Web-site is up to date (in tandem with the NWMASCNA Web Servant) as well as the Phone Line.
- G. Distribute the meeting list at the NWMASCNA meeting, and to organizations outside of NA that the PRSC determines needs meeting lists.
- H. 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.
- I. To respond to all requests for information in a timely and effective manner and to be sure that those requests are handled at the appropriate level of service.

## **II. MEETINGS**

- A. All PRSC meetings will occur monthly at a day, time and location to be determined by the sub-committee. Should the re-scheduling of the monthly meeting be necessary it is the responsibility of the Chairperson to cancel, re-schedule and notify all committee members of changes.

### **III. MEMBERSHIP**

Membership in PRSC is open to any NA member with thirty (30) days clean.

### **IV. DECISION MAKING PROCEDURES**

A. The PRSC 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 6, Involuntary Removal of Trusted Servants.

### **V. TRUSTED SERVANTS**

A. All trusted servants are to attend all PRSC meetings and submit a written report. If unable to attend, they must contact Chairperson and/or Co-Chairperson and submit a written report.

B. A PRSC 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 Sub-Committee (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. **ELECTIONS** In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We trust that our committee's group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.

- Elections of PRC Officers other than Chair shall be held annually in September
- The Chair is elected by the ASC however the committee is encouraged to submit a recommendation for Chair to the ASC for their consideration. (Nominated in July takes office in September)
- Any member of the PRSC can serve in any PRSC position simultaneously

D. Trusted servant positions within the PRSC:

a) Qualifications of all trusted servants:

- a. If a trusted servant has abused any drug, prescribed or otherwise or is under the influence of any medication prescribed for pain, we ask that they do not participate in any PR meetings/events that day.
- b. Trusted servants are required to be free of any drug replacement therapy.

1. **Chairperson** - nominated and elected at the NWMASCNA in accordance with their guidelines.

a). *Qualifications*

- (1). Recommended clean time is one year.
- (2). Six months prior service experience, preferably PI or H & I.
- (3). Active participant in the PRSC.
- (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 Guide to Public Relations.
- (5). Good organizational skills and communication skills.
- (6). Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

b). *Duties*

- (1). To prepare an agenda for, schedule and facilitate all meetings of the PRSC.
- (2). To be the coordinator of the functions and responsibilities of the PR Sub-Committee and all PR ad hoc committees.
- (3). To attend the monthly NWMASCNA meeting and provide a written monthly report, and submit a written budget as needed.
- (4). Is ultimately responsible for files, records and overall function of the Sub-Committee.
- (5). Please refer to the GTLS for additional information regarding all other duties.
- (6). Respond to all requests that do not fall into another category of the PRSC, including the duties of the NWMASCNA Web Servant in regards to the website and meeting list.
- (7.) To work in cooperation with the NWMASCNA Web Servant to keep website and meeting list up to date.
- (8.) To acquire a quarterly up to date meeting list in PDF form from the NWMASCNA Web Servant for printing and distribution.

2. **Co-Chairperson**- elected by the PRSC

a). *Qualifications*

- (1). Recommended clean time is six (6) months.
- (2). Three months prior service experience, preferably PI.
- (3). Active participant in the PRSC.

(4). 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 (GTLS) and the Guide to Public Information.

(5). Good organizational skills and communication skills.

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

b). *Duties*

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

(2). To assume all duties and responsibilities of the PRSC Chairperson in their absence.

(3). Work closely with the PRSC Chairperson to learn all the responsibilities of that position, so that he or she may properly transition into becoming the PRSC Chairperson, if he or she is elected by the NWMASCNA.

3. **Secretary** - elected by the PRSC

a). *Qualifications.*

(1). Recommended clean time of three (3) months.

(2). Active participant in the PRSC.

(3). Good organizational skills

(4). Ability to develop written material in a clear, concise manner.

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

b). *Duties*

(1). Record accurate minutes of all PRSC meetings and to distribute those minutes to its members within two (2) weeks of the meeting being reported.

4. **Co-Secretary** - elected by the PRSC

a). *Qualifications.*

(1). Recommended clean time of three (3) months.

(2). Active participant in the PRSC.

(3). Good organizational skills

(4). Ability to develop written material in a clear, concise manner.

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

b). *Duties*

(1). Be willing to assume the duties of the PRSC Secretary after one (1) year.

(2). To assume all duties and responsibilities of the PRSC Secretary in their absence.

(3). Work closely with the PRSC Secretary to learn all the responsibilities of that position, so that he or she may properly transition into becoming the PRSC Secretary, if he or she is elected by the NWMASCNA.

**5. Hospitals & Institutions Coordinators - elected by the PRSC**

I. Correctional Facility Coordinator

II. Treatment Facility Coordinator

a). *Qualifications*

(1). Recommended clean time is twelve (12) months.

(2). Six months prior service experience, preferably H & I.

(3). Active participant in the PRSC.

(4). 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

(5). (GTLS) and the Guide to Public Information.

(6). Good organizational skills and communication skills.

