

# **GREATER GRAND RAPIDS AREA OF NARCOTICS ANONYMOUS PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

## **I. PURPOSE**

The purpose of the Greater Grand Rapids Area of Narcotics Anonymous Public Information Subcommittee (GGRANAPIS) is to inform the public that Narcotics Anonymous exists, and that we offer recovery from active addiction. We do this by creating, distributing and managing all communications regarding Narcotics Anonymous throughout the Greater Grand Rapids Area, in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous as well as the Narcotics Anonymous Guide to Public Information.

## **II. FUNCTIONS AND RESPONSIBILITIES**

1. Have guidelines that must be approved by the GGRASCNA and to follow those guidelines to the best of its ability.
2. Keep minutes of all its meetings.
3. Keep records and receipts of all its income and disbursements.
4. Provide a monthly written report at the GGRASCNA meeting.
5. Submit an itemized quarterly budget.
6. Maintain the content of the GGRASCNA meeting list, Website, and Phone Line.
7. Distribute the meeting list at the GGRASCNA meeting, and to organizations outside of NA that the GGRANAPIS determines needs meeting lists.
8. Develop and facilitate events, programs and other forms of communication designed to inform the public that NA exists and offers recovery from the disease of addiction.
9. To respond to all requests for information in a timely and effective manner and to be sure that those requests are handled at the appropriate level of service.

## **III. MEETINGS**

1. All GGRANAPIS meetings will occur monthly at a day, time and location to be determined by the sub-committee. Should the re-scheduling of the monthly meeting be necessary it is the responsibility of the Chairperson to cancel, re-schedule and notify all committee members of changes.

## **IV. MEMBERSHIP**

1. Membership in GGRANAPIS is open to any NA member with thirty (30) days clean.

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## **V. DECISION MAKING PROCEDURES**

1. The GGRANAPIS strives to carry out its work based on the concept of Substantial Consensus Based Decisions (SCBD). This means that all viewpoints will be considered while, at the same time, all attempts will be made to find the common ground on every issue that every participant can support. However, it is important to note that the eventual decision may not be the exact desire of every participant. If SCBD cannot be reached for an issue it will be tabled until the next meeting. If SCBD cannot be reached during two consecutive meetings, that issue may not be introduced again for two (2) months. One exception to this process is described in Section 6, Involuntary Removal of Trusted Servants.

## **VI. TRUSTED SERVANTS**

1. All trusted servants are to attend all GGRANAPIS meetings and submit a written report. If unable to attend, they must contact Chairperson and/or Co-Chairperson and submit a written report.
2. A GGRANAPIS trusted servant may only be elected a maximum of two consecutive terms regardless of when the first term started. All positions require a one year commitment.
  1. The one exception to this rule is if there is not a qualified recovering addict willing or able to take on a given position within this Sub-Committee (based on the qualifications outlined below), the person who held the position for two consecutive terms may continue to serve in that capacity on a month to month basis, until that position is filled by a recovering addict meeting the requisite qualifications.
3. Trusted servant positions within the GGRANAPIS:
  1. Chairperson - nominated and elected at the GGRASCNA in accordance with their guidelines.
    1. Qualifications
      1. Recommended clean time is eighteen (18) months.
      2. Six months prior service experience, preferably PI.
      3. Active participant in the GGRANAPIS.
      4. Have a reasonable understanding of the service structure of Narcotics Anonymous including the 12 Steps, 12 Traditions, 12 Concepts, ASC Guidelines, a Guide to Local Service (GTLS) and the Guide to Public Information.
      5. Good organizational skills and communication skills.
      6. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

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## 2. Duties

1. To prepare an agenda for, schedule and facilitate all meetings of the GGRANAPIS.
2. To be the coordinator of the functions and responsibilities of the PI Sub-Committee and all PI ad hoc committees.
3. To attend the monthly GGRASCNA meeting and provide a written monthly report. Must also attend P&A meetings on budget months (March, June, September and December) and submit a written quarterly budget.
4. Is ultimately responsible for files, records and overall function of the Sub-Committee.
5. Please refer to the GTLS for additional information regarding all other duties.

