USANA PUBLIC RELATIONS SUBCOMMITTEE OPERATING POLICY

I. Definition:

We are a subcommittee of the Unity Springs Area Service Committee of Narcotics Anonymous (USASCNA). We are supported by USASCNA and are directly responsible to that area and its groups.

II. Purpose:

Public Relations purpose is to inform the public that we exist and offer recovery from addiction through the 12 Steps of Narcotics Anonymous. Our goal is to open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to anyone seeking recovery.

III. Functions & Responsibilities:

1. To provide information about NA to the addict, to professionals, and to the community as a whole by letting people know that NA exists, and how we can be reached.
2. To provide information about NA to professionals who work with addicts, such as educators, treatment providers, and criminal justice officials. We do this by reaching out to professionals and by responding to their requests.
3. To act as the resource and coordinating body for group and area committee efforts.
4. To maintain a close working relationship with other subcommittees within the area, thereby insuring that all requests for information are referred to and carried out by the appropriate committees in accordance with the Twelve Traditions.
5. To respond to any PR requests that originate from within the USANA Area.
6. To maintain close communications with other area, regional, and/or World Committee(s), utilizing their resources and providing assistance when requested.
7. To maintain a web presence for the USANA area using the domain names purchased in February 2012 (www.unityspringsna.org).
8. To be responsible for an up-to-date master copy of the meeting directory and to make this master copy available to the Area and Regional Service Committees and the USANA website.
9. To print meeting schedules for the area quarterly (March, June, September, December).
10. To maintain operation of a helpline for the USANA area.

IV. Membership:

1. The subcommittee membership shall consist of a Chairperson, Vice-chair, Secretary, communications specialist and any other interested members.
2. Each subcommittee member shall be encouraged to have a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA Service.

V. Voting:

1. Any member of Narcotics Anonymous is welcome to vote at the Public Relations subcommittee meeting, upon their 2nd consecutive meeting.
2. Failure to attend three (3) consecutive Public Relations subcommittee meetings shall result in the loss of voting privileges until required meeting attendance is met.

VI. Subcommittee Structure and Meeting:

1. The Chairperson shall elected at the ASC per group conscience, or shall be elected by vote of acclamation, according to USANA Policy.
2. All other officers shall be nominated and elected by the Public Relations Subcommittee to serve a one (1) year term with the exception of Vice positions as a two (2) year term.
3. All nominees for office shall be present at the time of nomination.
4. No officer shall hold more than two (2) consecutive terms of any one (1) position.
5. The subcommittee shall meet once a month with a consistent time and place determined by the subcommittee. Currently, the subcommittee meets the 3rd Wednesday of the Month at 6:15pm at the Collective 111 South Alabama Avenue Deland, Florida.
6. Every effort shall be made to notify members of the subcommittee of any changes in the meeting time and location as soon as possible.

VII. Committee Officers Qualifications and Duties:

1. Elected trusted servants are recommended to have one year clean time in NA.
2. Elected trusted servants will participate in workshops as determined by Public Relations subcommittee.
3. Elected trusted servants will attend all subcommittee meetings, unless excused.

Chairperson – One year commitment

1. Shall have a minimum of eighteen (18) months abstinence from all drugs.
2. Shall have a minimum of one (1) year service experience at the area level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

Duties:

1. Attends and prepares a report for each monthly USANA ASC meeting, makes all motions on behalf of the committee and is the voice of the Public Relations subcommittee at the ASC.
2. Schedules and conducts workshops.
3. Conducts committee meetings in an orderly fashion.
4. Assures the Website and Meeting Directory is up-to-date and available.
5. Assures accurate meeting listings with the RSC.
6. Attends scheduled USANA ASC meetings.
7. Delegates tasks to volunteers and officers.

8. Submit a written, itemized, operational subcommittee budget annually, beginning in January.
9. Manages expenditures for the operation of the Public Relations subcommittee.
10. Votes only in the event of a tie.
11. Acts as a liaison to the H&I subcommittee.
12. Acts as liaison between the Unity Springs Area of Narcotics Anonymous and outside organizations requesting information about Narcotics Anonymous.

