



Central Piedmont Area



Of

Narcotics Anonymous

UMBRELLA

**PUBLIC RELATIONS and HOSPITALS &
INSTITUTIONS SUBCOMMITTEE**

POLICY and GUIDELINES

For Guidance of the following Area Services:

- H&I
- Public Information / Relations
- Helpline
- Meeting Lists
- Website

Voted in at CPANA ASC on 9/25/16

PURPOSE for Public Relations as a whole:

To increase awareness and credibility of the NA program by sharing openly with the public at large, with prospective members and with professionals; to create and improve relationships with those outside the fellowship in order to help us further our primary purpose; and to practice the spiritual principles of our steps, traditions and concepts in guiding our efforts to enhance NA's public image and reputation.

UMBRELLA STRUCTURE

"In an umbrella structure, services are provided under one overarching umbrella. This could be a total integration of the functions of all area committees (Hospitals and Institutions, Public Information, Helpline, Activities, and Outreach). Or it may be a combination of two subcommittees that share one pool of resources. If an area uses an umbrella structure, then the service body discusses and decides which services to integrate. An umbrella structure may utilize coordinators (for instance, phonline service coordinators) to assist with providing services, or an area may find that an ad hoc committee or workgroup would help complete prioritized service projects."

PR Handbook PG. 32

FUNCTIONS AND RESPONSIBILITIES

The basic functions of this subcommittee are:

- A. To open and maintain active relationships and sharing of information:**
 - a. Between NA and the public
 - b. Among the area PI / H&I / Helpline / Website / Meeting List Coordinators
 - c. Between the PR/H&I Subcommittee and CPANA and all its other subcommittees and groups
 - d. Between the PR/H&I Subcommittee and all facilities in the Central Piedmont Area who desire contact with or services from Narcotics Anonymous
- B. To operate and maintain whatever media is financially feasible to help carry out the purpose of both the subcommittee and Narcotics Anonymous as a whole**
 - a. The PR/H&I Subcommittee will monitor and handle all information flow to and from such media
 - b. The PR/H&I subcommittee will ensure that any requests for information will be handled in a timely and effective manner and at the appropriate level of service
 - c. All services, media and other forms of communication and updates will be carried out in accordance with these guidelines, the direction of CPANA, and the 12 Traditions and 12 Concepts of service
 - d. Only subcommittee approved materials are to be used when communicating with any media
 - e. These services and media may include, but are not limited to the following: Social-Media, Website, Institution-H&I, PSA's TV, Radio, Newspaper and other
- C. To conduct monthly regularly scheduled business meetings**
- D. To conduct meetings in locations and facilities where addicts are unable to leave to attend meetings under Hospitals and Institutions.**

MEETINGS AND MEMBERSHIP

- A.** The PR/H&I Sub Committee's regularly scheduled meeting time and location is specified on the regularly printed meeting lists. Members of the area PR/H&I subcommittee will be defined according to one or more of the following:
 - 1. Officers of the PR/H&I Subcommittee
 - 2. Voting Members
- B.** Voting members are members who meet the following requirements:
 - 1. Having attended two consecutive regularly scheduled PR/H&I Subcommittee meetings except for the first official meeting of the PR/H&I Subcommittee where all in attendance are voting members
 - 2. If a voting member misses 2 consecutive regularly scheduled PR/H&I Subcommittee meetings, he or she then loses their status as a voting member and must meet the above requirements to regain that status.
- C.** Special meetings may be held outside of the time listed above to handle circumstances that may arise. The attendance of these meetings is mandatory only for officers of the subcommittee. Voting privileges and membership within PR/H&I is not affected by special meetings.

ELECTIONS

The PR/H&I Subcommittee shall have officers who are trusted servants elected by a majority vote of the subcommittee (except for the Chairperson who is elected by CPANA) designated to carry out specific tasks. Such positions carry with them requirements and suggestions.

