

River Cities Area Public Relations Service Committee

Guidelines

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



Purpose of the River Cities Area Public Relations Service Committee

- ❖ The existence of a Public Relations policy implies the importance of a Public Relations program in carrying out our fellowship's primary purpose. Public Relations work, done properly, is not a promotion: rather, it seeks to make NA attractive to those who might need us.
- ❖ The primary purpose of our Public Relations effort is to tell the story of Narcotics Anonymous and what our program offers to the still suffering addict. We must take vigorous steps to make our program widely known, the better and broader our Public Relations, the better we will be able to serve.
- ❖ To be of maximum service to the still suffering addict we must energetically seek to carry our message throughout our cities and towns. The truism that an addict alone is in bad company applies to our Public Relations efforts just as well as to our personal recovery.
- ❖ We never do PR work alone because a team always displays NA as a fellowship to the public. Our Public Relations focuses on the NA message, not the PR workers involved. We are that body that says "If you want what we have to offer, this is what we are and how we work".
- ❖ As a Public Relations committee we deliberately and energetically cultivate good Public Relations, not as an incidental result of our normal activity but as a way to better carry our message to addicts. The better known we are by the public, the more likely it is that addicts seeking recovery, their friends, relatives or co-workers will think of us and know where to find us when they decide to seek help.

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Committee Definition

We are an operating work group or service body of the River Cities Area Service Committee of Narcotics Anonymous. We are supported by the River Cities Area and thus are accountable to that committee as well as to all the groups in the area.

Purpose

The Public Relations committee will serve as the primary point of public contact for Narcotics Anonymous within the River Cities area of Tehama and Glenn County, California. In doing so it will maintain media contacts, a database of community contacts, and coordinate projects that result in public awareness of Narcotics Anonymous.

- A. To carry the NA message of recovery in accordance with the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
- B. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- C. To open and maintain lines of communication with the PR Coordinators of the Northern California Regional Service Committees and World Service Office Fellowship Services.

Responsibilities

- A. To be the resource and coordinating body for all River Cities Area Public Relations efforts, assisting with all PR functions upon request.
- B. To respond to any request for PR within the River Cities Area, maintaining caution not to interfere in the responsibilities of other Area subcommittees.
- C. To maintain a close working relationship with the NCRSC PR Coordinators. This is to be accomplished by the Chair and the Vice Chair to attend the monthly NCRSC PR sharing forum.
- D. To maintain a close working relationship with other subcommittees within the River Cities Area, thereby insuring that all requests for information are referred to and carried out by the appropriate subcommittee in accordance with the Twelve Traditions and Concepts of NA.

Function

- A. To hold one or more monthly meetings at a time and place determined by this group.
- B. Public relations services within the River Cities Area, other than those carried out at Regional or World levels, shall be initiated and performed by the Public Relations Committee of River Cities Area.
- C. To inform the public about Narcotics Anonymous through services including, but not limited to the following:
 - 1. Coordinating all requests from the media.
 - 2. Operating and maintaining an Area website.
 - 3. Providing all radio and television public service announcements for use within the River Cities Area. *(It is important to remember that these efforts must be coordinated with other Areas served by the same broadcast media.)*
 - 4. Creating, distributing, and maintaining NA PR posters in the River Cities Area.
 - 5. Coordinating all non-NA requests for NA speakers. Referring to PR, any speaker requests requiring their area of expertise.
 - 6. Coordinating RCASC PR booths at selected professional and community events.
 - 7. Presenting information to community based organizations about NA and maintaining ongoing relationships with these organizations.
 - 8. Raising fellowship awareness of our public image in the River Cities Area.

Description

- A. The Public Relations Committee is a consensus based service body. In the event consensus cannot be reached, matters will be brought to a vote. *(Consensus is defined as: General agreement or accord. This will be our primary method for reaching group conscience.)*
- B. This service committee shall consist of a Chairperson, Vice Chairperson, Secretary, Literature Coordinator, Glenn County Jails Coordinator, Tehama County Men's Jail Coordinator, Tehama County Women's Jail Coordinator, Tehama County Juvenile Hall Coordinator, Working the Steps with Inmates Coordinator, Salisbury Continuation High School Coordinator, Salisbury Continuation High School Secretary, Phone-line Coordinator, Website Coordinator, RCA Meeting Schedule Coordinator.
- C. Public Relations Committee members are defined as any addict who has attended two consecutive meetings. The right to join consensus or vote commences with the second meeting. Committee membership ceases after being absent from two consecutive meetings without prior notice to the group.
- D. Committee members and Coordinator are chosen by Committee consensus. In the event consensus cannot be reached, elections will be held.
- E. All meetings are open to any interested members of NA, but only the persons listed as the members of the PR Committee, including the leaders (as designated above shall join

consensus or vote. All attendees have right to be heard in the development of the consensus.