Vice-Chairpersons (For all positions) – Two year commitment

1. Shall have a minimum of six (6) months abstinence from all drugs.
2. Shall have previous experience at the group level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

Duties:

1. To assume responsibility for the subcommittee in the assigned Chairperson's absence.
2. To work closely with the chairperson and assist with all duties of the position.
3. Carryout responsibilities delegated by the Chairperson and/or the subcommittee.
4. Attend all USANA Public Relations subcommittee meetings unless excused.
5. Attend monthly USANA ASC meeting in the absence of the Chairperson.
6. Prepares agenda for workshops and presentations
7. Prepare agenda for monthly Public Relations subcommittee meetings
8. Coordinates presentations with other subcommittees and members with the appropriate knowledge, skills, and aptitudes for each presentation

Secretary – One year commitment

1. Shall have a minimum of one year (1) abstinence from all drugs.
2. Shall have previous experience at the group level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved

Duties:

1. Take minutes at the monthly Public Relations subcommittee meeting; Prepare and distribute to all subcommittee meetings.
2. Complete all assigned tasks from Chairperson/Vice Chairperson.

Presentation Coordinator – Limited commitment

1. Presentation Coordinator will be appointed for each event.

Duties:

1. Develop an outline for the presentation appropriate to the person or facility
2. Select another subcommittee member to accompany coordinator to the presentation.
3. Select informational materials to be presentation and/or distributed.

Communications Specialist– One year commitment

1. Shall have a minimum of eighteen (18) months abstinence from all drugs.
2. Shall have a minimum of one (1) year service experience at any level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

Duties:

Manage Helpline

1. Act as a point of contact for any questions or concerns among helpline members.
2. Facilitate helpline orientations to allow new members to be of service in the spirit of rotation.
3. Prepare a monthly report of incoming/missed calls and any issues with Ring Central to be presented at monthly PR meeting.

Meeting List & Literature Distributor

1. Print and distribute meeting schedules for the area quarterly.
2. Distribute literature to facilities as needed and allowed per subcommittee resources.
3. Be present at area the month prior to request a check to have schedules printed and/ or be present the month schedules are to be distributed to groups/subcommittees and may request reimbursement with receipt.

Webservant

1. To maintain the area website (unityspringsna.org), keeping all meetings up to date within BMLT program, as well as DOC and PDF formats for printing.
2. To post area events and associated flyers to website, as well as links to external regions, areas, and events as requested by the area.

VIII. Operational Guidelines:

1. Subcommittee officers serve a 1-year term. They may succeed themselves in office, but may not serve more than 2 consecutive terms in a particular office.
2. Any subcommittee member or officer may be removed during their term by a majority vote of the subcommittee.
3. Officers will be removed from office for:
    a. Loss of Abstinence.
    b. Misuse of funds.
    c. Falsification of financial records.

    d. Acts of theft and violence.
    e. Repeated Tradition violations. (See procedure below)
4. Policy/Guidelines may be amended at any time by a two-thirds vote from the Public Relations subcommittee and with the approval of the USANA ASC.
5. The subcommittee operates within the budget approved by the ASC. Additional funds may be requested, but must be approved by the ASC.
6. The subcommittee will function in accordance with the Twelve Traditions of NA and Twelve Concepts of NA Service.
7. This subcommittee will operate within the parameters set forth in the current edition of the Public Relations Handbook, published by the WSO.
8. All Public Relations Subcommittee meetings are open to any NA member, but closed to the general public.
9. Every November, the subcommittee shall hold a “Group Inventory” meeting to review what was achieved in the previous year.

IX. Removal from Office:

Subcommittee officers and coordinators may be removed from office for noncompliance, which includes but is not limited to:

1. Loss of abstinence.
2. Non-fulfillment of the duties of their position.
3. Non-attendance of two (2) consecutive subcommittee meetings without being excused by the Chairperson.
4. If by two-thirds (2/3) vote of the subcommittee, the Chairperson is found in noncompliance, a written request to remove them may be submitted to the ASC executive body.
5. Upon receipt of said written request, the ASC executive body may remove or investigate the officer.
6. All other subcommittee officers or coordinators may be removed from office by two-thirds (2/3) vote of the subcommittee.