



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578399**  
**Modesto, CA 95357**

**[www.svgna.com](http://www.svgna.com)**



**8/24/06 Area Approved guidelines for:  
SVGNA PUBLIC INFORMATION COMMITTEE**

**I.PURPOSE**

- A. Operate as a Subcommittee of the SVGNA ASC, financially supported by the ASC and therefore fully accountable to that committee.
- B. Conduct the business of Subcommittee in accordance with the Twelve Traditions and the Twelve Concepts of NA service.
- C. Inform and/or present information to community organizations concerning the NA program.
- D. Maintain and operate a 24-hour information/help line.
- E. Initiate all necessary correspondence, including communication between area(s), region(s) and maintain Registration with NAWS, Inc.
- F. Maintain a close working relationship with the CMSRSC PI RIC.
- G. Serve as the resource and coordinating body for all SVGNA Public Information efforts.
- H. Respond to any request for Public Information within the Area, in cooperation with other area Subcommittees.
- I. Hold a monthly meeting at a time and place determined by the Public Information Subcommittee.
- J. Coordinate all Phone line volunteers and services.
- K. Respond to all requests from the media and any other community organizations, in regards to the NA program.
- L. Create all radio and TV PSAs with the approval of the SVGNA ASC.
- M. Create and maintain all NA Public Information posters in the Stanislaus Valley Area.
- N. Review and approve NA flyers, posters, etc., offered for display or distribution within the Stanislaus Valley Area.
- O. Maintain, update, print and distribute meeting schedules.
- P.

**II.STRUCTURE**

- A. Shall consist of a Chairperson, Vice Chairperson, Secretary, Phone line Coordinator, Literature Person, Meeting Schedule Coordinator, 12 Step Coordinator, Phone line Technical Support Person, Panel Leader and Subcommittee members.
- B. All officers of this Subcommittee shall be elected from active members of the Public Information Subcommittee and must be present at the time of nomination and election, except for the Chairperson who is elected by the ASC.
- C. Active Subcommittee members are defined as any person who has attended two consecutive meetings of the Subcommittee. Any member shall be considered inactive if absent two consecutive meetings without prior arrangement.
- D. PI Presentation Panel shall consist of a panel leader and two or more panel members.

- E. All Subcommittee meetings are open to any interested members of NA.
- F. Money matters that do not fall within the yearly budget will be brought to the ASC for approval.
- G. Committee Members and Volunteers must attend an orientation as well as the next available ASC Learning Day Workshop.
- H. Public Information presenters must attend an orientation prior to participating in a Public Information presentation.
- I. No office shall be held more than two consecutive terms by the same person.
- J. Review and/or revise guidelines every two years.
- K. All business procedures will follow the SVGNA ASC guidelines unless otherwise noted.

### **III. VOTING PROCEDURES**

- A. Election of trusted servants shall be held at the Public Information Subcommittee meeting one month after ASC elections.
- B. Only active members shall vote.
- C. A quorum of 2/3rds of all active Subcommittee members is required in order to conduct business.
- D. A simple majority vote is one half plus one of all active Subcommittee members present.
- E. A 2/3rds vote is 2/3rds of all active Subcommittee members present.
- F. Debate on any motion shall be limited to two pros and two cons. Discussion may be broadened either by the Chair or the Subcommittee.
- G. A motion can be tabled at any time but not more than once unless special circumstances deem it necessary.
- H. A motion can be made by any member of NA however it must be seconded by an active Subcommittee member.
- I. The trusted servant chairing the Subcommittee meeting shall only vote in the event of a tie.

### **IV. REMOVAL OF TRUSTED SERVANTS**

*Any trusted servant of the Subcommittee may be removed by a 2/3rds majority vote of active*

*Subcommittee members present for the below noted reasons.*

- A. Loss of clean time due to relapse will result in immediate forfeiture of any trusted servant position.
- B. Reasons for removal may include, but are not limited to, the following:
  - i. Failure to follow Subcommittee guidelines.
  - ii. Misuse of NA assets.
  - iii. Misrepresentation or improper conduct while acting as a representative of the Public Information Subcommittee.
  - iv. Abusive and inappropriate behavior or language towards persons within or interacting with the Subcommittee.
  - v. Absence from two or more consecutive Subcommittee meetings.

