

REGION 51 PUBLIC INFORMATION GUIDELINES

Purpose

To fulfill the primary purpose of NA "that no addict seeking recovery need ever die" by providing resources to the member areas and seeking to inform the public at large about the existence of NA through coordination and implementation of PI efforts.

- The subcommittee shall consist of a Chair, vice Chair, secretary, Meeting List Coordinator, Phone line Coordinator and Website Coordinator. Other positions may be added as necessary.
- All decisions made by this committee will be by a consensus. (Consensus Guidelines)
- Project coordinators are appointed by consensus of the subcommittee, with the exception of ad hoc projects. Coordinators of ad hoc projects (here defined as projects with a defined end, as opposed to on going projects). Will be appointed by the P.I. Chair.
- All meetings are open to all interested N.A. members, but only the categories listed shall be considered committee members. Local area P.I. chair, Vice Chair or member of local committee designated (only in the absence of prior stated)

Responsibilities

1. To be the resource and coordinating body for Region 51 P.I. efforts, assisting with all member area P.I. functions on request.
2. To coordinate with member areas, any request for P.I. service within Region 51.

Functions

1. To hold regular meetings at a time and place determined by the Region.
2. To inform the public in Region 51 about N.A. through services including, but not limited to:
3. Maintaining and operating a regional phone line. (As soon as resources become available)
4. Coordinate speakers for presentations.
5. Provide radio and television Public Service Announcements (PSAs). (When resources become available)

6. Create and maintain a website. (As soon as resources become available)
7. Coordinate, with local committee, N.A. booths at selected professional and community events.
8. Maintaining and updating a regional meeting list, and providing copies suitable for duplication.

Appointment Procedures

- A. Appointment of trusted servants will be held in May of each year. Appointments are open to any persons listed above as members. The Chair position will be affirmed by the Regional Committee Members. In the event that no members have the experience to fill a position, a member at large may be appointed with the Regional administrative body's approval.
- B. Any unfilled service position will be the responsibility of the Vice-chair of the committee until such time as that position is filled.
- C. Standing Service Positions.
 - P.I. Chair
 - P.I. vice Chair (should be a two year position, moving into chair the second year)
 - Secretary
 - Meeting List Coordinator
 - Phone Line Coordinator
 - Web site Coordinator
- D. Any trusted servant may be removed from their position for cause by group conscience in the event of due cause. (Cause is defined as lack of attendance at consecutive meetings, misappropriation of NA funds, failure to fulfill the commitment and/or responsibilities of that position, resignation, or relapse.)
- E. As with any other decision by this committee, changes to these guidelines or changes to any written project guidelines already approved by the subcommittee and adoption of the annual budget or changes to the existing budget will be reached through consensus process, and submitted to the region for approval.

Officer Requirements and Duties

A. Chair

Requirements

1. Three years clean time in NA with a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
2. Must have served as chair or vice chair of area P.I. committee within last two years.
3. An ability to organize and give the subcommittee direction and leadership.
4. Willingness to delegate responsibility.
5. Willingness to hold people accountable for the delegated responsibility.
6. Willingness and time to attend the Western Service Learning Days convention.
7. Minimum computer skills.

Duties

1. Arrange time and agenda for P.I. subcommittee meetings.
2. Preside over P.I. subcommittee meeting or appoint a member to preside.
3. Appoint ad hoc project coordinators as required after consulting with the subcommittee.
4. Initiate or delegate all internal and external correspondence.
5. Act as the coordinator of all requests for information about N.A. received from institutions or professionals.
6. Facilitate all communications with Narcotics Anonymous World Services

B. Vice Chair

Requirements

1. Three years clean time in N.A.
2. Served as a member of the Regional PI subcommittee.

3. Willingness and ability to train for and assume the Chair's responsibilities in the Chair's absence.
4. Willingness and ability to assume the P.I. Chair position at the conclusion of the term.

Duties

1. Learn the responsibilities of the P.I. Chair.
2. Practice fulfilling the P.I. Chair's responsibilities.
3. Acting in the place of the Chair when the Chair is absent or the position is unfilled.
4. Fulfills other tasks as directed by the subcommittee and any vacant service position until the position is filled.
5. Conduct and coordinate a P.I. Learning Day.

C. Secretary

Requirements

1. One year clean time in N.A.
2. The ability to develop written material in a clear and concise manner, i.e. taking and distributing accurate minutes of the subcommittees' meetings.

Duties

1. Record the minutes of the P.I. subcommittee meeting.
2. Distribute copies of the minutes of the prior meeting to the P.I. members at the beginning of each meeting.
3. Maintain an archive of approved P.I. subcommittee meeting minutes.
4. Maintain the P.I. archives, adding materials as needed and making the archives available to P.I. members and the Fellowship as requested.
5. Assist the Chair with correspondence.
6. In cooperation with the Chair, maintain a record of business new and old, and periodically update the guidelines of this subcommittee.

D. Phone line Coordinator

Requirements

1. Four years clean time in N.A.
2. Prior service experience, preferably as Phone line Chair, Vice Chair or as P.I. subcommittee member.

Duties

1. Train other N.A. members to answer the phone line.
2. Formulate and maintain shift schedules of phone line volunteers.
3. Maintain contact with phone line volunteers through phone calls.

E. Website Coordinator

Requirements

1. Four years clean in N.A.
2. Willingness to be trained in web site maintenance and editing.
3. Willingness and ability to service the web site whenever necessary.

Duties

1. Keep the web site accessible at all times.
2. Ensure that the chair and/or vice chair has the ability to access and edit the web site.
3. Work with the P.I. subcommittee concerning content of the web site.
4. Keep the on line meeting schedule up-to-date and list all sanctioned N.A. activities up to date. (Once monthly)

F. Meeting List Coordinator

Requirements

1. One-year clean time.

2. A basic knowledge of Microsoft Publisher/Word
3. Access to a computer with the appropriate software to update the meeting schedules.

Duties

1. Keep the Regional meeting list updated.
2. Collect the meeting information from each area representative. (Bi-monthly)
3. Distribute the meeting schedules in timely manner.

G. Mailing List Coordinator

Requirements

1. One year clean time.
2. Prior service experience, preferably at an Area P.I. subcommittee.
3. An ability to interact with the public while abiding by the Twelve Traditions of N.A.

Duties

1. Write form correspondence as outlined (in The Guide To Public Information). These are to be sent out to selected legal, treatment, medical, AIDS, mental health, and community outreach organizations with current meeting schedules and other N.A. literature.
2. Create/maintain a database of facility contacts.
3. Mail out above on a quarterly basis.
4. Train other N.A. members to assist as needed or to fulfill this position upon completion of term.
5. Share contact information with the committee.