

FLASCNA Public Relations Subcommittee

GUIDELINES

Revised 1/2019

ARTICLE 1

PURPOSE

The purpose of the Finger Lakes Area Service Committee of Narcotics Anonymous Public Relations (hereafter known as FLASCNA PR) Subcommittee is to inform the public that NA exists and that it offers recovery from addiction. A PR Subcommittee offers information about how and where to find NA and takes NA into facilities and locations where NA either does not exist or where addicts are unable to leave to attend meetings. All FLASCNA PR activities will be carried out in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service of Narcotics Anonymous.

ARTICLE 2

FUNCTIONS AND RESPONSIBILITIES

The basic functions of this subcommittee are:

A. To open and maintain active relationships within our services:

1. Between the area, regional, zonal and world PI / PR / H&I Subcommittees and Coordinators
2. Between the PR Subcommittee and FLASCNA including all other subcommittees and groups contained therein
3. Between the area and the groups within the area

B. To maintain, distribute, and update meeting lists on a regularly scheduled basis

1. 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 FLASCNA PR Subcommittee
2. 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
3. No meetings will be added to the lists without the group being in continuous existence for no less than three months

C. 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

1. The PR Subcommittee will monitor and handle all information flow to and from such media
2. The PR subcommittee will ensure that any requests for information will be handled in a timely and effective manner and at the appropriate level of service
3. All services, media and other forms of communication will be carried out in accordance with these guidelines, the direction of FLASCNA, and the 12 Traditions and 12 Concepts of service
4. These services and media may include, but are not limited to the following:
 - i. Phone Line / Hot Line
 - ii. Web Page
 - iii. Poster Drives
 - iv. Newspaper Ads
 - v. Radio / TV PSA's
 - vi. Social Media

D. To act as liaison between FLASCNA and public communities, organizations and professionals.

1. To look for opportunities to present to communities, organizations and professionals
2. To act as the liaison with any facilities or organizations that FLASCNA H&I carry panels into
3. To act as the liaison on behalf of any group, event or subcommittee with the public as needed or requested to ensure good relations and/or prevent damage to our public image

E. To conduct monthly regularly scheduled business meetings

- A. The PR Subcommittee's regularly scheduled meeting time and location is specified on the regularly printed meeting lists. Members of the area PR subcommittee will be defined according to one or more of the following:**
1. Officers of the PR Subcommittee
 2. Voting members
- B. Voting members are members who meet the following requirements**
1. Members that have been present at 2 of the last 4 PR Subcommittee meetings
 2. The only exception to that is at the first PR Subcommittee meeting of the year – at which all members present are considered voting members
- 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 is not affected by special meetings.**
- D. Members of the PR Subcommittee may be assisted by other non-PR NA members in their tasks and duties**
1. Members can be assisted in their tasks by non-PR NA members with permission of the PR Subcommittee
 2. The PR member being assisted will be the single point of accountability for any assigned task or duty regardless of assistance by non-PR NA members

The PR Subcommittee shall have officers who are trusted servants elected by a majority vote of the subcommittee (except for the Facilitator who is elected by FLASCNA) designated to carry out specific tasks. Such positions carry with them requirements and suggestions. These officer positions and their requirements are as follows:

- A. Facilitator**
1. A minimum of 3 years uninterrupted clean time, non-waivable
 2. A basic understanding of Public Relations and especially the 12 Traditions
 3. Suggested involvement with or in FLASCNA for at least one year
- B. Co-Facilitator**
1. A minimum of 2 years uninterrupted clean time
 2. A basic understanding of the 12 Traditions and a desire to understand Public Relations
- C. Note Taker**
1. A minimum of 6 months uninterrupted clean time
 2. Access to the ability to print typed reports and minutes for each PR meeting
- D. Phone Line Coordinator**
1. A minimum of 1 year uninterrupted clean time
 2. A basic understanding of Public Relations and especially the 12 Traditions
 3. Access to or ownership of a phone
- E. Web Site Coordinator**
1. A minimum of 1 year uninterrupted clean time
 2. A basic understanding of Public Relations and especially the 12 Traditions
 3. Access to or ownership of a personal computer with access to the Internet
- F. Media Coordinator (Radio / TV / Newspaper / Etc)**
1. A minimum of 2 years uninterrupted clean time
 2. A basic understanding of Public Relations and especially the 12 Traditions
 3. Access or ownership of both a personal computer and a phone

Officers of the PR Subcommittee are elected to carry out the specific duties listed below**A. Facilitator**

1. To prepare the monthly committee agenda of items for the committee to discuss and handle
2. To facilitate the subcommittee meetings
3. To carry out the policies and direction of the subcommittee and FLASCNA
4. 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
5. To appoint Ad-Hoc subcommittees when necessary
6. To represent the PR Subcommittee at FLASCNA meetings
7. To represent FLASCNA PR to the PR committees and coordinators of NNYRSCNA, NEZF, and NAWS
8. To be present at all FLASCNA area audits
9. To handle or appoint a member to handle the printing of FLASCNA meeting lists

B. Co Facilitator

1. To carry out the duties of the Chairperson in his or her absence
2. To be present at all FLASCNA area audits
3. To work with and assist all PR committee members as needed

C. Note Taker

1. To keep complete records in the form of minutes of all PR Subcommittee meetings
2. To make available typed minutes at all regularly scheduled PR Subcommittee meetings
3. To keep a continuing roster of monthly attendance
4. To keep and maintain a current list of officers and members along with contact information
5. To keep and maintain a current record of contact information of all outside individuals and organizations that FLASCNA PR deems useful
6. To keep and maintain a log of all contact the FLASCNA PR committee has attempted
7. To keep and maintain a current record of any active public relations commitments such as, but not limited to :
 - I. Current poster hangings and other public postings
 - II. Current active regular communications with facilities, individuals, or organizations
 - III. Current active literature stocking commitments with facilities
8. To keep and maintain a copy of all PR Coordinator records and lists (contacts, volunteers, commitments)

