

DRAFT COPY
HAMPSHIRE AREA PUBLIC INFORMATION
SUB-COMMITTEE GUIDELINES (approved September 2006?)

MISSION STATEMENT

Public Information is a sub-committee of Hampshire Area Service Committee of Narcotics Anonymous. The purpose of PI is to inform the public that Narcotics Anonymous exists and provides information about how and where to find it. All activities directed to that end shall be carried out in accordance with the 12 concepts and 12 traditions on NA. We want to assure that no addict seeking recovery, need die without having had a chance to find a better way of life.

FUNCTIONS/RESPONSIBILITIES

The basic functions of PI are:

- To open and maintain lines of communication
 - a. Between NA and the public
 - b. Between the Area and Regional Public Information Committees
 - c. Between members of NA and various NA Groups
- To respond to all requests for information in a timely and effective manner To be sure that those requests are handled at the appropriate level of service while remaining consistent with our 9th tradition. Educate the Area Members about how to do PI presentations

MEETINGS

- Regular meetings shall be held every 3rd Tuesday after our ASC at St Swithuns Church, Waverly Road, Southsea, Hampshire. The subcommittee meeting begins at 6pm.

REQUIREMENTS AND DUTIES OF VOTING PARTICIPANTS.

It is generally accepted that all participants shall have the following;

- Personal time and abilities to perform their duties.
- Willingness and desire to serve in the position.
- Clean time requirement and service experience as stated, unless with committee approval time can be waived.
- Understanding and practical experience of the 12 steps, 12 traditions and 12 concepts of Narcotics Anonymous.
- Maintenance of clean time throughout participation.
- Our quorum is 3 voting members.
- Voting members are
 - a) Vice Chair, treasurer, secretary and alternates
 - b) PI service representatives (such as, poster campaign officer, tea person, PI workers)
 - c) The Chair has the decision vote in a tie break situation.

OFFICERS

- The subcommittee officers shall consist of; Chairperson, Vice Chairperson, Secretary, Treasurer, Literature secretary, Poster Campaign Officer, PI Workers and Tea Person.
- Any officer may be removed for the following reasons: relapse and missing two unexcused consecutive monthly PI meetings.
- In the case of the resignation of the Chairperson, the Vice Chair person shall automatically assume that position until the end of the previous chairpersons term.
- If the Vice Chair person cannot or will not accept the position, PI will elect an interim Chairperson.
- If any officers besides the Chair or Vice Chair resigns, the position shall be held open for a period of one month or until a willing member of the fellowship is found to serve in the position.

OPERATIONAL GUIDELINES

- All PI efforts should be targeted to Hampshire Area. In event that the efforts extend into other Areas, the PI Chair shall collaborate with the other Areas Chair prior to any action.
- PI speakers **MUST** have attended a Public Information speaker orientation at one time before being allowed to be a speaker.
- The 11th tradition is our motto 'Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and film'
- Any subcommittee officer may be removed during term of office by an eighty percent (four fifths) majority vote of the subcommittee at a regularly scheduled PI meeting.
- PI holds regular monthly meetings. Special meetings may be called by a majority vote of the subcommittee members by the subcommittee Chair. Reasonable notice of such special meeting must be given to all subcommittee members.
- All PI meetings are open to any member of NA.
- PI operates within a budget approved by the Hampshire ASC; however more funds may be requested and approved by the Hampshire ASC.
- The subcommittee shall maintain a prudent reserve of 9 pounds for expenses (RENT).
- The PI subcommittee is directly responsible to the Hampshire ASC.

Chairperson

The chairperson is elected by the ASC in accordance with their guidelines for 1 year.

The Chair's duties include:

- Bringing before the general meeting of the subcommittee matters that are to be acted upon
- Carrying out policies and orders for the subcommittee
- Attending or delegating someone to attend the Regional PI subcommittee meetings
- Only voting in the case of a tie at subcommittees.
- To prepare agenda for and preside over sub-committee meetings
- To be the coordinator of the functions and responsibilities of the PI Sub-committee
- To initiate and maintain contact with other PI sub-committees in the Region
- To maintain the sub-committee's files and records
- To have PI Presentation workshops throughout the Area for any interested NA members
- To make a written and oral report at the monthly ASC meeting regarding PI efforts
- Attend the entire ASC meeting in case anyone has a PI related question
- To take responsibility for the PI phone and the call credit situation.

Requirements

- Suggested two years clean time. With at least 6 months knowledge and experience of PI work.
- The Chair will be voted by the PI subcommittee and ratified at Hampshire ASC.
- Previous service at group and area level
- Ability to delegate, organize and give the committee direction and incentive
- Willingness to give the time and resources necessary to do the job
- A working knowledge of the 12 Traditions, Contingency Plan, and the Area Guidelines
- To have a working knowledge of the Hampshire Area PI Subcommittee Guidelines and the PI Handbook
- To attend all PI subcommittee meetings.

