

Livingston Area of Narcotics Anonymous
Public Relations
Sub-Committee Guidelines

Drafted April 9, 2007

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PURPOSE

The purpose of the Livingston Area of Narcotics Anonymous Public Relations Sub-Committee (LANAPRS) 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 Livingston Area, in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous as well as the Narcotics Anonymous Guide to Public Information.

I. FUNCTIONS AND RESPONSIBILITIES

- A. Have guidelines that must be approved by the LCASCNA and to follow those guidelines to the best of its ability.
- B. Keep minutes of all its meetings.
- C. Keep records and receipts of all its income and disbursements.
- D. Provide a monthly written report at the LCASCNA meeting.
- E. Submit an itemized quarterly budget.
- F. Maintain the content of the LCASCNA meeting list, Web-site, and Phone Line.
- G. Distribute the meeting list at the LCASCNA meeting, and to organizations outside of NA that the LANAPRS determines needs meeting lists.
- H. 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.
- I. 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.

II. MEETINGS

- A. All LANAPRS 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.

III. MEMBERSHIP

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

IV. DECISION MAKING PROCEDURES

- A. The LANAPRS 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.

V. TRUSTED SERVANTS

- A. All trusted servants are to attend all LANAPRS meetings and submit a written report. If unable to attend, they must contact Chairperson and/or Co-Chairperson and submit a written report.
- B. A LANAPRS 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.
- C. Trusted servant positions within the LANAPRS:
 1. Chairperson - nominated and elected at the LCASCNA in accordance with their guidelines.
 - a). Qualifications
 - (1). Recommended clean time is eighteen (18) months.
 - (2). Six months prior service experience, preferably PI or H & I.
 - (3). Active participant in the LANAPRS.

- (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 Relations.
- (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.

b). Duties

- (1). To prepare an agenda for, schedule and facilitate all meetings of the LANAPRS.
- (2). To be the coordinator of the functions and responsibilities of the PR Sub-Committee and all PR ad hoc committees.
- (3). To attend the monthly LCASCNA meeting and provide a written monthly report. Must also attend P&P 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, Public Information - elected by the LANAPRS

a). Qualifications

- (1). Recommended clean time is twelve (12) months.
- (2). Six months prior service experience, preferably PI.
- (3). Active participant in the LANAPRS.
- (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.

b). Duties

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

3. Co-Chairperson, Hospitals & Institutions - elected by the LANAPRS

a). Qualifications

- (1). Recommended clean time is twelve (12) months.
- (2). Six months prior service experience, preferably H & I.
- (3). Active participant in the LANAPRS.
- (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.

b). Duties

- (1). Be willing to assume the duties of the LANAPRS Chairperson after one (1) year.
- (2). To assume all duties and responsibilities of the LANAPRS Chairperson in their absence.
- (3). Work closely with the LANAPRS Chairperson to learn all the responsibilities of that position, so that he or she may properly

transition into becoming the LANAPRS Chairperson, if he or she is elected by the LCASCNA.

4. Secretary - elected by the LANAPRS

a). Qualifications.

- (1). Recommended clean time of twelve (12) months.
- (2). Active participant in the LANAPRS.
- (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.

b). Duties

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

5. Co-Secretary - elected by the LANAPRS

a). Qualifications.

- (1). Recommended clean time of six (6) months.
- (2). Active participant in the LANAPRS.
- (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.

b). Duties

- (1). Be willing to assume the duties of the LANAPRS Secretary after one (1) year.
- (2). To assume all duties and responsibilities of the LANAPRS Secretary in their absence.
- (3). Work closely with the LANAPRS Secretary to learn all the responsibilities of that position, so that he or she may properly

transition into becoming the LANAPRS Secretary, if he or she is elected by the LCASCNA.