POSITIONS and RESPONSIBILITIES

- A. Chair**
 - a. A minimum of 2 years uninterrupted clean time, non-waivable
 - b. A basic understanding of Public Relations, H&I and especially the 12 Traditions
 - c. Suggested involvement with or in CPANA for at least one year, Maximum 2 years
 - d. Will follow the PR Handbook.
 - e. To prepare the monthly committee agenda of items for the committee to discuss and handle
 - f. To facilitate the subcommittee meetings
 - g. To carry out the policies and direction of the subcommittee and CPANA
 - h. To carry out the duties of, or to appoint members to carry out the duties of any officer position either not present or not filled
 - i. To appoint Ad-Hoc subcommittees when necessary
 - j. To represent the PR/H&I subcommittee at CPANA meetings
 - k. To handle or appoint a member to handle the printing of CPANA meeting lists
- B. Vice Chair**
 - a. A minimum of 2 years uninterrupted clean time
 - b. A basic understanding of the 12 Traditions and a desire to understand Public Relations
 - c. Will follow the PR Handbook.
 - d. To carry out the duties of the Chair in his or her absence
 - e. To work with and assist the Chair in his or her duties
- C. Secretary**

- a. A minimum of 90 days uninterrupted clean time
- b. Access to the ability to print typed reports and minutes for each PR/H&I meeting
- c. Will follow the PR Handbook.
- d. To keep complete records in the form of minutes of all PR/H&I subcommittee meetings including regularly scheduled, special and Ad-Hoc meetings
- e. To make available typed minutes at all regularly scheduled PR/H&I subcommittee meetings
- f. To keep a continuing roster of monthly attendance
- g. To keep and maintain a current list of officers and members along with contact information (as available)
- h. To facilitate the subcommittee meeting in the absence of the Vice-Chair and the Chair

D. Meeting List Coordinator

- a. A minimum of 1 year uninterrupted clean time
- b. To maintain, distribute, and update meeting lists on a regularly scheduled basis
 - i. A set number of meeting lists shall be printed and distributed in the months of January, April, July and October
 - ii. In keeping with the financial responsibility outlined in the concepts, the meeting lists shall be printed at the most cost effective location given current information and determined by the CPANA PR/H&I Subcommittee
- c. To serve as the contact for all groups to keep their meetings up to date for time, format and location information
 - i. For a home group to update information on the meeting lists, a representative from that group will need to fill out the appropriate form and turn it into an officer of the PR subcommittee – this includes and is not limited to changes to meeting time, location, or even the establishment of a new group
 - ii. No meetings will be added to the lists without the group attending 2 consecutive CPANA Area Service Committee meetings with an active GSR
- d. To serve as contact and liaison with the company or members printing the meeting list in regards to status, issue(s) and billing

E. Helpline Coordinator

- a. A minimum of 1 year uninterrupted clean time
- b. A basic understanding of Public Relations and especially the 12 Traditions
- c. Access to or ownership of a phone
- d. Will follow the PR Handbook.
- e. To keep and maintain an updated list of all current phone line volunteers
- f. To keep and maintain contact with all current phone line volunteers on a bimonthly basis
- g. To maintain contact and communication with the company or members providing the phone line service in regards to status, issue(s) and billing
- h. To provide and maintain orientation of phone line volunteers
- i. To facilitate the PR/H&I subcommittee in the absence of all other able officers
- j. To update the community service list of phone numbers annually
- k. **HELPLINE POLICY:** When financially feasible and resources are available, the CPANA shall have and maintain a working helpline with active volunteers to answer the call

from the still suffering addict. Volunteers for the helpline need to meet the following requirements:

- i. At least one year uninterrupted clean time
- ii. Working knowledge of the 12 Steps and 12 Traditions of NA
- iii. Orientation by the PR/H&I subcommittee for public speaking
- iv. A willingness to serve