## 2. Co-Chairperson - elected by the GGRANAPIS

### 1. Qualifications

1. Recommended clean time is eighteen (18) months.
2. Six months prior service experience, preferably PI
3. Active participant in the GGRANAPIS.
4. Have a reasonable understanding of the service structure of Narcotics Anonymous including the 12 Steps, 12 Traditions, 12 Concepts, ASC Guidelines, the Guide to Local Service
5. (GTLS) and the Guide to Public Information.
6. Good organizational skills and communication skills.
7. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

### 2. Duties

1. Be willing to assume the duties of the GGRANAPIS Chairperson after one (1) year.
2. To assume all duties and responsibilities of the GGRANAPIS Chairperson in their absence.
3. Work closely with the GGRANAPIS Chairperson to learn all the responsibilities of that position, so that he or she may property transition into becoming the GGRANAPIS Chairperson, if he or she is elected by the GGRASCNA.

## 3. Secretary - elected by the GGRANAPIS

### 1. Qualifications.

1. Recommended clean time of six (6) months.

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2. Active participant in the GGRANAPIS.
3. Good organizational skills
4. Ability to develop written material in a clear, concise manner.
5. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

## 2. Duties

1. Record accurate minutes of all GGRANAPIS meetings and to distribute those minutes to its members within two (2) weeks of the meeting being reported.

## 4. Web Servant - elected by the GGRANAPIS

### 1. Qualifications

1. Recommended clean time requirement of eighteen (18) months.
2. Active participant in the GGRANAPIS.
3. Ability to accurately maintain the Greater Grand Rapids Area Narcotics Anonymous website, which is located at:  
[www.Michigan-NA.org/grand\\_rapids](http://www.Michigan-NA.org/grand_rapids)
4. Access to a personal computer with virus protection and a firewall.
5. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

### 2. Duties

1. Maintains the Area website.
2. Makes only GGRANAPIS and GGRASCNA approved changes to the website.

## 5. Co Web Servant

### 1. Qualifications

1. Recommended clean time requirement of eighteen (18) months.
2. Active participant in the GGRANAPIS.
3. Ability to accurately maintain the Greater Grand Rapids Area Narcotics Anonymous website, which is located at:  
[www.Michigan-NA.org/grand\\_rapids](http://www.Michigan-NA.org/grand_rapids)
4. Access to a personal computer with virus protection and a firewall.
5. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

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## 2. Duties

1. Assumes all duties and responsibilities of the Web Servant in their absence.
2. Works closely with the Web Servant to learn all the responsibilities of that position so they may effectively transition into becoming the Web Servant if they are elected by the GGRANAPIS.

## 6. Phone Line Servant

### 1. Qualifications

1. Recommended clean time requirement of eighteen (18) months.
2. Active participant in the GGRANAPIS.
3. The ability to access and maintain the Greater Grand Rapids Area Phone Line.
4. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

### 2. Duties

1. To accurately maintain and update the Greater Grand Rapids Area Phone Line as directed by the GGRANAPIS Chairperson.

## 7. Meeting List Servant

### 1. Qualifications

1. Recommended clean time requirement of eighteen (18) months.
2. Active participant in the GGRANAPIS.
3. The ability to access and maintain the Greater Grand Rapids Area Meeting List.
4. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

### 2. Duties

1. To accurately maintain and update the Greater Grand Rapids Area Meeting List as directed by the GGRANAPIS Chairperson.

## 8. Mailing List Servant

### 1. Qualifications

1. Recommended clean time requirement of eighteen (18) months.
2. Active participant in the GGRANAPIS.
3. The ability to access and maintain the Greater Grand Rapids Area Mailing List.
4. Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

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## 2. Duties

1. To accurately maintain and update the Greater Grand Rapids Area Mailing List as directed by the GGRANAPIS Chairperson.

## 4. Voluntary Resignation of Trusted Servants

1. Voluntary resignation must be given in writing or in person at the GGRANAPIS meeting. The Chairperson must give voluntary resignation in writing or in person at both the GGRANAPIS and the GGRASCNA.

