

appropriate area events or additional convention events, until all excess merchandise is sold.

11. Coordinate merchandises from all other regions for sale on Sunday morning.

### Fellowship Input

Immediately following each year's convention for a period of ninety (90), the Board will accept speaker tapes, artwork, and themes. These may be mailed to the Area P.O. Box or submitted to the Convention Chair, Vice Chair or any Board member. Once submitted, the Board reserves the right to alter submitted artwork or themes and to use the same in any way it deems fit. In any given year, the Board may decide at their discretion to ask the area to vote on any or all of the above.

## **PUBLIC INFORMATION GUIDELINES**

**STATEMENT OF PURPOSE:** TO STRENGTHEN OUR MEMBER GROUPS BY INFORMING THE PUBLIC ABOUT ITS SERVICES.

### **PRIMARY DUTIES OF P.I:**

- ❖ PROVIDE A 24-HOUR INFORMATION LINE
- ❖ PROVIDE A COMPLETE LIST OF GROUPS LOCATED IN THE EAST LAS VEGAS AREA.
- ❖ FUNCTION AS PUBLIC RELATIONS NOT ONLY FOR ELVANA, BUT FOR N.A. AS A WHOLE

### **COMMITTEE MEMBERSHIP:**

ANYONE MAY BE A MEMBER OF THE P.I. COMMITTEE REGARDLESS OF CLEAN TIME. HOWEVER, THERE ARE REQUIREMENTS FOR ELECTED POSITIONS. THOROUGH DISCUSSION WILL BE THE MAIN METHOD OF DECISION MAKING. EVERYONE IN ATTENDANCE HAS DISCUSSION PRIVILEGES. THE CHAIRPERSON WILL BE RESPONSIBLE FOR GUIDING THE FLOW OF THE DISCUSSION.

## **VOTING:**

VOTING AS A MEANS TO REACH A DECISION SHOULD ONLY BE USED AS A LAST RESORT. IF AN ISSUE IS CONTROVERSIAL AND THE COMMITTEE CANNOT AGREE ON A CLEAR DECISION OR COMPROMISE, A VOTE WILL ENSUE TO DETERMINE AN OUTCOME.

# **P.I. ELECTED MEMBERS**

## **CHAIRPERSON**

### **REQUIREMENTS:**

- ❖ THREE YEARS CLEAN
- ❖ WORKING THE 12 STEPS WITH A SPONSOR.
- ❖ BEEN A RESIDENT IN LAS VEGAS FOR THE LAST 3 YEARS
- ❖ SERVED ON P.I. COMMITTEE FOR 2 YEARS
- ❖ PREVIOUSLY COMPLETED A TERM AS G.S.R.
- ❖ HAS A THOROUGH UNDERSTANDING OF N.A. LANGUAGE
- ❖ HAS AN UNDERSTANDING OF THE 12 CONCEPTS OF SERVICE AND THE 12 TRADITIONS
- ❖ HAVE READ THE W.S.C.P.I. GUIDELINES, ELVANA GUIDELINES AND THE P.I. GUIDELINES
- ❖ PREVIOUS EXPERIENCE CHAIRING EITHER THE PHONE LINE, MEETING LIST OR BOTH.
- ❖ WILLINGNESS TO SERVE

### **DUTIES:**

- ❖ WILL PROVIDE LEADERSHIP AND A COMFORTABLE ATMOSPHERE AT COMMITTEE MEETINGS
- ❖ ENCOURAGES DISCUSSION IN THE COMMITTEE
- ❖ GUIDES COMMITTEE ELECTED MEMBERS IN THEIR DUTIES, HELPING OTHERS WHEN NEEDED
- ❖ IS THE AREA CONTACT TO THE PUBLIC AND MUST ACT IN A PROFESSIONAL AND TIMELY MANNER
- ❖ REPLIES TO ALL CORRESPONDENCE
- ❖ WILL BE AWARE OF ALL P. I. EFFORTS
- ❖ WILLING TO LEARN ALL SUBCOMMITTEE RESPONSIBILITIES IN LEU OF BEING VICE CHAIR PREVIOUSLY
- ❖ IS THE SINGLE POINT OF ACCOUNTABILITY FOR HIS/HER POSITION
- ❖ WILL SUBMIT A WRITTEN REPORT AT EACH P.I. MEETING
- ❖ WILL ATTEND MONTHLY P.I. MEETINGS AND ADDITIONALLY SCHEDULED MEETINGS CONCERNING P.I.
- ❖ WILL SIGN AND ADHERE TO THE ELVANA FINANCIAL ACCOUNTABILITY POLICY (PLEASE SEE DOCUMENT FOR DETAILS)

