

BUCKS COUNTY AREA SERVICE PR GUIDELINES

I - Purpose of the committee

1) This section defines our purpose. Our purpose is based on NA's 5th tradition, "Each group has but one primary purpose: to carry the message to the addict who still suffers," and the 12th step, "we tried to carry the message to the addict who still suffers". Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery: "that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live." The Bucks County Area Public Relations Committee is the working body for our combined group service efforts, and it is directly accountable BCASC and the groups it represents in its actions, "The final responsibility and authority for NA Services rests with the NA Groups." (2nd Concept)

2) The PRC shall perform all functions historically performed by the Hospitals and Institutions and Public Information committees. It will utilize local, regional, and world approved service handbooks and materials that are written for those committees.

3) The PRC shall comply in all its actions with the following documents in order of priority as listed below:

1. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
2. The current guidelines of the ASC
3. The current guidelines of this PRC
4. A Guide to Local Services in NA, and NAWS approved service handbooks (Includes Public Relations Handbook, H&I Handbook, and Outreach Resource Information.)

II - Function of Subcommittee

- 1) Conducts PR business meetings, which also serve as a forum to pool collective PR experience "I can't, but we can."
- 2) Conducts Learning Days and Workshops to further increase PR experience and awareness for both new and existing members.
- 3) Act as a communication link between the Bucks County Area PR commitments, Bucks County Area groups, BCASC and The Regional PR Subcommittee.
- 4) Serve as a Distribution point of PR literature for the PR members.
- 5) Prepare PR policies and guidelines for both the PR Subcommittee and BCASC to approve.
- 6) Vote in and select members who are to conduct H&I meetings.
- 7) Select members to distribute literature to local facilities
- 8) Select members to distribute literature to events
- 9) Select members to represent NA at presentations to general public.

III-Structure of Subcommittee

- 1) A service board of officers shall consist of the Chairperson, Co-Chairperson, Secretary, PI Coordinator, Panel Coordinator and Literature Coordinator.
- 2) Officers are elected for a term of (1) year and are permitted to serve a second consecutive term if elected. The Chairperson is voted in at Area Service by the GSRs during BCASC annual elections (Usually in July). Typically, the Subcommittee votes on a candidate for Chair beforehand and is presented at BCASC as its choice for Chair. Annual elections for the Co-Chair, Secretary and Panel Coordinator are held at the first Subcommittee meeting after BCASC holds its annual elections.
- 3) Any committee officer other than the Chair may be removed from their position by a majority vote of the PR Subcommittee. In the event that the Chair is derelict in his or her responsibilities, the Co-Chair may motion to have the Subcommittee vote on removing the Chair. If the Subcommittee votes in the majority to remove, the Co-Chair then goes before BCASC for their deciding vote.

IV-Qualifications & Responsibilities of Officers and Members

All positions are 1-year commitments but are eligible to be voted into a 2nd term. With the exception of Panel leaders whose commitments last a minimum of three months.

- a) Chairperson- Requires 2 years clean time and at least 6 months of Bucks County Area PR experience. *Responsibilities include:*
 - (1) Attend and submit written reports to monthly BCASC and monthly Regional PR Subcommittee.
 - (2) Attend and run Bucks County Area PR subcommittee meetings ensuring that the order of business is followed.
 - (3) Assures that our Traditions are upheld in all matters.
 - (4) Contact all facilities interested in H&I meetings either by phone, correspondence or in person. All correspondence should include a Bucks County Area PR letterhead with NA logo and list the PR officers with their phone numbers. The chair must always take a PR officer or very experienced PR member with them to in-person meetings with the facilities.
 - (5) May have other responsibilities as stated in the BCASC Policy and depending on the need and available willingness of the subcommittee.
- b) Co-Chairperson- Requires 1 year clean-time and 6 months Bucks County Area PR experience. Also requires willingness to step into the Chair position when that term is up. *Responsibilities include:*
 - (1) Attend Subcommittee meetings and assist Chair in running the meeting.
 - (2) Take Roll call and accept members' verbal reports on their commitments during Subcommittee meeting.
 - (3) Coordinate PR workshops and annual Learning Day.
 - (4) Assume the responsibilities of the Chairperson in the event of his/her absence. This includes attending and submitting written reports at monthly BCASC and Regional PR Subcommittee meetings (Co-Chair is

