



GUIDELINES OF THE WYOMING WESTERN AREA PUBLIC RELATIONS COMMITTEE OF NARCOTICS ANONYMOUS

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In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12th Concept for NA Service)

PURPOSE OF THE PUBLIC RELATIONS SERVICE COMMITTEE

This section defines our purpose—the reason we exist. 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 Wyoming Western Area Public Relation’s Committee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions, “The final responsibility and authority for NA Services rests with the NA Groups.” (2nd Concept)

1.1 Our public relations committee’s purpose is to effectively communicate and demonstrate Narcotics Anonymous ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.

1.2 The name of this committee shall be the Wyoming Western Area Public Relations Committee of Narcotics Anonymous, hereafter referred to as the PRC.

1.3 The PRC is a standing sub-committee of the Wyoming Western Area Service Committee.

1.4 The PRC shall perform all functions historically performed by the Hospitals and Institutions Committee and Public Information Committee. It will utilize local, region, NAWS approved service handbooks and materials that are written for those committees.

1.5 The PRC shall consider in all its actions the following documents listed below:

1. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
2. The current guidelines of the Area Service Committee
3. The current guidelines of the PRC
4. A Guide to Local Services in NA, and NAWS approved service handbooks
5. Public Relations Handbook

PUBLIC RELATIONS COMMITTEE MEETINGS & MEMBERSHIP

The PRC meeting is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA's reputation as a viable program of recovery in our community. It is also an opportunity for any committee member to receive information on public relations related issues they would like guidance on, and for our committee members to report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. The PRC establishes a time and place to meet that accommodates the needs of the groups and current or prospective committee members.

2.1 Business meetings shall be held every other month at 10:30 a.m., prior to our ASC business meeting. No business meeting shall last for more than one and one half hours, except when a decision to extend this time limit is made by the members present.

2.2 Any Narcotics Anonymous member or interested person may attend the PRC meeting.

2.3 Our committee is made up of GSR's, H&I subcommittee chairs, PI subcommittee chairs and elected officers. Any Narcotics Anonymous member will become a committee member by attending at least one PR orientation (normally held a half hour prior to every PRC meeting) in the previous two years and informing the Recording Secretary they desire to be a committee member.

DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the PRC. The reason all committee members are allowed to vote is the 7th concept, which states, "All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes."

3.1 All PRC motions and decisions except elections will first be considered using consensus-based decision-making. For the PRC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the PRC. If at the end of discussion the PRC has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters were the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.

3.2 Any member, except for the Chair, is eligible to vote at business meetings.

3.3 Any member can make or second a motion.

3.4 Any member may propose an amendment to these guidelines, however all PRC guideline changes must be approved by the Area Service Committee.

3.5 All committee members have one vote regardless of number of positions held.

ELECTIONS

In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We trust that our committee's group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.

4.1 Elections of all Officers and Resource Coordinators other than Chairperson and Panel Coordinators shall be held annually in June. The Chairperson is elected by the ASC however the committee is encouraged to submit a recommendation for Chairperson to the ASC for their consideration.

4.2 Elections of all Panel Coordinators shall be held annually in June.

4.3 All terms of service are two years. In the event a member cannot complete his or her term of service, the Chairperson shall appoint someone to fill the vacancy until the next regularly scheduled election. Terms begin at the end of the meeting where the election was held.

4.4 The officers of the PRC are the Chairperson, Vice-Chairperson and Recording Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.5 The Resource Coordinators for the PRC are Hospital and Institutions Coordinator, Public Information Coordinator, Literature Coordinator and Panel Coordinators. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.6 No member of the committee can serve in more than one elected officer position simultaneously.

4.7 Any member or officer of the committee can serve as any Resource Coordinator or panel leader regardless of other positions held.

4.8 During elections of PRC trusted servants the nominees shall qualify themselves, answer questions brought by other members and are allowed to participate in written ballot vote.