6. Web Servant - elected by the LANAPRS

a). Qualifications

- (1). Recommended clean time requirement of Twelve (12) months.
- (2). Active participant in the LANAPRS.
- (3). Ability to accurately maintain the Livingston Area Narcotics Anonymous web-site, which is located at:
<http://www.michigan-na.org/livingston>
- (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.

b). Duties

- (1). Maintains the Area web-site.
- (2). Makes only LANAPRS and LCASCNA approved changes to the web-site.

7. Co-Web Servant

a). Qualifications

- (1). Recommended clean time requirement of nine (9) months.
- (2). Active participant in the LANAPRS.
- (3). Ability to accurately maintain the Livingston Area Narcotics Anonymous web-site, which is located at:
<http://www.michigan-na.org/livingston>
- (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.

b). 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 LANAPRS.

8. Phone Line Servant

a). Qualifications

- (1). Recommended clean time requirement of nine (9) months.
- (2). Active participant in the LANAPRS.
- (3). The ability to access and maintain the Livingston Area Phone Line.
- (4). Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

b). Duties

- (1). To accurately maintain and update the Livingston Area Phone Line as directed by the LANAPRS Chairperson.

9. Meeting List Servant

a). Qualifications

- (1). Recommended clean time requirement of Six (6) months.
- (2). Active participant in the LANAPRS.
- (3). The ability to access and maintain the Livingston Area Meeting List.
- (4). Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

b). Duties

- (1). To accurately maintain and update the Livingston Area Meeting List as directed by the LANAPRS Chairperson.

10. Mailing List Servant

a). Qualifications

- (1). Recommended clean time requirement of six (6) months.
- (2). Active participant in the LANAPRS.
- (3). The ability to access and maintain the Livingston Area Mailing List.

- (4). Have the time, willingness and resources to serve the duties and fulfill the responsibilities this position entails.

b). Duties

- (1). To accurately maintain and update the Livingston Area Mailing List as directed by the LANAPRS Chairperson.

D. Voluntary Resignation of Trusted Servants

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

E. Involuntary Removal of Trusted Servants

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

VI. WEB SITE

A. 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 PR 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.

B. Web-site 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 LANAPRS Web Servant and the LANAPRS Chairperson.
5. Resources including:
 - a). LCASCNA Forms.
 - b). LCASCNA and Subcommittee Guidelines.
 - c). LCASCNA Monthly Meeting Minutes and Archived Minutes.
 - d). All information contained on the Livingston Area Web-Site must be approved by the LCASCNA and forwarded to the Web Servant through the LANAPRS Chairperson or Co-Chairperson.

VII. MEETING LIST

- A. The purpose of the Meeting List is to provide an accurate listing of all active NA Meetings in the Livingston 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.

VIII. PHONE LINE

- A. The purpose of the Phone Line is to provide an accurate listing of all active NA Meetings in the Livingston Area, as well as upcoming events and special announcements

IX. DEFINITION OF ACTIVE NA MEETING

- A. 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 LCASCNA meetings and must submit a written report.

4. Meetings must meet at the same day, time and location for four (4) consecutive months.
- B. 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 unexcused absences at the LCASCNA meetings.
 2. Meeting has a total of three unexcused (3) absences during a six (6) month period at the LCASCNA meetings.
 - a). An unexcused absence is defined as no GSR or alternate present at the LCASCNA meeting and no written report submitted.
 - b). An absence will be considered excused if a representative from the group contacts the LCASCNA Chairperson or Co-Chairperson, Secretary or Co-Secretary and forwards a written report.
- C. An NA Meeting that has been removed from the Web Site, Meeting List and Phone Line must meet all qualification requirements listed in Section IX, A, 1-4 to again be listed on the Web Site, Meeting List and Phone Line.

X. AMENDING THESE GUIDELINES

- A. Any motion that would change these guidelines must be presented to the LANAPRS in writing and follow the required decision making procedures (SCBD).

Any motion that passes at LANAPRS changing these guidelines will not take affect until it has been approved by the LCASCNA