

## **Public Relations Subcommittee**

The primary purpose of Public Relations is to inform the public that Narcotics Anonymous exists and offers recovery from drug addiction through the program of Narcotics Anonymous. The Public Relations Subcommittee is responsible for making available timely, credible and accurate information on our Fellowship, to the public and more specifically, to that segment of our society most likely to come in contact with active addicts.

### **Function**

1. Open and maintain lines of communication BETWEEN the following:
  - a. Narcotics Anonymous and the public.
  - b. Narcotics Anonymous and all City, County, State and Federal Governments.
  - c. Various Subcommittees within NA, to ensure an effective and timely response.
  - d. ASC, RSC, and WSC.
2. Carry a clear message of NA and what we are about, and that it is clearly within our Traditions.
3. General membership consists of all persons expressing a commitment to work for this committee.

### **Qualifications for General Membership**

In all cases members will have or be:

1. Willing to serve.
2. A member of Narcotics Anonymous.
3. A working knowledge of the Twelve Traditions of Narcotics Anonymous.

### **Chairperson**

1. A minimum clean time requirement of one (1) year continuous abstinence from all drugs.
2. Previous experience of at least six (6) months in serving the Public Relations Subcommittee; preferably as a member of the Administrative Committee.
3. An understanding of the responsibilities of the office; administrative capabilities, and some knowledge in the field of Public Relations.

### **Vice-Chairperson**

1. Same as Chairperson except only (9) nine months continuous abstinence from all drugs

### **Secretary**

1. A minimum clean time requirement of (9) nine months continuous abstinence from all drugs
2. An understanding of the duties of the position and some secretarial or organizational abilities

### **Task Force Head**

1. A minimum clean time of (1) one year continuous abstinence from all drugs
2. Knowledge of the specific field of coverage and an interest in the field

### **General Member**

1. A willingness to serve this committee

### **Responsibilities of Positions**

#### **Chairperson**

1. Arranges times and agendas for and presides over all PR Subcommittee meetings and is ultimately responsible for the functioning of this Subcommittee
2. Administrator of ASC website
3. Represents this Subcommittee at Area Service and serves as Spokesperson for this committee at Regional Service
4. Responsible for requesting any funds from Area Service

#### **Vice-Chairperson**

1. In the absence of the Chairperson, the vice-chairperson performs the duties of the Chairperson
2. Administrator of ASC website
3. Responsible for coordinating all Task Force meetings and functions and represents all Task Forces at Public Relations meetings

#### **Secretary**

1. Responsible for maintaining accurate minutes of each Public Relations meeting and types and distributes copies of the same to each active member of the Public Relations Subcommittee. These minutes are to be verified by the Chairperson and distributed within one (1) week of previous meeting.
2. Handles correspondence for the Committee and maintains contact with all members of the Committee to advise them of meeting times and places.
3. The Secretary is responsible for maintaining all records of the Subcommittee and Task Forces.

#### **Task Force Head**

1. Responsible for establishing contacts, arranging for presentations, events and correspondence with those groups or individuals in their particular field of coverage.
2. Responsible for supervising work for their Committee members.
3. Coordinate the activities of their Task Force with the Vice-Chairperson, to be reported to the Public Relations Subcommittee.

#### **General Member**

1. Provide their help and assistance as needed.

#### **Agenda for Meetings**

1. Opening Prayer
2. Reading of the Twelve Traditions
3. Reading of the minutes of the last meeting
4. Task Force reports
5. Old Business
6. New Business
7. Announcements
8. Closing Prayer

#### **Motions, Voting Members and Voting Procedures**

##### **Motions**

1. The Chairperson may present motions to the floor as a part of Old business
2. Motions may be presented to the floor by any voting member as part of New business.

##### **Voting**

1. Voting members of the Subcommittee are “all members in attendance excluding the Chairperson.”
2. In the event of a tie, the Chairperson will exercise their right and vote to break such a tie.
3. A simple majority of the voting members is required to pass a motion.