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

b). *Duties*

(1). Coordinates all H&I activities at the Facility in including communication and Facility Clearance and Orientations. (Must be cleared for the Facility if it is required to lead Panels)

(2). If elected panel leader position is vacant in facility for which he/she is coordinator insures the duties of that position are fulfilled.

(3). Keep DPRC committee and panel leaders informed of facility rules and policies.

(4). Must Attend monthly PRSC meeting Encouraged to attend PRC meeting.

**8. Phone Line Coordinator**

a). *Qualifications*

(1). Recommended clean time requirement of one (1) year.

(2). Active participant in the PRSC.

- (3). The ability to access and maintain the Northwestern Michigan Area Phone Line.
- (4). Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

b). *Duties*

- (1). To coordinate volunteers to assist with answering the phone line, as well as work with the PRSC chair and Regional PR chair to provide training opportunities for phone line trusted servants.

**9. Meeting List Coordinator**

a). *Qualifications*

- (1). Recommended clean time requirement of Six (6) months.
- (2). Active participant in the PRSC.
- (3). Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

b). *Duties*

- (1). To acquire a quarterly up to date meeting list in PDF form from the NWMASCNA Web Servant for printing and distribution.
- (2). To print and distribute NWMANA meeting lists quarterly in the months of January, April, July and October. Meeting lists will be printed and then distributed at the NWMASCNA meeting the month prior to when the meeting list goes into quarterly effect.
- (3). Organize a schedule and poster drive as needed (at least annually).

**10. Fellowship Development Coordinator**

a). *Qualifications*

- (1). Recommended clean time requirement of Six (6) months.
- (2). Active participant in the PRSC.
- (3). Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

b). *Duties*

- (1). To provide supportive services to any NA member, group, service body, or NA community in need in the Northwestern Michigan Area.

## 11. Community Outreach Coordinator

### a). *Qualifications*

- (1). Recommended clean time is one year.
- (2). Six months prior service experience, preferably PI or H & I.
- (3). Active participant in the PRSC.
- (4). Have a reasonable understanding of the service structure of Narcotics 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). Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

### b). *Duties*

- (1). To serve as the contact person between PRSC 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.

## E. Voluntary Resignation of Trusted Servants

1. Voluntary resignation must be given in writing or in person at the PRSC meeting. The Chairperson must give voluntary resignation in writing or in person at both the PRSC and the NWMASCNA.

## F. Involuntary Removal of Trusted Servants

1. Relapse during the time in office.
2. If the PRSC Chairperson misses two (2) consecutive NWMASCNA, meetings or two (2) consecutive PRSC monthly meetings without advising their alternate or submitting a written report to the committee.
3. If a PRSC Trusted Servant has two (2) consecutive unexcused absences at PRSC meetings.
4. If a suggestion to remove carries by a majority vote via closed ballot.

## **VI. WEB SITE**

### **A. Purpose**

1. The purpose of the web site is to make information about Narcotics Anonymous available to all addicts and the general public via the Web.
2. 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”.
3. The NWMASCNA web servant carries out the actual work on the web site. To ensure that materials remain available in the event of server or other problems, the web servant will keep a backup of electronic files of all current files on the website and make available to the PRSC Chairperson.
4. 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.

### **B. Web-site Contents**

1. A link to the Michigan Region home page.
2. Meeting information for active NA Meetings and Service Meetings in the Area.
3. Area NA events.
4. Contact information to provide e-mail contact with the NWMASCNA Web Servant and the PRSC Chairperson.
5. Resources including:
  - a). NWMASCNA Forms.
  - b). NWMASCNA and Subcommittee Guidelines.
  - c). NWMASCNA Monthly Meeting Minutes and Archived Minutes.
  - d). All information contained on the Northwestern Michigan Area Web-Site must be approved by the NWMASCNA and forwarded to the Web Servant through the PRSC Chairperson or Co-Chairperson.

## **VII. MEETING LIST**

- A. The purpose of the Meeting List is to provide an accurate listing of all active NA Meetings in the Northwestern Michigan 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.

### **VIII. PHONE LINE**

A. The purpose of the Phone Line is to provide addicts and the public with a way to find active NA meetings and the opportunity to speak to a live addict.

### **IX. DEFINITION OF ACTIVE NA MEETING**

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

1. Meeting must adhere to the 12 Steps and 12 Traditions of NA.
2. Meeting must have a GSR or alternate present at two (2) consecutive NWMASCNA meetings. Meeting will be added at third NWMASCNA meeting.
3. Meetings must meet at the same day, time and location for three (3) consecutive months.

B. An NA Meeting is considered in-active and will be removed from the Web Site, Meeting List and Phone Line if they meet the below listed criteria:

1. Meeting closes and is no longer happening.
2. Meeting does not follow the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. No meeting will be removed without consensus at NWMASCNA.

C. An NA Meeting that has been removed from the Web Site, Meeting List and Phone Line must meet all qualification requirements listed in Section IX, A, 1-3 to again be listed on the Web Site, Meeting List and Phone Line.

### **X. AMENDING THESE GUIDELINES**

A. Any suggestion that would change these guidelines must be presented to the PRSC in writing and follow the required decision making procedures (SCBD).