F. Website Coordinator

- a. A minimum of 1 year uninterrupted clean time
- b. A Basic understanding of Public Relations and especially the 12 Traditions
- c. Access to or ownership of a personal computer with access to the Internet
- d. Will follow the PR Handbook.
- e. To handle the basic maintenance of the CPANA web page
- f. To make appropriate changes and updates as directed by CPANA
- g. To keep na.org up to date on CPANA meetings and events based on information made available by officers, members, groups, and other subcommittees
- h. To maintain and upload current meeting schedules and relevant events to the CPANA web page
- i. To forward all email to the appropriate trusted servant(s)
- j. To ensure that all content on the website is in accordance with the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous
- k. To keep a log of changes of content and provide a monthly report to the subcommittee regarding the status, updates and questions generated by the website
- l. **WEBSITE POLICY:** When financially feasible and resources are available, the CPANA shall have and maintain a website. All work done to or material on the website must be in accordance with these guidelines and especially the 12 Traditions of Narcotics Anonymous
 1. No work shall be done on the website that is not approved by CPANA
 2. To ensure that materials remain available in the event of server or personnel problems, the Website Coordinator shall give the PR/H&I Chairperson a disc or flash drive containing all email messages received and a copy of all the current files on the CPANA website (HTML, GIF, etc.)
 3. The CPANA website will include
 - a) Information regarding the Narcotics Anonymous Fellowship as a whole
 - b) Information specific to the Central Piedmont Area of Narcotics Anonymous
 - c) Information, fliers, and contact information for Narcotics Anonymous events
 - d) Links to other areas and regions of NA as well as to the WSO of NA
 - e) Links to the email addresses for contacting CPANA
 - f) Links for Newcomers, Professionals and family members interested
 - g) Any NA related or recovery related material approved by the CPANA PR Subcommittee
 - h) A disclaimer will be on the opening / home page of the website as per the following: This site was established and is maintained by the Central Piedmont Area PR/H&I subcommittee. This subcommittee reports directly to the Central Piedmont Area Service Committee. The purpose of this web-site is

to provide online information concerning our area meetings, functions, other applicable information, and links to other sites. All contents on this web-site are approved by the Central Piedmont Area PR/H&I subcommittee and concerns related to this web-site may be directed to this committee via email, or US mail. This web-site is not endorsed by any Narcotics Anonymous entity other than the Central Piedmont Area of Narcotics Anonymous. Our intention in posting this information on the World Wide Web is to help fulfill our Primary Purpose to carry the message to the Addict who still suffers. The Central Piedmont Area does not directly or indirectly endorse any of the facilities that individual meetings are held at. Inclusion of this information is for the purpose of meeting location only. The Central Piedmont Area also does not endorse any web-site linked to this site nor is it responsible for the contents of any subsequent links from those pages.

G. Hospital And Institutions Coordinator

- a. A minimum of 2 year uninterrupted clean time
- b. A basic understanding of Public Relations and especially the 12 Traditions
- c. Access to or ownership of a phone
- d. Will follow the H&I Handbook.
- e. To maintain an updated list of all current Panel Leaders and Panel Speakers
- f. To keep and maintain contact with all current Panel Leaders on a monthly basis
- g. To provide and maintain orientation of Panel Leaders and Panel Speakers (as needed)
- h. To work closely with Panel Leaders to ensure that facilities have literature (as needed)
- i. To work within the PR/H&I subcommittee to ensure that literature for the Panel Leaders is available (as needed)

H. H&I Facilities Liaison

- a. A minimum of 1 year uninterrupted clean time
- b. A basic understanding of Public Relations and especially the 12 Traditions
- c. Access to or ownership of a phone
- d. Reliable means of transportation
- e. Will follow do's and don'ts of H&I Handbook, CPANA Orientation packet and Facility Rules
- f. To maintain an updated list of all current Panel Leaders and Panel Speakers
- g. To keep and maintain contact with all current Panel Leaders on a monthly basis
- h. To provide and maintain orientation of Panel Leaders and Panel Speakers (as needed)
- i. To work closely with Panel Leaders to ensure that facilities have literature (as needed)
- j. To work within the PR/H&I subcommittee to ensure that literature for the Panel Leaders is available (as needed)