- encouraged to attend both of these meetings anyway).
- (5) Work with Secretary in creating PR related flyers.
 - (6) May have other responsibilities as stated in the BCASC Policy and depending on the need and available willingness of the Subcommittee.
- c) Panel Coordinator- Requires 1 year clean-time and 6 months Bucks County Area PR experience. *Responsibilities include:*
- (1) Acts as liaison between the PR subcommittee and the given facility.
 - (2) Is responsible to oversee that the commitments in the area are filled regularly.
- d) Secretary- Requires 6 months clean-time and reasonable writing skills. *Responsibilities include:*
- (1) Attend Subcommittee meetings.
 - (2) Keep an accurate set of minutes at all meetings and read them at each Subcommittee meeting.
 - (3) Keeps an updated listing of current commitment information including the facility, address, contact person, phone number, meeting date and time and PR volunteer(s) and phone numbers. This listing should also show volunteer(s) attendance record at Subcommittee meetings.
 - (4) Keep a record of all past and current PR members, their phone number and approximate clean date.
 - (5) Assist Co-Chair in creating and copying flyers.
 - (6) Upkeep and distribute to PR members various helpful H&I documentation such as: Do's & Don'ts, Meeting Format, List of Suitable Topic Discussions. Personal Commitments and other aides.
 - (7) May have additional responsibilities depending on the need and available willingness of the PR Subcommittee.
- e) Panel Leader- Requires 6 month clean time. *Responsibilities include:*
- (1) Chair the H&I meeting at the agreed time intervals.
 - (2) Selecting an H&I Speaker and follow H&I Speaker guideline below. Can also choose Topic discussion in advance.
 - (3) Uphold the facilities rules/regulations, the 12 Traditions of Narcotics Anonymous, BCANA Policy and PR Policy.
 - (4) Attend H&I Subcommittee meetings and give verbal updates regarding the commitment.
- f) PI Coordinator (2) years clean time, working knowledge of PI guidelines *Responsibilities include:*
- (1) Prepare a presentation format and procedures to bring presentations into facilities.
 - (2) Train subcommittee members with at least six month clean time to conduct presentations.
 - (3) Contact facilities (school guidance counselors, board secretaries, etc) informing them about the availability of NA Presentations. Respond to all requests within 48 hours.

- g) Literature Coordinator (1 year clean time). *Responsibilities include:*
 - (1) Maintain an inventory of literature for the subcommittee.
 - (2) Supply literature to Panel Leaders, PI Coordinator, Facility Literature Distribution Representatives and other PR Officers, as needed.
 - (3) Order and pickup literature at the BCASC and inform the PR Chair of the order total to be included with the monthly report.
- h) Facility literature distributor (90 days clean time). *Responsibilities include:*
 - (1) Visit facilities that are not serviced by H&I panel members to check and replenish literature displays.
 - (2) Request needed literature from Literature Coordinator.

V- Learning Days and Workshops

Learning Days_The purpose of a PR Learning Day is to educate the members of the fellowship about Hospitals and Institutions, and Public Information work. Learning days are one way to prepare the NA member to carry the message to addicts who do not have full access to regular NA meetings. We have learning days so that we may benefit from the collective experience of other NA members.

Specifics on Learning Days:

This is an annual Bucks County Area PR event that typically runs for 5 to 6 hours. The Co-Chair is responsible for organizing the event and should utilize as much help from the Subcommittee as possible that may or may not be in the form of an Ad-hoc committee. The Co-Chair should keep the Chair fully informed on all matters and they should both agree on key issues.

Topics for the Speakers will be pre-selected PR topics and the Speakers will carry a clear PR message. Speakers outside of the Area should be included to enhance a universal PR message.

The event may include free food. Typically the Area will fund this event at our request, which should not exceed \$200.00.

Workshops - The format of a workshop is different from that of a Learning Day. Actual workshops, as the term implies, are those events during which specific topics or projects are worked on. Workshops are often held after issues arise at a Subcommittee meeting, which require an expanded format to be resolved. Good Workshop topics are generally subjects that the PR Subcommittee may be showing weakness in.

Specifics on Workshops :

Should be an annual Bucks County Area PR event, typically 1 to 2 hours. Workshops can be worked into regular PR subcommittee meetings for maximum attendance. Co-Chair is responsible for organizing this event with the help of other Subcommittee members but always with the approval of the Chair.

Budget for workshops should be held to a minimum.

Speakers, if any, should share on pre-selected topics and should carry a clear PR message.

VI - General Information

- 1) Attendance Policy - All PR members are required to attend two (2) Subcommittee meetings before holding or sitting in on a commitment. Any member that misses two (2) consecutive Subcommittee meetings is subject to lose his or her commitment, depending on the available willingness to immediately fill that commitment. It is suggested that members contact the Chair or Co-Chair in advance to explain any extenuating circumstances for missing Subcommittee meetings. Committee members are also expected to attend all workshops and/or learning days.
- 2) Loss of Clean Time- In the event that any member loses his/her clean time, that member must surrender his/her commitment immediately. The Chair, Co-Chair, or panel coordinator should be notified immediately to find an adequate replacement. Members in question may attend Subcommittee meetings but would need to be voted in again when he/she meets the requirements.
- 3) Voting - Members wishing to become Panel Leaders or Panel members must be voted in by the Subcommittee. All PR officers, Panel Leaders and Panel members have voting privileges. Chair votes only in the event of a tie. Committee members on their 2nd consecutive Subcommittee meeting are eligible to vote.
- 4) Gender Specific Facilities- In facilities that require PR members to be gender specific, only PR members of that gender may bring in the meeting as outlined in WSO H&I Bulletin "Men with Men and Women with women". This applies to Panel Leaders, Panel Members, and Speakers.

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