

**Rochester Area  
Public Relations  
Guidelines  
November 2009**

**Purpose**

To inform the public, with special emphasis on the addict who still suffers, of the existence, location and the purpose of Narcotics Anonymous, under the direction of the Area Service Committee and within the guidelines of the Twelve Traditions and the Public Relations Guidelines.

**Functions and Responsibilities**

- A. To open and maintain lines of communication and cooperation
  - 1. Between NA and the public
  - 2. Between the Area and the Regional PI subcommittee
  - 3. Between the PR committee and all other Rochester Area facilities that desire contact with NA
  
- B. To maintain. Distribute and update meeting lists on a regular basis
  - 1. Adequate number of meeting lists will be printed monthly and made available at the Area meeting
  - 2. The Meeting List Coordinator will make arrangements to find the most cost effective printer to print the meeting lists and it will be paid by the area.
  - 3. It will be the responsibility of the homegroups to provide the meeting list coordinator with the most up to date information or changes ( see addendum ).

4. No new meetings will be added to the meeting list until the PR committee has done a presentation.
- C. To maintain a telephone helpline where members of the public can get information about NA.
1. To respond to telephone calls from the helpline number.
  2. To maintain a group of trained 12 Step volunteers.
  3. To train phonline volunteers when needed.
- D. To maintain the Rochester Area website.
1. TO put online the Area meeting minutes and maintain previous minutes.
  2. To put online the Area Bylaws.
  3. To put online flyers for upcoming events.
  4. To put online the area meeting lists and update it with information from the meeting list coordinator.
  5. To put online the Area Newsletter when available.
  6. To put online anything directed by the Area.
- E. To create an Area Newsletter
1. To allow a forum for addicts to discuss issues, express ideas, or present points of view in a printed format.

## **Meetings and Membership**

### **A. Meetings**

1. The PR subcommittee meets every 2<sup>nd</sup> and 4<sup>th</sup> Saturday of the month. The location to be determined by the incoming chairperson.
2. Members who come to the meeting will be from the 5 areas of responsibilities. Any one group in need of assistance can ask for help from the members present.

### **B. Membership**

1. Voting members are those that have attended 2 consecutive meetings and are not officers. The chairperson can vote to break a tie.
2. If a voting member misses 2 consecutive meeting they lose status and must again attend 2 meetings to vote.

### **Election of Officers**

The PR subcommittee shall have officers who are trusted servants elected by a majority vote of the subcommittee, except for the chairperson who is elected at the ASC.

#### **A. Chairperson**

1. A minimum of 3 years Clean time.
2. Basic understanding of Public Relations, 12 Traditions, 12 Concepts
3. One year previous experience with PR.

#### **B. Vice-chairperson**

1. A minimum of 2 years clean time.
2. A basic understanding of PR and the 12 Traditions.

#### **C. Secretary**

1. A minimum of 6 months clean time
2. Access to the ability to print typed reports and minutes for each Pr meeting
3. Basic understanding of PR and the 12 Traditions.

#### **D. Meeting List Coordinator**

1. A minimum of 1 year clean time
2. A basic understanding of PR and the 12 Traditions.

#### **E. Phoneline Coordinator**

1. A minimum of 2 years clean time
2. A basic understanding of PR and the 12 Traditions.
3. Access to a phone.

#### **F. Website Coordinator**

1. A minimum of 2 years clean time

2. A basic understanding of PR and the 12 Traditions
3. Access to or ownership of a personal computer with internet access. Sufficient computer skills to maintain the website.

**G. Newsletter Coordinator**

1. A minimum of 2 years clean time.
2. Basic understanding of PR and the 12 Traditions .
3. Access to or ownership of a personal computer and the skills to design a newsletter.

## **Duties and Responsibilities**

**A. Chairperson**

1. To prepare the meeting agenda
2. To facilitate the subcommittee meetings
3. To carry out the policies of the subcommittee
4. To carry out the duties of , or appoint a member to carry out the duties of any position not filled.
5. To represent the PR subcommittee at all RASC meetings and give a report of the activities of the subcommittee
6. To represent the PR committee at the NNYRSC PI meetings
7. To have no vote at PR meetings except in the event of a tie

**B. Vice-chairperson**

1. To carry out the duties of the chairperson in his or her absence.
2. To work with and assist the chairperson in his or her duties.
3. To assist any coordinator or other in their duties.