F. The Chairperson, or Vice Chairperson acting in the Chairperson's absence, as leaders shall not vote except in the event of a tie.

G. Consensus Procedures:

1. When an issue has been brought to the floor it will be discussed thoroughly.
2. At the close of discussion the Chairperson will ask if there is any continuing opposition to the issue.
3. If there is no opposition, the Chairperson will ask if the committee is in consensus.
4. If there is no consensus the issue will be voted on.

H. Voting Procedures:

1. Election of all PR service committee positions shall be held at the regularly scheduled RCA PR Committee meeting in March.
2. Any inactive member may be removed from the service committee by a majority vote of the service committee members participating.
3. Only active service committee members shall vote.

Requirements for all service committee positions

- A. A stated willingness to serve.
- B. Time, resources and the ability to serve.
- C. Working knowledge and experience of the Twelve Steps, Traditions, and Concepts.
- D. Complete abstinence is a requirement. Anything other than complete abstinence constitutes an automatic resignation.
- E. Due to the nature of this service, arrests for felonies while serving on PR will result in automatic suspension from all responsibilities and duties of that position until disposition of the case.
- F. Any member shall be considered inactive if absent two consecutive meetings without prior arrangement. Any inactive member shall be considered active upon attending their second consecutive meeting.
- G. It is the responsibility of the outgoing service person to train the new person coming into that position.

Officers, committees, and coordinators requirements and duties

Chairperson

Requirements:

- A. 3 years clean time with recovery centered in Narcotics Anonymous
- B. 1 year prior service experience as a trusted servant in RCASC or RCASC PR.
- C. An ability to organize and give the group direction.

Duties:

- A. Establish quorum 50%+1, and call the meeting to order
- B. Initiates or delegates all necessary correspondence, including communication reports between Areas, Region, and NAWS.
- C. Keep the River Cities Area informed of all ongoing RCASC PR Committee activities.
- D. To be the public spokesperson for RCASC in communications with the community.
- E. To serve in a 14 month commitment. The first year in this position, and the last two months as mentor for the incoming officer.

Vice Chairperson

Requirements:

- A. 2 years clean time with recovery centered in Narcotics Anonymous.
- B. 6 months prior service experience as a trusted servant in RCASC or RCASC PR.
- C. An ability to assume responsibility in the Chairperson's absence.
- D. A willingness to serve as Chairperson following completion of terms as alternate.

Duties:

- A. To work closely with and assist in all duties of PR
- B. Carry out the responsibilities delegated by the Chairperson and or other PR committee members
- C. To assume responsibility in the Chairpersons
- D. To assist other PR committee members in completing their tasks.
- E. To attract new Narcotics Anonymous members to join in PR.
- F. To serve in a 14 month commitment. The first year in this position, and the last two months as mentor for the incoming officer.

Secretary

Requirements:

- A. 6 months clean time with recovery centered in Narcotics Anonymous.
- B. Some prior service experience as a trusted servant in Narcotics Anonymous.
- C. The ability to develop written material in a clear and concise manner.
- D. Have access to a reliable computer to use through-out each month for this service position.

Duties:

- A. Print copies of the Roll Call Sheets, Agenda Reports, PR Subcommittee Reports, and minutes from prior month.
- B. Record minutes of each meeting.
- C. Distribute copies of those minutes to committee members prior to the beginning of the next meeting.
- D. Send copies of the minutes to the RCASC at regularly scheduled monthly meetings.

Literature

Requirements:

- A. 1 year clean time with recovery centered in Narcotics Anonymous.
- B. 6 months prior service experience as a trusted servant in Narcotics Anonymous.
- C. Have reliable transportation to get around to the facilities that River Cities Area PR covers (see duties for description)

Duties:

- A. Maintain a stock of NA booklets, pamphlets, and meeting schedules available for distribution to all areas listed (Right Roads-Anderson, Drug & Alcohol-Red Bluff, Parole-Red Bluff)
- B. Coordinate with Salisbury Continuation High School Coordinator, Glen County Jails Coordinator, and Women's/Men's/Juvenile Hall Tehama County Coordinators
- C. Keep, and maintain accountability for all literature purchased by submitting a written report to the PR Secretary at the regularly scheduled PR monthly meetings.
- D. Track inventory, and reorder depleted items.