Vice-Chairperson

The Vice-chairperson is elected by a majority vote within the PI sub-committee for a one-year term.

The Vice-chairperson's duties include:

- Keeping check of the pihampshire@ukna.org email address and reporting to the subcommittee any progress, also to respond to emails within 7 days to acknowledge the expressed interest.
- To work closely with and assist in all other duties of the chairperson. Although the position of the chairperson is elected by the ASC, the vice chair is learning to assume the duties of the chairperson
- Carry out responsibilities delegated by the chair and/or the sub-committee
- The vice chair will take minutes of the committee in the absence of the secretary
- Coordinate with the literature secretary to ensure that PI workers have all needed literature and resources available to them.

Requirements

- One year clean time.
- Previous service experience at group level
- Ability to assume responsibilities in the Chairperson's absence
- Willingness to give the time and resources necessary to do the job
- A working knowledge of the 12 Traditions, Contingency Plan, and the Area Guidelines
- To attend all PI subcommittee meetings.

Secretary-

The secretary is elected by a majority vote within the PI Sub-committee to serve a one-year term.

The secretary duties include:

- Record the minutes of each meeting and keep role call for voting purposes
- Handle all correspondence as directed by the by the PI Sub-committee
- Maintain records of communication, including list of all activities and contacts to be passed on to subsequent committee members
- Provide copies of the minutes to each member of the subcommittee by email or post.
- Provide approx 20 copies of the PI report to the Chairperson for them to distribute at the ASC.
- Help Chair with all subcommittee correspondence.

Requirements

- Six months clean time
- Willingness to give the time and resources necessary to do the job
- To attend all PI subcommittee meetings.

Treasurer

The Treasurer is elected by a majority vote within the subcommittee to serve a one-year term.

The Treasurers duties include:

- Keeping the PI treasury up to date and available to the subcommittee on request.
- Report all disbursements and expenditures at each subcommittee meeting.
- Provide a financial statement to the Chair to provide to the ASC when requested.
- To provide the subcommittee with an opening balance at the start of each meeting and a closing balance at the end.

Requirements

- One year clean time.
- Previous service experience at group and area level.
- Willingness to give the time and resources necessary to do the job
- A working knowledge of the 12 Traditions, Contingency Plan, and the Area Guidelines
- To be financially sound.
- To attend all PI subcommittee meetings.

Literature Secretary

The Literature Secretary is elected by a majority vote within the subcommittee to serve a one-year term.

The Literature Secretaries duties include:

- Being available to all PI Workers, Vice – Chair and Poster Campaign Officer to ensure that they have all needed literature and resources available from Narcotics Anonymous and the Hampshire ASC.
- Making sure all PI literature is up to date and not running low, keep a running check on what is used and what is not used.
- To order literature via the UK service office.
- To collect expenses specifically allocated for this service each month.

Requirements

- 6 months clean time.
- Previous service experience at group and area level.

- Willingness to give the time and resources necessary to do the job
- A working knowledge of the 12 Traditions, Contingency Plan, and the Area Guidelines
- To attend all PI subcommittee meetings.

Poster Campaign Officer

The Poster Campaign is elected by a majority vote within the subcommittee to serve a one-year term. The Poster Campaign duties include:

- Maintaining PI work each month by sending out a poster complete with a covering letter and 2 Information pamphlets to relevant out side agencies and professionals.
- To liaise with Literature secretary for literature needed for this service.
- To collect expenses specifically allocated for this service each month, the money is designed to buy stamps, envelopes and cost of printing for covering letter.
- To maintain an up to date record of places contacted and the dates they were contacted.

Requirements

- 6 months clean time.
- Previous service experience at group and area level.
- Willingness to give the time and resources necessary to do the job
- A working knowledge of the 12 Traditions, Contingency Plan, and the Area Guidelines
- To attend all PI subcommittee meetings.

Tea Person

The Tea Person is elected by a majority vote within the subcommittee to serve a 6 months term. The Tea Person duties include:

- Provide the refreshments for the committee each month
- To attend all PI subcommittee meetings.

Requirements

- 3 months clean time.
- Willingness to give the time and resources necessary to do the job

AMENDING THESE GUIDELINES

- Any motion that would change these guidelines will have to be presented to this committee in writing at the preceding meeting before the vote is taken. (Example; motion in Aug. vote in Sept.)
- It will take a 3/4 majority of the PI Committee to pass any motion that changes these guidelines.
- Any motion that passes changing these guidelines will not take affect until the ASC has been informed of the change and no objections are raised by the ASC.