## **VICE CHAIR**

### **REQUIREMENTS:**

- ❖ THREE YEARS CLEAN

- ❖ WORKING THE 12 STEPS WITH A SPONSOR
- ❖ HAS AN UNDERSTANDING OR WORKING KNOWLEDGE OF THE 12 TRADITIONS AND 12 CONCEPTS
- ❖ ONE YEAR EXPERIENCE IN P.I. COMMITTEE
- ❖ MUST HAVE SERVED IN SOME OTHER CAPACITY ON COMMITTEE
- ❖ WILLING TO MAKE ONE-YEAR COMMITMENT
- ❖ WILLINGNESS TO TRAIN AND BE TRAINED
- ❖ SOLELY ATTENDS N.A. MEETINGS
- ❖ RECOVERY IS BASED IN MEETINGS IN ELVANA

### **DUTIES:**

- ❖ TRAIN FOR THE CHAIR POSITION
- ❖ ASSIST THE CHAIR IN ANY WAY POSSIBLE
- ❖ WILL BE THE SINGLE POINT OF ACCOUNTABILITY FOR HIS/HER POSITION
- ❖ WILL ATTEND MONTHLY MEETINGS AND ADDITIONALLY SCHEDULED MEETINGS FOR P.I.
- ❖ WILL SUBMIT A WRITTEN REPORT AT EACH P.I. MEETING
- ❖ REQUIRED TO ATTEND MONTHLY AREA SERVICE COMMITTEE MEETINGS
- ❖ WILL TRAIN IN EQUAL INCREMENTS IN ALL POSITIONS ON P.I. COMMITTEE
- ❖ RESPONSIBLE FOR ARCHIVES
- ❖ ASSUME THE CHAIR RESPONSIBILITIES IN HIS/HER ABSENCE
- ❖ WILL ACQUIRE NECESSARY FUNDS FROM P.I. CHAIR IN ADVANCE
- ❖ WILL KEEP TRACK OF FINANCIAL STATEMENT AND WILL REPORT ON AT EACH MEETING
- ❖ ALLOCATIONS AND FUNDS AVAILABLE TO SPEND
- ❖ WILL SIGN AND ADHERE TO THE ELVANA FINANCIAL ACCOUNTABILITY POLICY (PLEASE SEE DOCUMENT FOR DETAILS)

## **WEB SITE CHAIR**

### **RESPONSIBILITIES**

- ❖ TWO YEARS CLEAN
- ❖ SOLELY ATTENDS NA MEETINGS
- ❖ RECOVERY BASED ON MEETINGS IN ELVANA
- ❖ WILLINGNESS TO TRAIN AND BE TRAINED
- ❖ WILLING TO MAKE A ONE-YEAR COMMITMENT
- ❖ ONE YEAR EXPERIENCE IN ELVANA P.I.
- ❖ MUST HAVE COMMITTEE APPROVAL FOR ANY FORMAT CHANGES ON THE WEBSITE
- ❖ MUST HAVE READ AND BE FAMILIAR WITH ELVANA WEBSITE GUIDELINES

### **DUTIES**

- ❖ SINGLE POINT OF ACCOUNTABILITY FOR HIS/HER POSITION
- ❖ WILL SUBMIT A REPORT AT EACH P.I. MEETING
- ❖ WILL ATTEND MONTHLY P.I. MEETINGS AND ANY OTHER SCHEDULED MEETINGS CONCERNING P.I.
- ❖ WILL OBTAIN A COPY OF THE GSR'S REPORT EACH MONTH
- ❖ UPDATE THE WEBSITE WITHIN ONE WEEK AFTER THE ASC MEETING
- ❖ CHECK ELVANA E-MAIL ON A REGULAR BASIS AND BRING COPIES TO THE PI SUBCOMMITTEE MEETING
- ❖ SEND A STANDARD REPLY TO ALL INCOMING E-MAILS

