

PR

Internal Guidelines

From current policy

I) **Agenda for Meeting**

- A) Opening Prayer
- B) Reading of the Twelve Traditions
- C) Establish Voting Membership
- D) Review Subcommittee Guidelines on Voting Procedures
- E) Old Business
- F) New Business
- G) Review Business of the Day
- H) Announcements
- I) Establish Next Meeting Time and Place
- J) Close meeting with Prayer

II) **Motions and Voting Procedures**

A) **Motions:**

- 1) May be made and seconded only by voting members.

B) **Voting:**

- 1) All committee members who have attended two (2) consecutive meetings prior to current meeting will be allowed to vote.
- 2) In the event of a tie, the Chairperson shall exercise the right to break such tie.

A quorum is the simple majority of the voting members. Once quorum is established at each meeting, it stays throughout the meeting

III) **Keeping Record of Contacts**

A) Secretary will keep a written record on index cards of:

- 1) Name of target, address, phone number
- 2) Person contacted
- 3) Date of contact
- 4) Who contacted target
- 5) Date of presentation
- 6) Follow-up date

B) The P.I. member who made the contact is responsible for giving the secretary all necessary information.

C) When we furnish anyone with literature, if more is requested, they will be given an order form, or be put in contact with the H&I Subcommittee if applicable.

IV) **Refer to World Service Guidelines for P.I. on the following:**

- A) Guidelines for Media Presentation
- B) P.R. service work in general - Do's and Don'ts
- C) Phone lines, bulletins and letters - Do's and Don'ts
- D) Letter writing - Do's and Don'ts
- E) Presentations to Groups and Community Meetings - Do's and Don'ts
- F) H. &I. /P.R. Cooperation.

V) **Membership:**

- 1) Chairperson, Vice-Chairperson, Secretary and General Members.
- 2) Website responsibilities and Website Guardian are also accountable to the Sub-Committee.

B) Vice-Chairperson:

1) Qualifications

- (a) Nominated and elected by the P.R. Sub-committee from its voting members.
- (b) A working knowledge of the Twelve Steps and Twelve Traditions of NA.
- (c) Two (2) years clean time.
- (d) Three (3) months prior involvement in the P.R. Subcommittee.
- (e) Familiar with the Gulf Coast Area Service policies.
- (f) An understanding of the service structure of NA.

2) Responsibilities

- (a) Fills in as Chairperson when needed.
- (b) Is responsible for the literature needs of the Subcommittee
- (c) Arrange for the purchase and distribution of literature.
- (d) Insure appropriate follow-through on commitments.

C) Secretary:

1) Qualifications

- (a) Nominated and elected by the P.R. Sub committee from its voting members
- (b) Six (6) months clean time.
- (c) Secretarial experience and organizational ability.

2) Responsibilities

- (a) Records, prints and distributes Subcommittee's minutes and will make copies available upon request. These minutes are to be verified by the Chairperson.
- (b) Handles all correspondence for the Subcommittee.
Maintains contact with all Subcommittee members to advise them of meeting times and places.

Maintains a list of all active Subcommittee members.

The Regional P. R. Chairperson is to receive copies of any activities that this Subcommittee is

Involved with.

- (c) Meeting lists are provided monthly in quantities to meet anticipated needs. If there are no changes from the previous month, this would be a smaller number, to provide for new groups and those who were not present at the previous meeting.

Helpline Coordinator

o **Qualifications**

- **A.)** Nominated and elected by the P.R. Sub-committee from its voting members
- **B.)** One (1) year clean time
- **C.)** Three (3) months prior involvement in the P.R. Sub-committee
- **D.)** Familiar with the Gulf Coast Area Service Policies
- **E.)** An understanding of the service structure of NA

o **Responsibilities**

- **A.)** Coordinates all phone line and scheduling for helpline
- **B.)** Updates and manages current phone services being used by the GCASC
- **C.)** Performs all helpline orientations for new members
- **D.)** Shall attend all PR subcommittee meetings

D) Helpline Volunteers

1. Qualifications

- a) Six (6) months clean time.
- b) Prior to being put on phone schedule, must attend helpline orientation.

II) Website Coordinator

III) 1) Qualifications

- IV) a) Nominated and elected within the Gulf Coast Area PR sub committee,
- V) b) A minimum of 2 years consecutive clean time
- VI) c) Must demonstrate a knowledge of the 12 traditions and 12 concepts on N.A.
- VII) d) A working knowledge of the following;
- VIII) 1) Internet/ WWW
- IX) 2) Have personal experience in writing appropriate language used in the Gulf Coast Area website.
- X) 3) Must be familiar with Gulf Coast Area Public Relations guidelines.
- XI) 4) Must be able to attend all Public Relations meetings as scheduled

A) All Sub-committee Members:

- 1) Qualifications
 - (a) Willingness to serve and fulfill the commitment.
 - (b) A working knowledge of the Twelve Steps and Twelve Traditions of NA
- 2) Responsibilities
 - (a) Provide assistance as necessary.
 - (b) Attend all Subcommittee meetings.
 - (c) If unable to attend a sub-committee meeting or commitment, must notify Chair, Vice-chair, or Secretary.
 - (d) Member of Narcotics Anonymous.

A) General Member Requirements:

- 1) Qualifications
 - (a) 90 days clean time.
- 2) Responsibilities
 - (a) Provides assistance as necessary. It is required that you attend the Subcommittee meetings. If you are unable to attend, please call a member of the Administrative Committee..