Phone-line Coordinator

Requirements:

- A. 2 years clean time with recovery centered in Narcotics Anonymous.
- B. 1 year prior service experience as a trusted servant in Narcotics Anonymous.

Duties:

- A. Go to River Cities Area to pick up the updated meeting schedule.
- B. Update the phone-line meeting schedule each month with the most current information.
- C. Pay for the phone-line on a quarterly basis
- D. Work with Meeting Schedule Coordinator to ensure all information is accurate.
- E. Report monthly to the regularly scheduled PR meeting regarding how things are going with the phone-line.
- F. Get and maintain phone numbers from members of Narcotics Anonymous that wish to answer the phone line

Website & Meeting Schedule Coordinator

Requirements:

- A. 2 years clean time with recovery centered in Narcotics Anonymous
- B. 1 year prior service experience as a trusted servant in Narcotics Anonymous
- C. Have working knowledge of Microsoft Word, computer websites, Gmail, and Google calendars.
- D. Have access to a reliable computer, with Microsoft Word, to use through-out each month for this service position.

Duties:

- A. Go to River Cities Area to pick up the updated meeting schedules and flyers
- B. Update the tri-fold meeting schedules and the website each month with the most current information
- C. Make copies of the updated tri-fold meeting schedule and have them available at the start of each River Cities Area
- D. Work with Phone-line Coordinator to ensure all information is accurate
- E. Check the Gmail account connected to the website. Respond as needed to emails and update the website as needed
- F. Pay for the website on a yearly basis. You may pay for the website fee out of your own pocket and bring the receipt to PR for reimbursement, or at the 11th month ask for a check to be written. (This may change if the website provider stops accepting checks as a form of payment.) A receipt must be brought to PR before reimbursement.
- G. Report monthly to the regularly scheduled PR meeting regarding how things are going with the meeting schedules and website.

- H. Coordinate with RCASC RCM to ensure our information is connected and accurate with Region

Tehama County Men's Jail Coordinator

Requirements:

- A. 2 years clean time with recovery centered in Narcotics Anonymous.
- B. 3 years off of paperwork.
- C. 1 year prior service experience as a trusted servant in Narcotics Anonymous.

Duties:

- A. Go to Tehama County Men's Jail and get applications.
- B. Supply groups within River Cities Area with copies of the applications and information to them about the processes involved with becoming a speaker.
- C. Reach out to groups within River Cities Area for new Men to be speakers.
- D. Work with the Tehama County Men's Jail to ensure a good standing relationship and that we are in compliance with their rules.
- E. Work with the RCA PR Literature coordinator regarding requested literature from inmates.
- F. Report monthly to the regularly scheduled PR meeting regarding how things are going with the meetings.

Tehama County Women's Jail Coordinator

Requirements:

- A. 2 years clean time with recovery centered in Narcotics Anonymous.
- B. 3 years off of paperwork
- C. 1 year prior service experience as a trusted servant in Narcotics Anonymous

Duties:

- A. Go to Tehama County Women's Jail and get applications.
- B. Supply groups within River Cities Area with copies of the applications and information to them about the processes involved with becoming a speaker.
- C. Reach out to groups within River Cities Area for new Women to be speakers.
- D. Work with the Tehama County Women's Jail to ensure a good standing relationship and that we are in compliance with their rules.
- E. Work with the RCA PR Literature coordinator regarding requested literature from inmates.
- F. Report monthly to the regularly scheduled PR meeting regarding how things are going with the meetings.

Tehama County Juvenile Hall Coordinator

Requirements:

- A. 2 years clean time with recovery centered in Narcotics Anonymous.
- B. 3 years off of paperwork
- C. 1 year prior service experience as a trusted servant in Narcotics Anonymous
- D. Get live scanned. If required. (PR will reimburse with a receipt.)

Duties:

- A. Go to Tehama County Juvenile Hall and get applications.
- B. Supply groups within River Cities Area with copies of the applications and information to them about the processes involved with becoming a speaker.
- C. Reach out to groups within River Cities Area for new Men and Women to be speakers.
- D. Work with the Tehama County Juvenile Hall to ensure a good standing relationship and that we are in compliance with their rules.
- E. Work with the RCA PR Literature coordinator regarding requested literature from inmates.
- F. Report monthly to the regularly scheduled PR meeting regarding how things are going with the meetings.

Glenn County Jails Coordinator

Requirements:

- A. 3 years clean time with recovery centered in Narcotics Anonymous.
- B. 5 years off of paperwork.
- C. 1 year prior service experience as a trusted servant in Narcotics Anonymous.
- D. Get live scanned. (PR will reimburse with a receipt.)