### **V. Position Requirements and Responsibilities**

## **A. Chairperson**

### **Requirements**

1. Three years continuous clean time.
2. Prior service experience at Area and/or ASC level, preferably in Public Information.
3. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
4. Attend all regularly scheduled meetings of the Area PI Subcommittee.
5. Willingness to carry out responsibilities of the position.
6. Ability to organize and give the Subcommittee direction and motivation.
7. Willingness to complete a one year term of service.

### **Responsibilities**

1. Single point of accountability to the ASC for all information pertaining to the Public Information Subcommittee.
2. Arrange times and agendas for all Subcommittee meetings.
3. Conduct Subcommittee meetings in accordance with SVGNA ASC Guidelines.
4. Attends all monthly ASC business meetings. If unable to attend, the Chair shall notify the Vice-Chair and the Subcommittee and a member of the Subcommittee will attend.
5. Delivers meeting schedules to the ASC.
6. Initiate PI Subcommittee phone vote for any necessary business between PI Subcommittee meetings.
7. Collect all Meeting Change Forms from the ASC meeting and forwards them to the Meeting Schedule Coordinator in a timely manner.
8. Collects all flyers and event information and distributes to the appropriate PI trusted servant.
9. Initiate all necessary correspondence, including communication between area(s), region(s) and NAWS INC.
10. Ultimately responsible for files, records, archives and overall functioning of the committee. Turns over past year archives to the ASC on a yearly basis.
11. Provides a written report at the monthly PI Subcommittee.

## **B. Vice-Chairperson**

### **Requirements:**

1. Three years continuous clean time.
2. Prior service experience at Area and/or ASC level, preferably in Public Information.
3. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
4. Attend all regularly scheduled meetings of the Area PI Subcommittee.
5. Willingness to carry out responsibilities of the position.
6. Ability to organize and give the Subcommittee direction and motivation.
7. Ability and willingness to assume responsibility in the Chairperson's absence.
8. Willingness to complete a one year term of service.

### **Responsibilities**

1. Assume responsibilities of the Chair when necessary.
2. To work closely with the Administrative committee and assist in all duties of the Subcommittee.
3. Carry out responsibilities delegated by the Chair and/or the Subcommittee.
4. Provides a written report at the monthly PI Subcommittee.

### **C.Secretary**

#### **Requirements**

1. One year continuous clean time.
2. Prior service experience at Area and/or ASC level, preferably in Public Information.
3. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
4. Attend all regularly scheduled meetings of the Area PI Subcommittee.
5. Ability and resources to develop typewritten material in a clear and concise manner.
6. Willingness to complete a one year term of service.

#### **Responsibilities**

1. Records minutes for each meeting.
2. Maintains current years' archives throughout the term. Turns over archives to current PI Chair on a yearly basis.
3. Creates and distributes copies of minutes to Subcommittee members at the beginning of the next meeting.
4. Maintains contact list of trusted servants and active Subcommittee members.
5. Maintain attendance sheet with accurate voting privilege information.

### **D.Literature Person**

#### **Requirements**

1. 18 months continuous clean time.
2. Prior service experience at Area and/or ASC level, preferably in Public Information.
3. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
4. Attend all regularly scheduled meetings of the Area PI Subcommittee.
5. Willingness to pick up and distribute literature at the direction of the PI Subcommittee.
6. Willingness to complete a one year term of service.

#### **Responsibilities**

1. Maintains literature inventory.
  2. Provide a monthly written inventory.
  3. Submits monthly literature order to PI committee for approval.
  4. Coordinates distribution of literature.
  5. Provides a written report at the monthly PI Subcommittee.
  6. Provide newcomer packets to Contact Coordinator for mailings as needed.
- E.Phone line Coordinator

## **Requirements**

1. Three years continuous clean time.
2. Prior service experience at Area and/or ASC level, preferably in Public Information.
3. At least one year experience as a Phone line Volunteer.
4. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
5. Attend all regularly scheduled meetings of the Area PI Subcommittee.
6. Working knowledge of Guide to Phone line Service and Guide to Public Information.
7. Willingness to complete a one year term of service.

