

Public Relations Guidelines

Drafted updated 9-15-24

Name

The name of this sub-committee shall be Suffolk Area Public Relations Sub-committee.
(Hereafter may be referred to as PR)

Purpose

Public Relations - The primary purpose of the PR is to open and maintain lines of communication between the public and Narcotic Anonymous so that the message of recovery is readily available to all addicts. To carry the message in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. (As stated in the Suffolk Area policy)

Functions and Responsibilities

- a. To act as a resource and coordinating body for the Suffolk Area PR efforts.
- b. To maintain a close working relationship with **our regional PR committee, and** other committees throughout the area, thereby ensuring that all requests for information are referred to and carried out by the appropriate committees in accordance with the Twelve Traditions and Twelve Concepts. To educate and inform the local fellowship of ongoing PR activities, including presentations, learning days, forums, and conferences. If a new meeting opens as a result of a Public Relations presentation, the PR sub-committee would chair/attend the first meeting (which is usually a business meeting) and also attend the next two meetings, and encourage other PR members to attend.
- c. PR Homebound **and Outreach** function is to bring meetings to Narcotics Anonymous members who have been isolated by **but not limited to** illness and/or injury.
- d. PR Recovery by Mail function is to give people in different facilities the ability to get connected. PR via Email function is to give people another safe way to get recovery, if they are in an isolated place that doesn't let them get or receive letters. Or for the person who has a one time question.
- e. PR Speaker Exchange function is to provide speakers for isolated groups, whether they are in our area, neighboring areas, or regions. Speaker Exchanges is a group of men and women who represent their respective group rather than themselves. This in turn helps us further carry out the fifth tradition.

Committee Members & Participants

1: Administrative Committee:

a. The administrative committee of the Suffolk Area PR Sub Committee will consist of a Chair, Vice-Chair, Secretary and Coordinators. This administrative committee will have the group's conscious to perform and administer any function necessary between regularly scheduled PR meetings.

2: Clean time and prior service Requirements (all moved from other bullets)

a. Requires one year clean time

The Vice chair, Informational Committee Coordinator, Literature coordinator, Outreach, and to answer letters, all require one year of street clean time. Vice Chair requires six months prior PR, H&I, and/or Helpline experience. All others listed here require six months prior service experience.

b. Requires six months clean time

The Secretary, Liaisons, PR Presenters, Homebound & Outreach coordinators. Anyone participating in meetings and/or presentations.

c. Requires 18 months

Coordinator for recovery via email/mail, must have 18 months street clean time. Knowledge of the 12 traditions.

3A: Suffolk Area PR Sub-Committee Chairperson

Requirements:

- a. Two years of street clean time.
- b. Six months prior, PR, H&I, and/or Helpline experience.
- c. Legal source of income.

Responsibilities:

- d. Stay in touch with all the Suffolk Area Narcotics Anonymous Sub-committees.
- e. Run the monthly Sub-Committee meeting.
- f. Oversee that all responsibilities of the Committee are met.
- g. Report to the Suffolk Area Services Committee Monthly.
- h. To speak with member(s) in need of PR services and set-up the needed services.
- i. Arrange time for meetings, panels, presentations, and sitting tables
- j. Initiates all necessary correspondence, including communication with the Area Service Committee, and Region.
- k. Keeps the Area Service Committee and Region informed of all ongoing PR activities and events and vice versa. Is ultimately responsible for files, records and overall function of the Committee.

3B: Suffolk Area PR Sub-Committee Vice Chair

Requirements:

- a. Legal source of income.
- b. Ability to assume responsibility in the Chairpersons absence

Responsibilities:

- c. To work closely with and assist in all the duties of the Committee
- d. To carry out responsibilities delegated by the Chair and/or the Committee

3C: Suffolk Area PR Sub-Committee Secretary

Requirements

- a. The ability to record the minutes and show up on a monthly basis.
- b. Ability to develop written material in a clear, concise manner

Responsibilities:

- c. Record the minutes of each sub-committee meeting.
- d. Distribute copies of those minutes to committee members at the following meeting.
- e. Handle all correspondence as directed by the chair and/or the committee maintain files and records of communications, including list of activities and commitments to be passed on to subsequent committee members.
- f. Maintain attendance records