Duties:

- A. Go to Glenn County Jails and get applications.
- B. Supply groups within River Cities Area with copies of the applications and information to them about the processes involved with becoming a speaker.
- C. Reach out to groups within River Cities Area for new Men and Women to be speakers.
- D. Work with the Glenn County Men's and Women's Jail, as well as Glenn County Juvenile Hall to ensure a good standing relationship and that we are in compliance with their rules.
- E. Work with the RCA PR Literature coordinator regarding requested literature from inmates.

- F. Report monthly to the regularly scheduled PR meeting regarding how things are going with the meetings.

Working the Steps with Inmates Coordinator:

Requirements:

- A. 18 months clean time with recovery centered in Narcotics Anonymous.
- B. 6 months prior service experience as a trusted servant in Narcotics Anonymous

Duties:

- A. To go to a variety of meetings and ask people with a year or more clean, with a working knowledge of the 12 Steps of NA, if they would be willing to sponsor an inmate.
- B. Have paperwork available to handout regarding what the rule are for sponsoring an inmate.
- C. To record NA members names and phone numbers who are willing to sponsor an inmate.
- D. To get the letters from the Chairperson at each regularly scheduled PR meeting or more frequently if possible
- E. Report monthly to the regularly scheduled PR meeting regarding how things are going with finding sponsors, how many letters we are receiving, and which letters have or don't have a sponsor.

Salisbury Continuation High School Coordinator

Requirements:

- A. 18 months clean time with recovery centered in Narcotics Anonymous.
- B. 6 months prior service experience as a trusted servant in Narcotics Anonymous
- C. Have access to a reliable vehicle.
- D. Get live scanned through the Sheriff's Department. (PR will reimburse with a receipt.)

Duties:

- A. To have at least one other member of NA with you at each meeting.
- B. To work with the Principle to ensure a good standing relationship and that we are in compliance with their rules.
- C. Find members of NA with 90 days or more clean time to be a speaker at the meetings.
- D. Report monthly to the regularly scheduled PR meeting regarding how things are going with the meetings.

Salisbury Continuation High School Secretary

Requirements:

- A. 1 year clean time with recovery centered in Narcotics Anonymous.
- B. 6 months prior service experience as a trusted servant in Narcotics Anonymous
- C. Have access to a reliable vehicle.
- D. Get live scanned through the Sheriff's Department. (PR will reimburse with a receipt.)

Duties:

- A. To be at the Salisbury meeting every Friday 9:30am-10:30am
- B. To have at least one other member of NA, with 6 months or more clean time, with you at each meeting
- C. To work with the Principle to ensure a good standing relationship and that we are in compliance with their rules
- D. Find members of NA with 6 months or more clean time to be a speaker at the meetings
- E. Report monthly to the regularly scheduled PR meeting regarding how things are going with the meetings

Budget

- A. The budget for RCASC PR shall consist of \$350.00 per month.
- B. The PR subcommittee shall be solely responsible for the administration of the budget.
- C. Any expenditure exceeding the \$350.00 per month limit must first have approval from the River Cities Area Service Committee.
- D. Any changes in the amount of said budget must be approved by the River Cities Area Service Committee.

Do's and Do Not's

Do:

- A. Make meeting schedules available to the facility and the public
- B. Start and end the meetings on time
- C. Emphasize that NA recovery is available to all addicts regardless of drug(s) used.

- D. Clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.
- E. Dress professionally (business casual/no labels/no profanity/no sexual innuendoes), exercise common sense.
- F. All panel members and presenters are trained through the PR Chairperson and/or the Coordinator of that meeting.
- G. Attempt to get all agreements from the facilities in writing, and provide it to the PR Secretary for the record.
- H. Ensure that a clear NA message of recovery is carried by all panel members.

Do Not's:

- A. Attend River Cities Area Public Relations functions alone.
- B. Emphasize using days while sharing a NA message of recovery – NEVER EVER!!
- C. Give anyone within the facility your personal address or telephone number.
- D. Use profanity.
- E. Break another person's anonymity.
- F. Debate any issues involving facility rules, regulations, programs, or other fellowships.
- G. Get involved in discussions on outside issues, remember why we are there.
- H. Discuss conditions within the facility.
- I. Show favoritism to any residents/inmates/students etc.
- J. Take messages or carry letters in or out of the facility.
- K. Bring an NA member who has a friend and/or family member in the facility.