**C. Secretary**

1. To keep complete records in the form of minutes of all meetings of the PR subcommittee.
2. To make available typed minutes at all subcommittee meetings.
3. To keep a continuing roster of meeting attendance.
4. To keep a current list of all members and contact information.

#### **D. Meeting list Coordinator**

1. To check the meeting list for changes or updates monthly.
2. To collect and implement any change forms ( see addendum )  
Submitted by homegroups or subcommittee
3. To take to the printer the changes and pickup the completed copies and distribute the meeting lists at the RASC meetings.

#### **E. Phonenumber Coordinator**

1. To keep and maintain an updated list of all phonenumber volunteers
2. To keep in contact with volunteers as to shift, problems, or changes
3. To provide orientation for phonenumber volunteers.
4. To report to the PR chairperson any events, problems, or needs.

#### **F. Website Coordinator**

1. To handle the basic maintenance of the RASC website.
2. To post any flyers presented by the Area secretary, Activities or RACNA
3. Keep an up-to-date manual of how the website is managed.
4. Review all submissions for Tradition violations and report to the PR chairperson.
5. Check to assure the Disclaimer Statement is on the website ( see addendum )
6. Keep a log of all changes in content and make a monthly report to the PR chairperson.

#### **G. Newsletter Coordinator**

1. To collect submissions from members with a completed release form ( see addendum )
2. To type and arrange in a newsletter format.
3. To submit to the PR subcommittee at regular meetings before posting on the website.
4. To keep an updated archive of all newsletter postings on the website.

### **Budget**

The PR chairperson will present the subcommittee budget requests for all 5 areas of responsibilities at the January RASC.

1. PR
2. Meeting List
3. Phonenumber
4. Website
5. Newsletter

### **Removal or Resignation of an Officer**

- A. A simple majority vote by the PR subcommittee is required for the removal of an officer when they are found to be derelict of their duties. The chairperson may only be removed by the RASC according to the Bylaws.
- B. An officer can be removed for dereliction of duties
  1. Not fulfilling duties as described in the guidelines
  2. Relapse
  3. Absence from two regularly scheduled meetings without prior notice to the chair or vice-chair.
  4. Misappropriation or theft of NA funds.
- c. An officer may resign by providing written notice to the PR subcommittee, the chair or vice-chair.

# Meeting List Correction Form

NEW MEETING     DELETION

INFORMATION CHANGE

DAY / TIME: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

MEETING ADDRESS: \_\_\_\_\_

FORMAT / OTHER INFO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GSR / CONTACT INFO - Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**All meeting change requests must be submitted by the 2nd Sunday of each month to the meeting list sub-committee at the area business meeting.**

**Newsletter Release Form**

I hereby grant the Narcotics Anonymous Fellowship, "More Will Be Revealed", their successors, assignees and those acting on their authority permission to publish the attached original article(s), poem(s), or other written material pertaining to my personal experiences with or opinions about the N.A. Fellowship or program. I understand that my material may be edited. I further understand that every effort will be made to assure my anonymity. I possess full legal capacity to exercise this authorization and hereby release "More Will Be Revealed", NA and its service boards from any claim by myself, my successors and /or my assignees .

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Rochester Area Web-site  
Disclaimer**

**Welcome to the Rochester Area Web-site**

**This site was established and is maintained by the Rochester Area Public Relations Subcommittee.**

- 1. The purpose of the web-site is to provide online information concerning our area meetings, functions, and other applicable information and links to other sites.**
- 2. All contents on this web-site are approved by the Rochester Area Public Relations subcommittee and concerns related to this web-site may be directed to this committee.**
- 3. This web-site is not endorsed by any Narcotics Anonymous entity other than the Rochester Area of Narcotics Anonymous. Our intention in posting this information on the World Wide Web is to fulfill our Primary Purpose to carry the message to the addict who still suffers.**
- 4. The Rochester Area does not directly or indirectly endorse any of the facilities that individual meetings are held at. Inclusion of this information is for the purpose of meeting location only.**
- 5. The Rochester Area also does not endorse any web-site linked to this site nor is it responsible for the contents of any subsequent links from those pages.**