3D: Informational Committee Coordinator (One Calendar Year Position) (Educational, Community, Law, and Medical)

Requirements:

- a. To Coordinate Efforts between the PR Sub Committee and the Public
- b. Generate Presentations • Conduct Presentations
- c. Follow up

3E: Literature Coordinator (One Calendar Year Position)

Requirements:

- a. Managerial Skills Duties:
- b. Ability to provide literature to Informational Committees as needed
- c. Track and maintain all requests from Informational Committees
- d. Prepare reports to Committee of Purchases and requests
- e. Maintain adequate supply of literature on hand at all times
- f. Stock and keep current inventory all PR Literature

3F: Liaisons (One Calendar Year Position)

(E&A, Help Line, H&I) Requirements:

- a. Preferably have a commitment at the respected Sub Committee that they are Liaison

Responsibilities::

- b. Attend all PR and committees liaison for Sub Committee Meetings
- c. Bring back, and report information to PR from said Committees

3G: Homebound & Outreach

Requirements

- a. Must be a member of the sub-committee.

Responsibilities

- b. For both homebound and outreach, to coordinate the meeting or meetings and make sure all people asked to take part have gone over the do's and don'ts with them.
- c. Meeting precipitation: You must have six months street clean time and a good understanding we don't walk in alone. We always meet and go in as a group.

Additional guidance:

- d. Any meeting that we anticipate going for longer than 3 months will always have a co-chair.
- e. All meetings going for more than six months will have elections for a new chair and co-chair. This will take place at the regularly scheduled business of the PR sub-committee before the committee of the current chair and co-chair is finished. The new chair and co-chair will be advised of the start of their term and asked to sit in with the outgoing chair and/or co-chair for the next few times for the sake of the addict we are bringing the meeting too.

3H: Outreach Recovery by Mail/Email

Requirements

- a. Knowledge of the 12 traditions. A member of the PR sub-committee.
- b. Have excess to a computer with an internet connection and some knowledge of how to work a computer. (for email)

Responsibilities:

- c. Coordinator needs to read the letters coming in for informational purposes. (Male/Female, looking for sponsorship, wants literature) Unless it is a repeat writer with someone's name on it, then they are to get that person the letter. (for Mailed letters)
- d. To respond in a timely manner.
- e. To keep the committee informed.
- f. To ask the chair or vice-chair how to respond if they are uncertain. And to stay within the 12 Traditions of Narcotics Anonymous.
- g. Keep in touch with the webmaster for communication purposes. (for email)

3I: Presenters

Requirements

- a. Participants must go on two (2) presentations as an observer before they are allowed to speak or present at ANY presentation. Attendance at a mock presentation shall count as one (1) presentation.

- b. In order to give a presentation, participants on committees must go with two (2) or more members and/or addicts, preferably with prior experience with the PR Committee in giving presentations.
- c. Under NO CIRCUMSTANCES is anyone to do a presentation alone.

Additional guidance:

Requests For Presentations

- a. should be discussed in advance at the Public Relations meeting:
- b. Committee can and will decline requests to do presentations if our Traditions and or Concepts are in Jeopardy.
- c. Decide HOW the Committee should go about approaching it.
- d. If the Committee can not commit to a presentation with enough experienced members, it is the responsibility of the Chair, Vice Chair or Secretary to reschedule, ask for Regional or neighboring PI support or decline the request.
- e. If the Presentation can not be announced at the monthly subcommittee meeting, the chair, vice Chair, or secretary is responsible to call (via phone) the entire committee for suggestions and support.

4A: Voting

- a. General Membership in the Suffolk Area PR Sub-Committee shall be open to all Narcotics Anonymous members.
- b. Any Suffolk area group represented at the PR sub-committee meeting is entitled to one vote.
- c. Any Informational Committee coordinator/member is entitled to one vote.
- d. To vote at the Suffolk Area PR Sub-Committee business meeting, a member/group must have attended two (2) out of the last three (3) business meetings of the sub-committee. (for new members that would mean they could vote at the second meeting they attend.)
- e. The Chairperson cannot vote except to break a tie.

4B: Voting Procedures

- a. All Matters before this committee shall be decided by a majority of the voting participants of the Sub Committee, with exception of a change in policy. For any issues relating to a change in the policy a 2/3 majority of voting members is required.
- b. Vice Chair, Secretary, Coordinators of each Informational Committee, and Liaisons will be nominated and elected by the Public Relations sub-committee.