4.9 All committee members have one vote in elections for any position regardless of number of positions a committee member holds.

4.10 Elections with only one candidate will be decided by a simple majority. Elections between two candidates will be decided by a majority vote. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

4.11 A PRC trusted servant may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the PRC Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:

- a. Loss of abstinence from drugs
- b. Failing to perform the duties of the position
- c. Two consecutively missed PRC meetings without written or personal participation will be considered automatic resignation

PUBLIC RELATIONS PLAN

In order to insure the best use of our limited resources, it is essential to use good planning in our public relations efforts. All proposed projects will be submitted to the committee using the public relations plan submission form contained in these guidelines. Using this form allows the committee to thoroughly analyze and prioritize each proposed project. The plan submission form helps insure all our communications and interactions are professional, consistent and mutually beneficial.

5.1 All proposed PRC action plans will be submitted on the plan submission form included in these guidelines.

5.2 Each plan will be reviewed and either approved, approved when resources are available, referred to ASC with a recommendation to approve, or rejected by the PRC committee. In the event the plan potentially significantly affects the groups and/or area as a whole, the plan will be referred to the ASC with recommendation for approval.

5.3 All plan submission forms will be kept by the recording secretary. A copy will also be kept by the chairperson.

SPECIAL RULES

From time to time the PRC will make special rules to assist in carrying out its projects. Those that are permanent are recorded in this section of the guidelines.

6.1 Ex-residents of a correctional/treatment institution or members who may have restrictions on what kind of facilities, schools, or any other kind of professional services they may attend must notify the committee and receive approval from both the committee and outside organization of facility prior to participation in any PRC events which could be affected by their restrictions.

6.2 Only NA conference, fellowship and World Board approved literature will be used in PRC projects, meetings, presentations, etc.

6.3 Public Relations orientation will normally be held thirty minutes prior to the regularly scheduled monthly PR Committee meeting. The orientation will follow the format listed in Appendix B of these guidelines. At any regular PR Committee meeting the committee may choose to schedule a future Public Relations orientation at a place and time convenient for those attending. At least two qualified PR trusted servants (the orientation facilitator (PR Chair or appointee) and one of the following trusted servants: PR Vice-Chair, H&I Coordinator, PI Coordinator) presence is required to hold a PR orientation.

TRUSTED SERVANTS

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a PRC trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). Once we select them, we trust our trusted servants.

7.1 Chairperson

- a. Coordinates all public relations efforts.
- b. Presides at all regular, and special subcommittee meetings.
- c. Represents PRC at the regular meeting of the ASC.
- d. Makes regular reports to ASC on the status of all proposed, current or completed plans and submits yearly budget to ASC service body.
- e. If elected officer or coordinator position is vacant, insures the duties of that position are fulfilled.
- f. Clean time requirement of two years.
- g. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, H&I Handbook and Phonenumber Handbook).
- h. Facilitate PR Committee Orientations.
- i. Previous PRC or other relevant service experience.

7.2 Vice Chairperson

- a. In absence of the chairperson assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- b. Works closely with the chairperson.

- c. Attends the regular meetings of the PRC and ASC.
- d. Works with panel leaders to assure that volunteers are placed as panel members.
- e. In absence of an elected officer or coordinator, assists Chairperson in insuring the duties of that position are fulfilled.
- f. Clean time requirement of eighteen months.
- g. Familiarity with all public relations related NA conference, fellowship and World Board approved handbooks. (Includes Public Relations Handbook, H&I Handbook, and Phonline Handbook).
- h. Can assist with PR Committee Orientations.
- i. Previous PRC or other relevant service experience.

7.3 Secretary

- a. Keeps a complete record in the form of minutes of every PRC meeting.
- b. Maintain records of attendance at PRC meeting.
- c. Sends letters and makes calls to committee members about PRC business.
- d. Prepares written committee correspondence.
- e. Maintains files of all PRC plans, minutes and correspondence, and relinquishes to the incoming secretary when stepping out of the position.
- f. Clean time requirement of 6 months.
- g. Maintains record of name and contact information for committee members and oriented members.