D. Phone Line Coordinator

1. To keep and maintain an updated list of all current phone line volunteers
2. To keep and maintain contact with all current phone line volunteers on a bimonthly basis
3. To maintain contact and communication with the company or members providing the phone line service regarding status, issue(s), and billing
4. To provide and maintain orientation of phone line volunteers
5. To update the community service list of phone numbers annually

E. Web Site Coordinator

1. To handle the basic maintenance of the FLASCNA web page
2. To make appropriate changes and updates as directed by FLASCNA PR
3. To keep na.org up to date on FLASCNA meetings and events
4. To keep the BMLT server that FLASCNA is a member of updated with current meeting information
5. To maintain and upload current meeting schedules and relevant events to the FLASCNA web page
6. To forward all email to the appropriate trusted servant(s)
7. To ensure that all content on the website is in accordance with the Steps, Traditions and Concepts of Narcotics Anonymous
8. 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

F. Media Coordinator

1. A Media Coordinator handles all correspondence and coordination of any and all media not directly defined elsewhere in these guidelines (such as radio, newspaper, etc)
2. To maintain a list of all current media contacts
3. To maintain a list of all media FLASCNA PR is currently active with
4. To maintain regular contact with all media FLASCNA PR is currently active with
5. To seek new media outlets for FLASCNA PR to utilize in getting the message out
6. To use only subcommittee approved materials for use with any media
7. To make appropriate changes and updates as required to keep all contents in accordance with the 12 Traditions of NA

**REMOVAL OR
RESIGNATION OF OFFICERS**

ARTICLE 6

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

- A. An officer of the PR 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 Facilitator or to the PR Co-Facilitator
 4. Misappropriation of NA Funds (as definite in FLASCNA guidelines)
- B. An officer of this subcommittee may resign by providing written or verbal notice to the PR Subcommittee, the PR Facilitator or the PR Co-Facilitator at least four weeks prior to the next regularly scheduled meeting**

ARTICLE 7

WEBSITE

The PR Subcommittee shall have and maintain a website.

- A. A Website Coordinator will carry out and/or direct the actual work on the website**
 1. All work done to or material on the website must be in accordance with these guidelines and especially the 12 Traditions of Narcotics Anonymous
 2. No work shall be done on the website that is not approved by either FLASCNA or FLASCNA PR
 3. To ensure that materials remain available in the event of server or personnel problems, the Website Coordinator shall give the PR Facilitator a disc or flash drive containing all email messages received and a copy of all the current files on the FLASCNA website (HTML, GIF, etc.)
- B. The FLASCNA website will include the following information**
 1. Information regarding the Narcotics Anonymous Fellowship as a whole
 2. Information specific to the Finger Lakes Area of Narcotics Anonymous
 3. Information, fliers, and contact information for Narcotics Anonymous events
 4. Links to other areas, regions, and zones of NA as well as to the WSO of NA
 5. Links to the email addresses for contacting FLASCNA
 6. Any NA related or recovery related material approved by the FLASCNA PR Subcommittee
 7. A disclaimer will be on the opening / home page of the website as defined in these guidelines
- C. Disclaimer for the FLASCNA Home Page**

Welcome to the website of the Finger Lakes Area of Narcotics Anonymous. The purpose of this website is to provide online information concerning our area meetings, functions, and other applicable information and links.

 1. *All contents on this website are approved by the Finger Lakes Area PR Subcommittee and any concerns related to this website may be directed to this committee via email or US mail.*

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2. *This website is not endorsed by any other Narcotics Anonymous entity other than the Finger Lakes 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.*
 3. *The Finger Lakes 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.*
 4. *The Finger Lakes area does not directly or indirectly endorse any website linked to this site nor is it responsible for the contents of any of the subsequent links from those sites.*

ARTICLE 8**PHONE LINE**

When financially feasible, the PR Subcommittee shall have and maintain a working phone line with active volunteers to answer the call from the still suffering addict. Volunteers for the phone line need to meet the following requirements:

- A. At least one year uninterrupted clean time
- B. Working knowledge of the 12 Steps and 12 Traditions of NA
- C. Orientation by the Phone Line Coordinator and/or Facilitator in intervals not to exceed 12 months
- D. A working relationship with a sponsor in NA
- E. A willingness to serve

**REQUIREMENTS AND DUTIES
OF PUBLIC SPEAKING****ARTICLE 9**

Members who are to be involved in serving as public speakers for the PR Subcommittee must meet the following requirements

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

ARTICLE 10**MEETING FORMAT**

- A. **A moment of silence followed by the WE version of the Serenity Prayer**
- B. **Reading of the 12 Traditions and 12 Concepts of Service**
- C. **Reading of the PR Purpose as defined at the beginning of these guidelines**
- D. **Review the minutes of the last meeting and approve or approve with corrections**
- E. **Nominations for officers (when applicable)**
- F. **Old Business**
- G. **Officer Reports**
 1. **Phone Line Coordinator**
 2. **Web Site Coordinator**
 3. **Media Coordinator(s)**
 4. **Note Taker**
 5. **Co-Facilitator**
 6. **Facilitator**
- H. **Any needed orientations**
- I. **New Business**
- J. **Housekeeping**
- K. **Close with a moment of silence to remember our 5th Tradition and why we are here in service followed by the WE version of the Serenity Prayer**

AMENDMENTS

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