

# **Southwest Iowa Area Public Information Sub-Committee Guidelines**

## **I. Purpose**

The purpose of the Public Information Sub-Committee is to inform the public that NA exists. As well as to inform the public that Narcotics Anonymous offers recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, these guidelines, and the Narcotics Anonymous Public Relations Handbook.

## **II. Functions/Responsibilities**

To open and maintain lines of communication:

- Between NA and the public.
- Between the SWINA ASC and the Iowa Regional Public Information Committee.
- Between NA groups within the SWINA Area
- To respond to all requests for information in a timely and effective manner
- To be sure that those requests are handled at the appropriate level of service
- Educate the Area members about how to do PI presentations.
- To work with ENNA's PI subcommittee in order to update, print and supply the SWINA Area with current meeting lists when there are at least 3 changes to the meeting lists or every 3 months
- To report current activities of the PI sub-committee to the ASC and to the IRSC PR subcommittee.

## **III. Meetings**

PI sub-committee meetings will meet the second Sunday of each month beginning at 1:30 p.m. prior to the monthly ASC meeting. The chairperson of the PI sub-committee can call other meetings as needed.

## **IV. Trusted Servants and their Duties**

**A. Chairperson-**The Chairperson is elected by the ASC in accordance with their guidelines. The Chairperson's duties include:

- To prepare agenda for and preside over sub-committee meetings
- To be the coordinator of the functions and responsibilities of the PI Sub-Committee
- To initiate and maintain contact with other PI sub-committees in the Iowa Region,
- To maintain the sub-committees files and records
- To attend the meetings of the Iowa Regional PR Sub-Committee
- To verify all bills can be attributed to this committee with the Area Treasurer
- To have PI Presentation workshops throughout the Area for any interested NA members or entities.
- To make a written and oral report at the monthly ASC meeting regarding PI efforts
- To prepare for possible professional and/or media contacts and initiate contact as needed.
- To be the point of contact or designate a point of contact for updating and ordering of

meeting lists.

- To attend the entire ASC meeting in case anyone has a PI related question.
- \$75.00 PI budget and \$75.00 H&I budget must be used wisely in their efforts

**B. Chairperson Requirements:**

- Suggested two years clean time.
- Previous service at group and area levels
- Ability to delegate, organize and give the committee direction and incentive
- Willingness to give the time and resources necessary to do the job
- A working knowledge of the Twelve Traditions, the Area Guidelines, the Area PI Guidelines, as well as the Narcotics Anonymous Public Relations Handbook.

**C. Vice-Chairperson Requirements:**

- The Vice-Chairperson is elected by a majority vote within the PI Sub-Committee
- Suggested one-year clean time. Previous experience at the group level
- Ability to assume responsibilities in the Chairperson's absence.
- Carry out responsibilities delegated by the chair and/or the sub-committee as a whole.

**D. Web-Site Coordinator Requirements:**

- The Web-Site Coordinator is elected by a majority vote within the PI Sub-Committee.
- Suggested one-year clean time and knowledge of web-site maintenance.
- Maintains the Area web-site and works in conjunction with Regional webmaster
- Access to, or own a personal computer with Virus protection and a Firewall.
- Makes all updates to the online meeting list for the ASC, the Iowa Region and the NAWS website
- Forwards any e-mails to appropriate trusted servant
- Makes only PI committee or ASC approved changes to the web-site.
- Submits a written and/or verbal report to the PI Chairperson so that any information that needs to be included in the PI area report can be done on a monthly basis.

**E. Phone-Line Liaison Requirements:**

- The Phone-Line Liaison is elected by a majority vote within Area
- Must be trained to carry 800# phone-line and attend the monthly Skype meeting for 800# and subcommittees at Area.
- Must have access to a home computer and the internet
- To report to the SWINA PI Sub-Committee any 800# issues, as well as report to Region any issues that SWINA may have with the 800#.
- To work in coordination with the PI Chairperson to have 800# training workshops throughout the SWINA Area for any interested NA members.
- To contact Phone-Line volunteers if a problem is reported by Region or the SWINA PI Committee
- To contact SWINA 800# volunteers if a problem is reported that may prevent them from remaining an active member of the 800# .

**F. Membership Requirements:**

- Must attend one Public Information Training Day per year in order to remain active on the area Public Information Trusted Servants List.
- Must attend PI Sub-Committee meetings on a regular basis in order to remain active on the PI Sub-Committee Trusted Servants List.

**V. Removal of Trusted Servants:**

- Relapse

- Voluntary Resignation
- Motion to remove by 2/3-majority vote done by a closed ballot
- Chairperson can be removed by ASC but the sub-committee can make a written motion of dismissal to the ASC.
- Removal of Trusted Servants from the Active Public Information Trusted Servants Listing will be done on a case-by-case basis, and must be done so by a majority of vote by the PI Sub-Committee members.

#### **VI. Amending these Guidelines**

- Any motion that would change these guidelines will have to be presented to the PI Sub-Committee in writing at the preceding meeting before the vote is taken. (Example motion in August the vote will be taken in September).
- It will take 2/3 majority of the vote to amend the guidelines.
- Any motion that amends the guidelines will not take effect until the ASC has approved the amendments.

\*\*\*\*\*These Guidelines have been approved by the SWINA ASC March 2013\*\*\*\*\*