## 5. Involuntary Removal of Trusted Servants

1. Relapse during the time in office.
2. If the GGRANAPIS Chairperson misses two (2) consecutive GGRASCNA, meetings or two (2) consecutive GGRANAPIS monthly meetings without advising their alternate or submitting a written report to the committee.
3. If a GGRANAPIS Trusted Servant has two (2) consecutive un-excused absences at GGRANAPIS meetings.
4. If a Motion to Remove carries by a majority vote via closed ballot.

## **VII.WEB SITE**

### 1. Purpose

1. The purpose of the web site is to make information about Narcotics Anonymous available to all addicts and the general public via the Web.
2. The on-line information will contain links, or references to information that will help carry out our primary purpose to "Help the addict who still suffers".
3. The web servant carries out the actual work on the web site. To ensure that materials remain available in the event of server or other problems, the web servant will give the PI Chairperson a disk containing all current files on a monthly basis, or whenever updates are made.
4. Privacy - Since information made accessible by the Internet can be accessed by the general public worldwide, we will not use complete names, phone numbers, home addresses or e-mail addresses of individual members, but only phone numbers of helplines, hotlines and NA service offices. E-mail addresses of trusted servants may be used with their consent.

### 2. Website Contents

1. A link to the Michigan Region home page.
2. Meeting information for active NA Meetings and Service Meetings in the Area.
3. Area NA events.
4. Contact information to provide e-mail contact with the GGRANAPIS Web Servant and the GGRANAPIS Chairperson.

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## 5. Resources including:

1. GGRASCNA Forms.
2. GGRASCNA and Subcommittee Guidelines.
3. GGRASCNA Monthly Meeting Minutes and Archived Minutes.
4. All information contained on the Greater Grand Rapids Area Web Site must be approved by the GGRASCNA and forwarded to the Web Servant through the GGRANAPIS Chairperson or Co-Chairperson.

## **VIII. MEETING LIST**

1. The purpose of the Meeting List is to provide an accurate listing of all active NA Meetings in the Greater Grand Rapids Area and a listing of all Service Meetings. The meeting list shall include the name of the group, the day of the week, time, location and any other information regarding each group meeting.

## **IX. PHONE LINE**

1. The purpose of the Phone Line is to provide an accurate listing of all active NA Meetings in the Greater Grand Rapids Area, as well as upcoming events and special announcements

## **X. DEFINITION OF ACTIVE NA MEETING**

1. An NA Meeting is considered active if they meet the below listed criteria:
  1. Meeting must adhere to the 12 Steps and 12 Traditions of NA.
  2. Meeting must conduct a monthly business meeting.
  3. Meeting must have a GSR or alternate present at four (4) consecutive GGRASCNA meetings and must submit a written report on GGRASC Group Report Form.
  4. Meetings must meet at the same day, time and location for four (4) consecutive months.
2. An NA Meeting is considered in-active and will be removed from the Web Site, Meeting List and Phone Line if they meet the below listed criteria:
  1. Meeting has three (3) consecutive un-excused absences at the GGRASCNA meetings.
  2. Meeting has a total of three un-excused (3) absences during a six (6) month period at the GGRASCNA meetings.
    1. An un-excused absence is defined as no GSR or alternate present at the GGRASCNA meeting and no written report submitted.
    2. An absence will be considered excused if a representative from the group contacts the GGRASC Chairperson or Co-Chairperson, Secretary or Co-Secretary and forwards a written report.
3. An NA Meeting that has been removed from the Web Site, Meeting List and Phone Line must have a GSR or alternate GSR attend two consecutive area meetings to be listed on the Web Site, Meeting List and Phone Line again (proposed and approved 2/27/08).

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## **XI. AMENDING THESE GUIDELINES**

1. Any motion that would change these guidelines must be presented to the GGRANAPIS in writing and follow the required decision making procedures (SCBD).
2. Any motion that passes at GGRANAPIS changing these guidelines will not take effect until it has been approved by the GGRASCNA.