

# WRASCNA AREA 2014 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. Calls Townhall2 at each PR subcommittee meeting to randomly check phone line operators and assure that updated meeting schedules are being used.
7. All phone line volunteers must be trained.
8. Annual phone line mock presentation.

## **Meeting Times and Membership:**

1. PR will meet every 2<sup>nd</sup> Wednesday (location to be determined by current subcommittee.) This will be announced at every monthly WRASCNA area meeting. If any changes are necessary they will be announced at that time.
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.