## **Responsibilities:**

1. Coordinate and conduct orientation for Phone line Volunteers as needed.
2. Coordinate and facilitate quarterly workshops.
3. Maintain and update Phone line Volunteer information as needed and make available to the PI Subcommittee upon request.
4. Maintain a Phone line Volunteer schedule and make available to the PI Subcommittee on a monthly basis.
5. Updates and provides the direct dial data files to the Phone line Technical Support Person as needed including meeting schedule information, activities and referral numbers.
6. Create and provide a monthly inventory of calls and outcomes.
7. Provides a written report at the monthly PI Subcommittee.

## **F.Phone line Volunteer**

### **Requirements**

1. Six months continuous clean time.
2. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
3. Attend a phone line orientation prior to accepting phone calls.
4. Must attend the next available ASC Learning Day Workshop.
5. Must attend quarterly phone line workshops to maintain volunteer status unless prior arrangements are made.
6. Working knowledge of Guide to Phone line Service.

### **Responsibilities:**

1. Respond in timely manner in accordance with Phone line Guidelines.
2. Keep log of calls and report to Phone line Coordinator.
3. Make arrangements with Contact Coordinator to mail newcomer packets as necessary.
4. Contacts 12 Step Coordinator in the event that a 12 step call is deemed necessary.

## **G.Phone line Technical Support Person**

### **Requirements**

1. Three years continuous clean time.

2. Prior service experience at Area and/or ASC level, preferably in Public Information.
3. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
4. Must be familiar with configuration of computer operating systems.
5. Must have ability to configure and install software and hardware.
6. Must have access to computer with modem for dialup remote management of phone line server.
7. Experience with setup and troubleshooting of computer systems.
8. Ability to recognize technical difficulties that exceed personal knowledge

**Responsibilities:**

1. Must have phone line maintenance expenses approved by ASC for reimbursement or payment from ASC. The expenses will be delivered to the PI Chair or Vice-Chair for submission to the ASC.
2. Must be willing to learn how to configure and debug phone answering software.
3. Must be available to troubleshoot problems with software and hardware as needed including hardware driver issues.
4. Must be willing to perform updates to direct dial data files and outgoing messages as needed.
5. Verifies phone line functionality on a weekly basis.
6. Provides a written report at the monthly PI Subcommittee.
7. Must contact PI Chair for assistance immediately upon recognition of technical difficulties that exceed personal knowledge.

**H.Meeting Schedule Coordinator**

**Requirements**

1. Three years continuous clean time.
2. Prior service experience at Area and/or ASC level, preferably in Public Information.
3. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
4. Must have sufficient technical expertise, computer and software to update and send information for the printed schedule.
5. Attend all regularly scheduled meetings of the Area PI Subcommittee.
6. Willingness to carry out responsibilities of the position.

**Responsibilities:**

1. All meeting updates must be provided on a Meeting Schedule Information Change form submitted through the PI representative at the ASC meeting.
2. Retain and organize Meeting Schedule Information Change forms for website updates and printed schedules.
3. Provide typed and proofread changes.
4. Act as liaison between Area PI Chair and the printing company.
5. Must have expenses approved by ASC for reimbursement or payment from ASC. The expenses will be delivered to the PI Chair or Vice-Chair for submission to the ASC.
6. Have meeting information proofread by another PI committee member before sending to printer.

7. Provide meeting update information to the Phone line Technical Support Person and Web Servent for updates on the Phone line system and the website.
8. Provide updates for printed schedule to the printing company on a quarterly basis or as directed by the ASC.
9. Pick up printed schedules from printer and deliver to PI Chair, PI Vice-Chair or ASC in a timely manner.
10. Acquire three estimates from reputable printing companies and submit to the PI Chair for approval from ASC on a yearly basis. Information about software and printing requirements must be obtained.
11. Provides a written report at the monthly PI Subcommittee.

## **I. Contact Coordinator:**

### **Requirements:**

1. Three years continuous clean time.
2. Prior service experience at Area and/or ASC level, preferably in Public Information.
3. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
4. Must have sufficient knowledge of written English to communicate effectively with agencies and organizations outside the Fellowship.
5. Must have access to necessary means of communication.
6. Attend all regularly scheduled meetings of the Area PI Subcommittee.
7. Willingness to carry out responsibilities of the position.

