

Pocono Mountains Area Public Relations Subcommittee Guidelines

I. Definition

We are an operating subcommittee of the Pocono Mountains Area Service Committee of Narcotics Anonymous. We are, thus, fully accountable to the PMANA, whose groups we serve.

II. Purpose

The purpose of this subcommittee is to inform the public that NA exists and that it offers recovery from the disease of addiction. We offer information about how and where to find Narcotics Anonymous. All Public Relations activities will be carried out in accordance with the Twelve Traditions and Twelve Concepts of NA

III. Function

The basic functions of the PR subcommittee are to open and maintain lines of communication between NA and the public, and ASC, RSC, WSC, WSO on P.R. related issues.

IV. Responsibilities

- A)** To act as the resource and coordinating body for Area PR efforts.
- B)** To maintain a close working relationship with the H&I subcommittee, thereby assuring that all requests for information are referred to and carried out by the appropriate PR / and or H&I representative in accordance with the our Twelve Traditions and Twelve Concepts.
- C)** To respond to all requests for information in a timely and effective manner.
- D)** To be sure all requests are handled by the appropriate subcommittee.
Remember that our Ninth Tradition states that “Service boards and committees are directly responsible to those they serve.”

- E)** To maintain close communication with PMANA, MARSCNA, and the World Service Office, utilizing their resources and providing assistance as required.
- F)** To refer any PR request which is outside the geography of the Pocono Mountain Area to the appropriate Area Service Committee, (ASC).
- G)** To report all actions of this subcommittee to the Pocono Mountain ASC on a monthly basis in a written report.
- H)** To contact the GSR of each Home Group and request that a member represent that group at all PR subcommittee meeting as necessary.
- I)** To keep our phone line service updated with a list of current help line members' names and phone numbers. To schedule two phone line workshops per calendar year, one in spring, and one in fall.
- J)** To update and print meeting lists and distribute to the PMANA literature subcommittee.
- K)** To keep a current list of literature distribution points, makeup of each packet, and to deliver literature bi-monthly.
- L)** To schedule a poster hanging rally at least once per calendar year.
- M)** To coordinate media ads and listings.

V. Working Structure

In order to accomplish the above named functions and responsibilities, this subcommittee shall assign member(s) to specific tasks.

VI. Meetings

The Pocono Mountain Area PR subcommittee should meet regularly each month, with the time, date and location of the next meeting announced at ASC and within the Fellowship, encouraging all members to attend. This subcommittee may elect to have more frequent meetings, as the need arises, in order to maintain its functions and responsibilities.

VII. Membership

Subcommittee Chairperson, Vice Chairperson, Secretary, Literature Coordinator, Media Coordinator, Phonenumber Coordinator, and active voting members. The chairperson and vice chairperson are elected to their positions for one year terms by the Pocono Mountain ASC. They may serve no more than two consecutive terms in each position. The vice chairperson does not automatically succeed to chair when the chairperson's term is completed. To be considered an active voting member of this subcommittee, a member must first attend two consecutive meetings.

Members, when deemed active as described above, are entitled to participate in the decisions of this committee. A member shall be deemed inactive upon absence at two consecutive meetings.

A) Chairperson

1 Requirements

- a) One year commitment
- b) Two years clean time
- c) Previous service experience
- d) Ability to organize and give the committee direction and incentive
- e) Willingness to serve and fulfill commitment
- f) Working knowledge of the Twelve Steps, Traditions, and Concepts of NA
- g) Good communication skills

2 Duties

- a) Facilitate the subcommittee meeting
- b) Initiate all necessary correspondence, including communication between the subcommittee and the groups, the area committee, the regional committee, and the WSC PR committee.
- c) Must attend ASC, and RSC
- d) Should notify the ASC vice chair of all PR meetings, times, etc.
- e) Contact the GSRs monthly to request group representatives to attend PR

B) Vice Chairperson

1 Requirements

- a) One year commitment
- b) Minimum of one year clean time
- c) Previous service experience
- d) Ability to assume responsibilities of the chair in the chairperson's absence

- e) Willingness to serve and fulfill commitment
- f) Working knowledge of the Twelve Steps, Traditions, and Concepts of NA

2 Duties

- a) Learn responsibilities of the committee chair
- b) To work with and assist closely in all duties of the committee
- c) To carry out responsibilities delegated by the chairperson and/or the committee
- d) Attend the ASC meeting monthly

C) Secretary

1 Requirements

- a) Minimum six months clean time
- b) Ability to develop written material in a clear, concise manner
- c) Willingness to serve and fulfill commitment

2 Duties

- a) Record minutes of each meeting
- b) Handle correspondence as directed by the chair
- c) Notify all members of the committee of upcoming meetings

D) Literature Coordinator

1 Requirements

- a) Minimum one year clean time
- b) One year commitment
- c) Willingness to fulfill commitment
- c) Reliable transportation and reliable storage location for PR literature

2 Duties

- a) Distribute literature bi-monthly with another NA member
- b) Responsible for storing the PR literature inventory
- c) Maintain inventory for PR literature and meeting lists and prepare literature order forms as needed

E) Media Coordinator

1 Requirements

- a) Minimum one year clean time
- b) Willingness to fulfill commitment
- c) Access to computer and internet

2 Duties

- a) Update meeting lists and distribute them to the PMANA Literature Subcommittee
- b) Update cable ads on schedule
- c) Maintain lines of communication with the billboard advertising company
- d) Update the meeting lists schedule on newspaper calendar as needed

F) Active Voting Members

1 Requirements

- a) Must attend two consecutive meetings while maintaining abstinence from all drugs

2 Duties

- a) Provide assistance as necessary
- b) Attend PR subcommittee meetings

VIII. Voting Procedures

- A) Motions may be made and seconded only by voting members
- B) Required quorum will be three (3) voting members. Once a quorum is achieved at any given meeting, regular business may be conducted throughout the meeting, even if attendance later falls below the quorum level. However, a quorum must again be achieved in order to change policy at said meeting.

IX. PR Timeline

PMANA Public Relations Timeline

February-

- Elections
- Prepare for Professional Roundtable (if applicable year)

March-

- Prepare flier for first Phonline Workshop

April-

- Biannual Professional Roundtable

May-

- First Phonline Workshop

- Monroe County Children’s Community Night
 - Northampton County Community College in Tannersville, PA
 - 5 p.m. Vendor Set-up
 - 6 p.m. Event Start
 - 8 p.m. Event End

June-

- Inventory supplies
- Prepare posters for Poster Hanging Rally

July-

- Prepare booth materials and literature for Recovery Month (September)
- Prepare fliers for second Phonline Workshop
- Organize sign-up committee for Poster Hanging Rally

August-

- Map out locations for Poster Hanging Rally
- Ensure all supplies are ready and food is organized for Poster Hanging Rally
- Poster Hanging Rally

September-

- National Recovery Month Events
 - Hope in the Poconos
 - Act Recovery Walk
 - Coolbaugh event
 - Portland Recovery Day

October-

- Send thank you letters to all organizations from Recovery Month
- Prepare for second annual Phonline Workshop and Mock Presentation

November-

- Second Phonline Workshop

December/January-

- Wrap up old business
- Review PR Guidelines