- ❖ WILL CONTACT P.I. CHAIR OR VICE CHAIR DURING THE MONTH FOR ANY E-MAILS REQUIRING A RESPONSE BEFORE THE NEXT P.I. MEETING

## **PHONE LINE CHAIR**

### **REQUIREMENTS:**

- ❖ MUST HAVE READ AND BE FAMILIAR WITH WSC PHONE LINE GUIDELINES AND ELVANA PHONE LINE GUIDELINES
- ❖ THREE YEARS CLEAN
- ❖ SOLELY ATTENDS N.A. MEETINGS
- ❖ SERVED ON ELVANA P.I. FOR ONE YEAR
- ❖ LIVED IN LAS VEGAS FOR TWO YEARS
- ❖ RECOVERY IS BASED IN MEETINGS IN ELVANA
- ❖ MUST HAVE AUTHORIZATION FROM CHAIR PERSON BEFORE MAKING ANY CHANGES TO PHONE LINE
- ❖ MUST HAVE COMMITTEE APPROVAL BEFORE CHANGING STANDING INFORMATION (i.e. GREETING, FORMATS, ETC)
- ❖ MUST HAVE READ AND BE FAMILIAR WITH WSC PHONE LINE GUIDELINES
- ❖ WILLINGNESS TO TRAIN AND BE TRAINED

### **DUTIES:**

- ❖ IS THE SINGLE POINT OF ACCOUNTABILITY FOR HIS / HER POSITION
- ❖ WILL SUBMIT A WRITTEN REPORT AT EACH P.I. MEETING
- ❖ MUST MAINTAIN CURRENT INVENTORY OF ALL PHONE LINE SCRIPTS
- ❖ WILL ATTEND MONTHLY P.I. MEETING AND ADDITIONALLY SCHEDULED MEETINGS CONCERNING P.I.
- ❖ RESPONSIBLE FOR OBTAINING ANY UPDATED INFORMATION FROM THE P.I. CHAIR AND MAKING ANY CHANGES AS PRESCRIBED BY THE P.I. CHAIR. THE CHAIRPERSON WILL GIVE THE PHONE LINE CHAIR ANY SPECIFIC DATES FOR ENTRIES
- ❖ WILL UPDATE PHONE LINE WITHIN ONE WEEK FOLLOWING THE ASC MEETING

## **MEETING LIST CHAIR**

### **REQUIREMENTS:**

- ❖ TWO YEARS CLEAN
- ❖ SOLELY ATTENDS NA MEETINGS
- ❖ RECOVERY IS BASED IN MEETINGS IN ELVANA
- ❖ WILLINGNESS TO TRAIN AND BE TRAINED
- ❖ WILLING TO MAKE ONE YEAR COMMITMENT
- ❖ ONE YEAR EXPERIENCE IN ELVANA P.I.

### **DUTIES:**

- ❖ BE THE SINGLE POINT OF ACCOUNTABILITY FOR HIS/HER POSITION
- ❖ WILL SUBMIT A WRITTEN REPORT AT EACH P.I. MEETING
- ❖ WILL ATTEND MONTHLY MEETINGS AND ADDITIONALLY SCHEDULED MEETINGS CONCERNING P.I.
- ❖ WILL ACQUIRE NECESSARY FUNDS FOR EXPENSES FROM P.I. CHAIR IN ADVANCE
- ❖ WILL SEEK PROOF-READING FROM ANOTHER P.I. MEMBER

## **MAILING LIST CHAIR**

### **REQUIREMENTS:**

- ❖ TWO YEARS CLEAN
- ❖ SOLELY ATTENDS NA MEETINGS
- ❖ RECOVERY BASED ON MEETINGS IN ELVANA
- ❖ WILLINGNESS TO TRAIN AND BE TRAINED
- ❖ WILLING TO MAKE A ONE-YEAR COMMITMENT
- ❖ ONE YEAR EXPERIENCE IN ELVANA P.I.
- ❖ MUST HAVE COMMITTEE APPROVAL FOR ANY CHANGES IN HER LETTERS OR PACKETS BEING SENT IN THE MAILINGS
- ❖ MUST HAVE COMMITTEE APPROVAL BEFORE SENDING MAILINGS TO ANY ADDITIONAL FACILITIES
- ❖ MUST HAVE READ AND BE FAMILIAR WITH ELVANA MAILING LIST GUIDELINES

