

Public Relations Subcommittee Policy

Written for
The Roanoke Valley Area
Of Narcotics Anonymous

Revised January 2, 2001
Revised April 24, 2001
Revised January 8, 2005
Revised September 19, 2006
Revised October 4, 2009
Revised August 17, 2014
Revised October 26, 2014

Welcome Statement:

We welcome you to the Public Relations subcommittee. You are a member when you say you are. You have a voice on the floor and have the ability to raise an issue for discussion. However, to be considered a voting member of this sub-committee, you must attend two sub-committee meetings within a six-month period. Voting privileges will be granted on the attendance of the second subcommittee meeting.

Purpose

The purpose of the Public Relations Subcommittee is to inform the public that NA exists, and to open and maintain lines of communication between NA and the community, so that the message of recovery is available to all addicts. We want the public to know that NA works, it's available, and it's free.

Functions and Responsibilities

- 1) To Open and maintain effective lines of communication
 - a) Between NA and the public.
 - b) Between RVANA, ASC, other Areas, RSC, and World Service Office.
- 2) To maintain an effective working relationship with other subcommittees (Especially H&I) within the Area, thereby insuring that all requests for information are referred to and carried out by the appropriate PR and/or H&I subcommittees in accordance with the twelve traditions.
- 3) To communicate accurate meeting information to the regional helpline contact.
- 4) To respond to any PR request (which is within the jurisdiction of groups or the Area PR subcommittee) in a timely and effective manner.
- 5) To establish and maintain a well-informed and current Area website.
- 6) To publish an updated meeting list, quarterly, of all meetings.

In order to accomplish the above, the subcommittee needs to develop and maintain the following:

- 1) A list of meetings within the area, including H&I commitments and service meetings.
- 2) A list of community agencies, organizations, and other groups for information packet mailings.
- 3) A list of media agencies within the area that provide services in order to maintain an awareness of possible overlaps with other Areas and/or Regions.
- 4) A list of other PR Subcommittees and contacts from other Areas as information is available.
- 5) To have PR materials readily available for use by this subcommittee. These materials will be obtained through RVANA Literature Sub-committees and World Service Office.

Procedure: Meetings

- 1) Regular Meetings:

- a) This Subcommittee will meet regularly at a designated time and place that will be well announced throughout the Area. All NA members are encouraged to attend.
- 2) Special Meetings
 - a) These may be called by the conscience of the subcommittee. The purpose, place, and time shall be stated in the call or announcement. In cases of dire emergency as much notice as possible will be given for the meeting.
- 3) Emergency Meetings
 - a) The subcommittee chairperson may call these in cases of dire emergency. As much notice as possible will be given for the meeting.

Description of Area PR Subcommittee

This is a Subcommittee of the Roanoke Valley Area Service Committee and as stated in our Ninth Tradition “is directly responsible to those they serve.” All meetings are open to interested members of Narcotics Anonymous. The sub-committee should consist of a Chairperson, Vice Chair, Secretary and members of NA who have a desire and willingness to serve.

Typical Meeting Format

- 1) Moment of Silence
- 2) “We” version of Serenity Prayer
- 3) Read Purpose of Public Relations Sub-committee
- 4) Read 12 Traditions and 12 Concepts
- 5) Read Welcome Statement for new members
- 6) Study, read and discuss a tradition
 - a) Rotate through all twelve traditions
 - b) Devote 10 minutes to this item
- 7) Read and approve Minutes from last meeting
- 8) Reports
 - a) Officers Reports
- 9) Old Business
- 10) Open Forum
- 11) New Business
- 12) Next Meeting. Time and Place
- 13) Closing
 - a) Moment of Silence followed by “we” version of the Serenity Prayer

Reports

- 1) All reports are to be given to the Public Relations Secretary or Chairperson
- 2) Monthly Reports to Area Service Include
 - a) PR Activity
 - b) Major Accomplishments
 - c) Specific Problems or Situations
 - d) Forthcoming Plans

Discussion Limits

- 1) Anyone in attendance at the Area PR meeting has a voice on the floor.
- 2) Anyone in attendance has the ability to raise an issue for discussion.

Voting Member

To be considered a voting member of this sub-committee, a member must attend two sub-committee meetings within a six month-period. Voting Privileges will be granted on attendance of the second sub-committee meeting.

Voting Procedure

- 1) A motion must be made by a voting member of the PR Subcommittee
- 2) Motion must be Seconded by a voting member
- 3) Discussion of motion by all parties present
- 4) Call to Vote by Chair Person
- 5) Vote
- 6) In the event of a tie, the Chair shall cast the deciding vote.

All matters before this subcommittee shall be decided by a majority vote of regular participants within the subcommittee.