7.4 Hospitals and Institutions Coordinator

- a. Attend all PRC subcommittee meetings as scheduled.
- b. Coordinates all hospital and institution activities, including literature storage and distribution.
- c. Makes monthly written report to the PRC on the status of all completed and ongoing hospital and institution plans, submits yearly budget to PRC.
- d. Clean time requirement of 2 years.
- e. Previous hospital and institution experience.
- f. Can assist with PR Committee Orientations.
- g. Familiarity with all H&I related NA service handbooks.
- h. Adheres to Area H&I service guidelines.

7.5 Public Information Coordinator

- a. Attends all PRC subcommittee meetings as scheduled.
- b. Coordinates all public information activities, including literature storage and distribution.
- c. Makes monthly written report to the PRC on the status of all completed and ongoing public information plans, submits yearly budget to PRC.
- d. Clean time requirement of eighteen months.
- e. Previous public information or other relevant experience.
- f. Can assist with PR Committee Orientations.
- g. Familiarity with all public information related NA service handbooks.
- h. Adheres to PR Handbook.

7.6 Panel Member

- a. Participates in an active role in meeting/presentations in facility served according to NA handbooks and service guidelines.
- b. Informs H&I/PI coordinator as soon as possible when unable to attend meeting.
- c. Adheres to all applicable rules of the facilities and procedures for that meeting.
- d. Go over “Do’s and Don’ts” with H&I/PI coordinator.
- e. Clean time requirement of six months, OR ninety days if attended three previous H&I meetings as an observer.
- f. Adheres to Area H&I guidelines.
- g. Follows Public Relations guide in all duties they are fulfilling.

Appendix A

Wyoming Western Area PR Plan Submission Form

Name of plan: _____

Is this plan one time or recurring? _____ If recurring, how frequent? _____

Describe plan: _____

NA member responsible to communicate with public contact: _____

Public contact name and phone: _____

Did public contact request this plan from NA? _____ If yes, when? _____

Is ongoing contact necessary or recommended? _____ If yes, how frequently and for what purpose? _____

What human resources are needed? (for example how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?) _____

Is NA literature needed? _____ If so, what: _____

_____ Lit. Cost: _____

Are there specific project resources other than literature (such as a meeting room or microphone) needed? If so, what are they and what are the financial costs? _____

Does the public contact or facility have any special rules or conditions for this plan? _____

Does the plan adhere to NA's traditions and concepts? _____

How does this project specifically fulfill NA's primary purpose? _____

Is any special research or planning needed to implement this plan? _____

If so, what? _____

Are there any special considerations of dress or language which will help our message be better received? _____

Should this plan be referred to the Area and/or Groups for their approval? _____

Total approximate cost: _____ **Total approximate hours:** _____

PLAN STATUS: ___ APPROVED ___ APPROVED WHEN RESOURCES ARE AVAILABLE
___ REJECTED ___ REFERRED TO AREA WITH RECOMMENDATION TO APPROVE

RESOURCE COORDINATOR ASSIGNED TO REPORT ON PLAN TO PRC: _____

APPENDIX B

Public Relations Committee Orientation Format

1. Open with serenity prayer.
2. Welcome and Introductions.
3. Read Internal and External Public Relations Statement found in the PR Handbook.
4. Introduce Wyoming Western Area Public Relation Committee and distribute PR Committee Guidelines.
5. Introduce Public Relations Handbook and distribute Chapter 2 'Core Principles & Philosophies' handout.
6. Introduce H&I handbook and distribute 'Sample Panel Member Orientation' handout and current Area H&I guidelines.
7. Distribute Public Information FAQ (frequently asked questions) handout.
8. Distribute current PR Committee Contact sheet.
9. Distribute current Area Schedule
10. Questions and Answers
11. Close with 3rd step prayer.