5: General Policy & Additional Guidelines

a. The PR sub-committee shall not make any motion or take any action that (it knows or believes) conflicts with the twelve traditions, twelve concepts, Suffolk Area policy, or any other Narcotics Anonymous, literature.

b. PR sub-committee shall comply in all its actions with the following documents in Succession. The twelve traditions and the twelve concepts, the Current Suffolk Area policy, the PR Guidelines, the Guide to Local Service and current publications of all pertinent Narcotics Anonymous handbooks and current edition of Robert's Rules of Order, newly revised.

c. Any inquiries from the Public or within NA must be responded to with a phone call, **text or email**, within 48 Hours or receipt.

d. The format is to be printed legibly, distributed to those attending, reviewed, and discussed prior to the Presentation.

e. **The budget of the committee is \$200 per month, as per SASNA policy**

f. **This policy shall serve as the orientation for suffolk outreach/homebond meets coordinators**

Homebound & Outreach

Do's & Don'ts

Do's

1. Alert all individuals that attend meetings through SASNA PR. for Homebound & Outreach to focus on spirituality, not the reason for the meeting.
2. Respect the wishes of the recovering addict, we are there to help.
3. Ask what type of meeting would be preferred, step, tradition, chapter, speaker, etc.
4. Follow the format approved by the PR Sub-Committee. and run as a regular meeting, including clean time.
5. Respect all home, hospital, and care facility rules.
6. If an addict being helped wishes, invite family & friends to participate, if present.

Don'ts

1. Debate issues with recovering addicts or their friends & family members.
2. Discuss or offer opinions on medications prescribed by a doctor.
3. Bring food, drinks, or contraband for yourself or the recovering addict.
4. Enter a home or facility alone. Always have another member with you.
5. Smoke in or at a home or facility. Do not throw butts out in the parking lots or driveways of the recovering addict you are bringing the meeting to.

Outreach By mail/Email

Do's & Don'ts

Do's

1. Respond in a timely manner.
2. Use Narcotics Anonymous language when speaking with addicts. (examples: addict, clean, serene, serenity, and hope)
3. Encourage the writer through your experience, strength, and hope.
4. Encourage making meetings inside and outside the facility where possible.
5. Encourage writing more than one letter as we are on a one month **cycle** to receive our mail and we may be their only friend.
6. Use Narcotics Anonymous 12 traditions when speaking with addicts and non-addicts with questions.

Don'ts

1. Give out your personal information. full name, home or cell phone numbers. email, address, or photos
2. Give out opinions on any outside services.
3. Agree to meet anyone alone (if you can't get someone to meet an addict coming home with you, meet them in the parking lot so you know you will not be alone.)
4. Send any financial assistance at any time.
5. Write to acquaintances pass or present.

Format for Public Relations Meeting

Chairperson

Hello my name is _____, and I am an addict. Welcome to Suffolk Area Public Relations meeting of Narcotics Anonymous. I would like to open this meeting like we open all NA meetings, with a moment of silence, followed by the Serenity Prayer, for those who care to join. God.....

We have some readings in NA

(chair choose what and how many)

Who is an addict

Why are we here

What is the Narcotics Anonymous program

How it works

Medication in Recovery (when applicable)

Briefly explain that this is a Suffolk Area Public Relations sub-committee meeting, because access to regular meetings by the addict(s) is limited. The Suffolk Area Public Relations Sub-Committee is bringing this meeting here, "we of Narcotics Anonymous Public Relations. are not affiliated with this facility nor do we have any opinions on it's policies" (When applicable)

There is a Literature & meetings list, please take them after the meeting. (when applicable)

There are no must in Narcotics Anonymous, however there are a few suggestions:

- ❖ As soon as possible make a regularly scheduled meeting
- ❖ Keep in close contact with your sponsor and support group
- ❖ Try to identify with the speaker's feelings, don't compare stories

The format of this meeting is (JFT, step, tradition, experience, strength, and hope) After the speaker finishes speaking we will go around the room clockwise and each share.

Introduce the speaker

Key tags (After all have shared)

Close meeting with the Serenity prayer