Quorum

At least one officer of the following: Chair of PR, Vice-chair of PR, or Vice-chair of RVANA, and two voting members must be present to conduct business. If it is noted that there is not a voting quorum present then business shall be held over until the next meeting.

Trusted Servants

All participants shall have:

- 1) Personal time and abilities to perform their duties.
- 2) The willingness and desire to serve the position.
 - a) This entails proper accountability.
- 3) Clean time and service experiences as stated below.
- 4) An understanding and practical experience of:
 - a) The Twelve Steps of NA
 - b) The Twelve Traditions of NA
 - c) The Twelve Concepts of NA
- 5) Continuous clean time throughout his/her term of office.
- 6) All officers of this subcommittee must be present at all regularly scheduled subcommittee meetings unless prior notice is given to another subcommittee officer. Officers must be present at the time of nomination and election. All positions come open the first meeting in September and serve until August of the following year.

Chairperson:

- 1) Requirements (See RVANA ASC Policy)

- 2) Duties:
 - a) Responsible for recruiting Subcommittee members
 - b) Arrange times and agendas for meetings.
 - c) Initiate all necessary correspondence including communication between:
 - i) RVANA
 - ii) Other Areas
 - iii) Region
 - iv) World Service Office
 - d) Provide pre-written report to ASC. (See Reports)
 - e) Responsible for files, records, and overall functioning of the subcommittee.
 - f) Ultimately responsible for all monies entrusted to this subcommittee.
 - g) Delegates or assigns various tasks to subcommittee members.
 - h) Cast the deciding vote in the event of a tie.

Vice Chair:

- 1) Requirements:
 - a) One year clean time.
 - b) Prior Service experience in RVANA ASC.
 - c) Ability to assume Chair Person's responsibilities in the Chair Persons absence.
 - d) Willingness to Serve.
- 2) Duties:
 - a) Must assume duties of Chair Person in their absence.
 - b) To work closely with and assist the Chair Person in the carrying out of the duties of the subcommittee.
 - c) Chair all ad hoc subcommittees that the PR subcommittee establishes.
 - d) To carry out responsibilities delegated by the Chair Person and/or the subcommittee.

Secretary:

- 1) Requirements:
 - a) Six months clean time.
 - b) Prior service experience in Narcotics Anonymous.
 - c) Ability to develop written material in a clear, concise manner.
- 2) Duties:
 - a) Record minutes of each meeting.
 - b) Maintain a list of all voting participants and members in attendance.
 - c) Handle all correspondence as directed by the Chair of the PR subcommittee.
 - d) Compile all Reports handed in by Subcommittee Members
 - i) To be presented to Chair at the next PR subcommittee meeting
 - e) Correspond with H&I Subcommittee.

NAWS Web Contact(s)

1. Requirements:
 - a. Requires a working knowledge of PR Subcommittee policy, ASC policy, and NAWS web site guidelines
 - b. Recommended one-year clean time
 - c. Proficient with and regular access to Microsoft Word and Excel

- d. Has regular internet and email access, and the ability to update meeting information on na.org
 - e. May also be the PR Subcommittee member responsible for updates to the meeting schedule and RVANA website
 - f. Can hold one other RVANA PR Subcommittee Trusted Servant position
2. Duties:
- a. Adds new RVANA Group meeting information for new groups approved by RVANA GSRs to na.org in a timely manner.
 - b. Update the Portal within two weeks of any contact information changes and one week of any meeting changes
 - c. Communicate with PR Chair about meeting list changes and simultaneously update Portal
 - d. Abide by confidentiality agreement as required by NAWS
 - e. Updates to the Portal should be done in the spirit of the 12 Traditions and 12 Concepts
 - f. Maintain integrity of user ID, containing login name and password

Webmaster

- 1. Requires a working knowledge of PR Subcommittee policy and ASC policy
- 2. Proficiency in web site design and maintenance
- 3. Ability to learn and become proficient in programs used to design and maintain Area Website
- 4. Proficient with and regular access to Microsoft Word and Excel
- 5. Has regular internet and email access, and the ability to update Area Website as outlined in the Website Guidelines in this policy
- 6. May also be the PR Subcommittee Member responsible for updates to the meeting schedule and na.org
- 7. Can hold one other RVANA PR Subcommittee position
- 8. Willing to work with and train Vice-Webmaster
- 9. Attends Area Service to answer questions and provide feedback regarding the Area Website

Vice Webmaster

- 1. Requires a working knowledge of PR Subcommittee policy and ASC policy
- 2. Proficiency in web site design and maintenance
- 3. Ability to learn and become proficient in programs used to design and maintain Area Website
- 4. Proficient with and regular access to Microsoft Word and Excel
- 5. Has regular internet and email access, and the ability to update Area Website as outlined in the Website Guidelines in this policy
- 6. Willing to work along side the Webmaster to learn the position
- 7. May also be the PR Subcommittee Member responsible for updates to the meeting schedule and
- 8. Can hold one other RVANA PR Subcommittee position
- 9. Acts as Webmaster in the event of the Webmaster's inability to perform duties in a timely manner.