I. Panel Leader

- a. A minimum of 1 year uninterrupted clean time
- b. A basic understanding of Public Relations and especially the 12 Traditions
- c. Access to or ownership of a phone
- d. Reliable means of transportation
- e. Will follow do's and don'ts of H&I Handbook, CPANA Orientation packet and Facility Rules

- f. To be oriented by the PR/H&I Subcommittee or Panel Coordinator for conducting meetings and/or presentations within a facility
- g. To carry the NA message of recovery into facility(s) as directed by the PR/H&I Subcommittee
- h. To submit a monthly report to the PR/H&I Subcommittee concerning any presentations or meetings conducted over the past month including speakers and attendees for each
- i. To be familiar with the rules and requirements of his or her designated facility
- j. To ensure that Panel Speakers taken into the facility are familiar with and oriented with both the rules and requirements of the facility and the PR/H&I Subcommittee Guidelines
- k. To work with the Panel Coordinator to arrange speakers, literature and orientations as needed

J. Panel Speaker (NOT AN ELECTED POSITION)

- a. To have no less than 1 year continuous clean time
- b. To meet all the clean time and legal requirements of the facility, where he or she is speaking
- c. To be oriented by a Panel Leader or Coordinator prior to speaking at any facility

REMOVAL OR RESIGNATION OF OFFICERS

A simple majority vote by the PR/H&I Subcommittee is required for removal of an officer when an officer is found to be in non-compliance of his or her position. The chairperson may only be removed at CPANA per CPANA directions and guidelines.

A. An officer of the PR/H&I subcommittee may only be removed for non-compliance. Non-Compliance includes but is not limited to the following:

- 1. Non-Compliance or non-fulfillment of duties of the position
- 2. Loss of abstinence
- 3. Absence from two regularly scheduled meetings of the PR Subcommittee without prior notice given to the PR/H&I Chairperson or to the PR/H&I Vice-Chairperson
- 4. Misappropriation of NA Funds (as defined in CPANA guidelines)

B. An officer of this subcommittee may resign by providing written or verbal notice to the PR Subcommittee, the PR/H&I Chairperson or the PR/H&I Vice-Chairperson at least four weeks prior to the next regularly scheduled meeting

FINANCIAL

The PR/H&I Subcommittee shall request capital as needed from the CPANA in order to responsibly carry out the purpose of the PR/H&I Subcommittee and the primary purpose of Narcotics Anonymous.

No part of the net earnings or assets of the PR/H&I Subcommittee shall benefit any individual or member of this committee

REQUIREMENTS AND DUTIES OF PUBLIC SPEAKING

Members who are to be involved in serving as public speakers (including Panel Speakers) for the PR/H&I Subcommittee must meet the following requirements:

- A. At least 1 year uninterrupted clean time
- B. An understanding of the 12 Steps, 12 Traditions, and 12 Concepts of NA
- C. Orientation by the PR/H&I Subcommittee for public speaking
- D. Must follow an outline approved by the PR/H&I Subcommittee

AGENDA/MEETING FORMAT for monthly subcommittee meetings

- A. A moment of silence followed by the WE version of the Serenity Prayer
- B. Reading Service Prayer, 12 Traditions and 12 Concepts of Service
- C. Reading of the PR/H&I Purpose as defined at the beginning of these guidelines
- D. Review the minutes of the last meeting Opposition/Approval
- E. Nominations for officers (when applicable)
- F. Old Business
- G. Coordinator
- H. H&I Coordinator
- I. H&I Facilities Liaison
- J. Helpline Coordinator
- K. Website Coordinator
- L. Meeting List coordinator
- M. Secretary
- N. Any other committee coordinators that have been put in place for special projects
- O. Any needed orientations
- P. New Business
- Q. Housekeeping
- R. Close with a moment of silence to remember our 5th Tradition and why we are here in service, Follow with 3rd step Prayer, Gratitude Prayer or Unity Prayer (We) Serenity)

AMENDMENTS

Amendments to these guidelines can be made as situations arise at our regularly scheduled meetings and submitted to the Policy and Procedure Subcommittee for revision and recommended changes. For final approval, they are then submitted to the ASC.