### **DUTIES:**

- ❖ SINGLE POINT OF ACCOUNTABILITY FOR HIS/HER POSITION
- ❖ WILL SUBMIT A REPORT AT EACH P.I. MEETING
- ❖ WILL ATTEND MONTHLY P.I. MEETINGS AND ANY OTHER SCHEDULED MEETINGS CONCERNING P.I.
- ❖ RESPONSIBLE FOR ACQUIRING NECESSARY FUNDS IN ADVANCE; i.e., STAMPS, ENVELOPES, PRINTINGS, ETC.
- ❖ WILL SEND OUT MAILINGS DURING THE MONTH WHEN THE MEETING LISTS ARE PRINTED
- ❖ RESPONSIBLE FOR CONTACTING FACILITIES, JUDGES, ETC. WITHIN TWO WEEKS AFTER MAILINGS ARE SENT
- ❖ RESPONSIBLE FOR MAINTAINING DATABASE OF FACILITIES, JUDGES, CONTACTS, ETC.
- ❖ WILL MAINTAIN CURRENT INVENTORY OF LETTERS FOR MAILINGS
- ❖ RESPONSIBLE FOR LETTING THE COMMITTEE KNOW WHEN HELP IS NEEDED

## **INFORMATION CHAIR**

### **REQUIREMENTS**

- ❖ ONE YEAR CLEAN
- ❖ SOLELY ATTENDS NA MEETINGS
- ❖ RECOVERY IS BASED IN ELVANA
- ❖ WILLINGNESS TO TRAIN AND BE TRAINED

### **DUTIES:**

- ❖ BE THE SINGLE POINT OF ACCOUNTABILITY FOR HIS/HER POSITION
- ❖ WILL SUBMIT A WRITTEN REPORT AT EACH P.I. MEETING
- ❖ WILL ATTEND MONTHLY P.I. MEETINGS AND ADDITIONALLY SCHEDULED MEETINGS CONCERNING P.I.
- ❖ WILL COLLECT AND ORGANIZE INFORMATION AS DELEGATED BY CHAIRPERSON
- ❖ WILL ACQUIRE NECESSARY FUNDS FOR EXPENSES FROM CHAIR IN ADVANCE

## **SECRETARY**

### **REQUIREMENTS:**

- ❖ SIX MONTHS CLEAN
- ❖ WILLING TO MAKE A ONE YEAR COMMITMENT
- ❖ SOLELY ATTENDS NA MEETINGS
- ❖ RECOVERY IS BASED IN MEETINGS IN ELVANA
- ❖ WILLINGNESS TO TRAIN AND BE TRAINED

### **DUTIES:**

- ❖ WILL PROVIDE TYPED MINUTES FOR P.I. MEETINGS AND PROVIDE ADEQUATE NUMBER OF COPIES
- ❖ BE THE SINGLE POINT OF ACCOUNTABILITY FOR HIS/HER POSITION
- ❖ WILL ATTEND MONTHLY P.I. MEETINGS AND ADDITIONALLY SCHEDULED MEETINGS CONCERNING P.I.
- ❖ WILL ACQUIRE NECESSARY FUNDS FOR EXPENSES FROM P.I. CHAIR IN ADVANCE
- ❖ MAY SUBMIT A REPORT AT EACH P.I. MEETING

## **FINANCIAL**

A FINANCIAL REPORT WILL BE GIVEN EACH MONTH SHOWING ALLOCATION OF EXPENSES AS PART OF THE CHAIR'S REPORT. THE P.I. COMMITTEE WILL SUBMIT AN ANNUAL BUDGET AT THE ELVANA INVENTORY WEEKEND AND GIVE AN ACCOUNTING OF BUDGETARY ALLOCATIONS FOR THE PREVIOUS FISCAL YEAR. IT IS THE SUBCOMMITTEE'S RESPONSIBILITY TO FINANCIALLY SUPPORT ANY EXPENSES FOR PROVIDING PI SERVICES FOR THE ELVANA AREA.

## **INVENTORY WEEKEND**

THE P.I. COMMITTEE WILL PARTICIPATE IN INVENTORY WEEKEND. OUR FINANCIAL STATEMENTS WILL BE UP TO DATE. A COMPLETE ACCOUNT OF THE PREVIOUS YEARS ACCOMPLISHMENTS AND SHORTCOMINGS WILL BE ADDRESSED.