Removal of Trusted Servants

- 1) RELAPSE
- 2) Voluntary Resignation
- 3) Missing 2 or more consecutive meetings without prior notice of reasonable cause to another PR subcommittee officer.
- 4) Only the RVANA ASC can remove the Chair Person. Although this subcommittee can make a written motion of dismissal to be submitted to the RVANA ASC.

Ad Hoc Subcommittees

The PR Subcommittee shall establish these subcommittees as the need arises. The assignments may include, but are not limited to, the following:

- 1) Speaker List
- 2) Formats for speaker presentations
- 3) Developing material for:
 - a) Posters
 - b) Public Service announcements
 - c) Signs
- 4) Informational Packet mailings
- 5) Updating Group and PR contact information

Funding

The ROANOKE VALLEY AREA OF NARCOTICS ANONYMOUS provides funding for all aspects of the Public Relations Subcommittee.

This Subcommittee will provide a detailed written statement of all expenditures on a monthly basis to the RVANA ASC on the date of the ASC meeting. This insures accountability to the RVANA for all funds received on behalf of the Public Relations Subcommittee from the RVANA.

Funds are to be used only to further the purpose of the Public Relations Subcommittee as decided by the group conscience of this subcommittee.

Guidelines within the Public Relations Subcommittee

- 1) Website Guidelines
- 2) Meeting List Guidelines
- 3) NAWS Maintenance Portal

Website Guidelines

1. Website address: <https://roanokena.com>
2. Purpose: The Area's webpage serves as a source of information to be accessed over the internet by members, professionals, and the public.
3. Function: The webpage provides information about the Roanoke Valley Area of Narcotics Anonymous and all of the service structures associated with the Area.
4. Responsibilities:
 1. The Area's PR Subcommittee serves as the point of contact for all requests regarding information to be posted on the webpage.
 2. The webpage should only reflect requests that have been approved by the ASC and/or Area Subcommittees.
 3. The webpage is to be updated at no less than a monthly basis with established deadlines for receipt of information especially events. All flyers must be received in PDF format and two weeks prior to the event to give one week for posting.
5. Information, which may be found on the Webpage:
 1. Homepage
 - a. PDF file of the current meeting list
 - b. Clearly state Roanoke Valley Area of Narcotics Anonymous
 2. Pages to be included:
 - a. Public Relations Subcommittee
 - b. Hospitals & Institutions Subcommittee
 - c. Roanoke Valley Area Activities
 - d. RVA Policy Subcommittee
 - e. ASC Committee
 - f. Minutes
 - g. Motion forms
 - h. Information for Professionals
 - i. Contacts
 3. Other sites:
 - a. NAWS; the World Service Office of NA
 - b. Central Atlantic Region of Narcotics Anonymous
 - c. Autonomy Zonal Forum of NA
 - d. Other approved sites (if applicable)
6. Objective of the Webpage:
 - a. 5th Tradition
 - b. Develop a simple site
 - c. Easy to maintain and train future trusted servants
 - d. To inform the public NA exists; plus how and where to find us

Meeting List Guidelines

2000 meeting lists will be printed quarterly (January, April, July, and October) and distributed at the RVANA ASC meeting each month. Each home group is allotted 20 meeting lists for each day of the week that a meeting is held (e.g. Higher Power Hour meets two days a week so they can receive up to 40 lists a month). They are to be distributed on an as needed basis. The Hospitals and Institutions subcommittee will receive 20 meeting lists for each commitment they hold.

The PR subcommittee is responsible for distributing meeting lists to local community agencies that the H&I subcommittee does not carry meetings into. The type of agency and audience it serves will suggest how many meeting lists to place.

A record of the number of meeting lists distributed monthly to all home groups and agencies will be maintained. At the end of the quarter, a record of remaining meeting lists in each home group and agency will be kept to the best of the subcommittee's ability. This is in accordance with the 11th Concept.

Meeting List Updates

All meeting list updates will be submitted to the Public Relations Chair or Vice Chair at the ASC meeting on a "Group Update Form" or submitted by email.

All updates to the meeting list will be made quarterly prior to the next printing. The PR Subcommittee must approve any meeting list reprints.

NAWS Maintenance Portal

1. Website address: <https://portaltools.na.org/PortalTools/committees/Login.cfm>
4. Purpose: To make meetings more accessible and better serve home groups.
3. Function: To ensure that the RVANA meeting information on NA.org is correct and contact information is up to date to allow communication from World Services to RVANA.