

## WRASCNA AREA 2019 PUBLIC RELATIONS GUIDELINES

### **Purpose:**

The purpose of the Public Relations (PR) subcommittee is to inform the public that Narcotics Anonymous exists and provides information regarding meeting times and locations. PR supports the toll free “Hope Lines” at TownHall2 and provides the current printed meeting schedules on a monthly basis. PR works in accordance with the Twelve Traditions & Twelve Concepts of Narcotics Anonymous with emphasis on 11<sup>th</sup> and 12<sup>th</sup> Traditions & 8<sup>th</sup> Concept.

### **Functions and Responsibilities:**

1. Maintains an open line of communications between NA and the public (including treatment centers, jails and institutions.)
2. Reports to Regional PR and attends Regional PR subcommittee meetings.
3. Responds to any requests for information in timely and effective manner.
4. Assists Region in maintaining the “Toll Free Hope Line” by updating the phone line list and keeping it current.
5. Provides up to date meeting schedules on a monthly basis for groups in our area, as well as outside agencies that requests schedules. Forwards all meeting schedule changes, updates and modifications to the PR chair, BRSCNA webmaster and Townhall2.
6. Also provides updated phone line list to Townhall2.
7. All phone line volunteers must be trained.
8. Annual “Poster Day” training and distribution throughout the WRASCNA area. We are also continuing to have follow up training & distribution days for any group/members that were not able to attend the annual “Poster Day” event.
9. Special line item in the budget for purchasing literature to be placed at various locations in the community (ex. IBH, UMADAOP/Church On The Blvd./Urban League etc...) and events like the “Break The Cycle of Addiction Luncheon”.

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### Meeting Times and Membership:

1. PR subcommittee will meet every 3rd Sunday @ Emmanuel United Church of Christ @ 11:00 A.M.
2. Membership for the PR subcommittee is open to all members of the WRASCNA area.
3. PR chair must attend WRASCNA area meeting. It is also suggested that other members of subcommittee attend when possible.

### Voting Participants and Procedures:

1. Voting at all PR subcommittee meetings will include all members of the subcommittee present at the time of the meeting.
2. Subcommittee members must have attended 2 consecutive monthly subcommittee meetings to be able to vote.
3. All voting will be decided by a simple majority.

### Qualifications Required to Perform PR Duties:

1. Understanding, practice and experience with the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.
2. A Narcotics Anonymous sponsor.
3. A clear commitment to and reference to NA only, and no other outside fellowship or groups when performing PR duties.
4. The willingness to commit the time and resources necessary to carry an effective message of NA & adhere to the 4<sup>th</sup> Concept.
5. Any PR duties requiring face to face meetings with the public shall include at least two qualified members are present at the time of the meeting. One of which must have 2 years clean time minimum and others must have at least 6 months.
6. Chairperson must have 2 yrs. Clean time, \*Treasurer must have 2 yrs. and Secretary 6 months.
7. There is no clean time requirement to join the PR subcommittee.
8. Phone line duties also require a brief training of materials provided by regional PR.
9. All PR subcommittee members shall maintain personal anonymity at the level of press radio and films.