### **Responsibilities:**

1. Maintain and organize a detailed list of contacts comprised of facilities or agencies that are likely to come into contact with addicts.
2. Coordinate with Literature Person to obtain and distribute assembled literature packets.
3. Submit requests for panel presentations to the PI Subcommittee for approval. Requests made between PI Subcommittee meetings should be directed to the PI Chair.
4. Schedule and coordinate panel presentations with the facility and Presentation Panel Members as directed by the PI subcommittee.
5. Relay any literature or literature rack requests to Literature Person and the PI Subcommittee.
6. Keep a log of all contacts made with agencies indicating outcome of call. This includes all requests for literature/presentations.
7. Keep the committee informed of the status of all contacts.
8. Utilizing a prioritized list, send out packet contents described in Contents for Public Information Packet Contents.
9. Between two and three weeks after mailing contact agency, asking for the department handling our concern, to inquire if they received mailing.
10. If a positive response is received, process request to the appropriate facilitator including the Contact Coordinator, the Literature Person or the H&I Chairperson. Requests other than the above-mentioned are outside the scope of duties performed by

the PI Subcommittee.

11. Contact the same facility no more than two times. If after leaving a message for a return call two times to either a person or machine it is considered to be promoting and the agency's name is placed on a list for contact in one year. Our purpose is to provide information concerning Narcotics Anonymous to the public, not to push it on people. After each subcommittee meeting contact any facilities that have not been contacted for one year.

12. Provides a written report at the monthly PI Subcommittee.

13. Mails newcomer literature packets as requested by Phone line volunteers.

## **J . Presentation Panel Leader**

### **Requirements**

1. Three years continuous clean time.
2. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
3. Attend a PI orientation prior to attending a presentation.
4. Must attend the next available ASC Learning Day Workshop.
5. Working knowledge of Guide to Public Information.

### **Responsibilities:**

1. Panel shall consist of two or more members.
2. Present information to the public in accordance with the Guide to Public Information.

K. Presentation Panel Member

### **Requirements**

1. Must have been an active member of the PI subcommittee within the last year and attended a PI orientation within the last year.
2. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
3. Must attend the next available ASC Learning Day Workshop.
4. Working knowledge of Guide to Public Information.

### **Responsibilities:**

3. Panel shall consist of two or more members.
4. Present information to the public in accordance with the Guide to Public Information.

## **L.12 Step Coordinator**

### **Requirements**

1. Three years continuous clean time.
2. Prior service experience at Area and/or ASC level, preferably in Public Information.<sup>8</sup>
3. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
4. Must have access to necessary means of communication.
5. Attend all regularly scheduled meetings of the Area PI Subcommittee.
6. Willingness to carry out responsibilities of the position.

## **Responsibilities:**

1. Coordinate and conduct orientation for 12 Step Volunteers as needed.
2. Coordinate and facilitate quarterly workshops.
3. Maintain and update 12 Step Volunteer information as needed and make available to the PI Subcommittee upon request.
4. Maintain a 12 Step Volunteer list of availability and meetings frequented and make available to the PI Subcommittee on a monthly basis.
5. Arrange for a point of contact at a meeting where a 12 Step call is needed.
6. Create and provide a monthly inventory of calls and outcomes.
7. Provides a written report at the monthly PI Subcommittee.

## **I.12 Step Volunteer**

### **Requirements**

1. One year continuous clean time.
2. A working knowledge of the Twelve Steps and the willingness to learn about the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
3. Attend a 12 Step orientation prior to making a 12 Step call.
4. Must attend the next available ASC Learning Day Workshop.
5. Must attend quarterly 12 step workshops to maintain volunteer status unless prior arrangements are made.
6. Working knowledge of Guide to Phone line Service.

### **Responsibilities:**

1. Respond in timely manner in accordance with 12 Step Guidelines.
2. Communicate directly with the 12 Step Coordinator in the event they cannot attend a planned 12 Step Call or need another 12 Step Volunteer to attend with them.
3. Keep log of all 12 step calls and report to 12 Step Coordinator at or prior to the Monthly PI Subcommittee meeting.
4. Make arrangements with another Narcotics Anonymous member to attend all 12 step calls to ensure a Volunteer never goes alone.