



# Public Information

## Sub Committee of Suffolk Area NA Policy Outline

### 03/13/02

#### A. Purpose

- i. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- ii. To carry the message in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

#### B. Functions and Responsibilities

- i. To act as a resource and coordinating body for the Suffolk Area PI efforts.
- ii. To maintain a close working relationship with other committees throughout the area, thereby ensuring that all requests for information are referred to and carried out by the appropriate PI and/or H&I Committees in accordance with the Twelve Traditions and Twelve Concepts.
- iii. To maintain a close working relationship with the Regional PI.
- iv. If a new meeting opens as a result of a Public Information Presentation, the PI committee would chair/attend the first meeting (which is usually a business meeting) and also attend the next two meetings, and encourage other PI members to attend.
- v. To educate and inform the local fellowship of ongoing PI activities, including presentations, learning days, forums, and conferences.

#### C. Description of PI Sub Committee of Suffolk Area

This Committee shall consist of a Chairperson, Vice-Chairperson, Secretary, and other elected or appointed Committee Coordinators or reps as deemed necessary by the Committee.

Standing Suffolk Public Information Committee are as follows:

##### i. Administrative Committee

The administrative committee of the Suffolk Area PI Sub Committee will consist of a Chair, Vice-Chair, Secretary and Coordinators. This admin committee will have the group's conscious to perform and administer any function necessary between regularly scheduled PI meetings.



- ii. Educational Committee  
This informational committee will research and coordinate area PI efforts pertaining to any Suffolk educational organization.
- iii. Community Committee  
This informational committee will research and coordinate area PI efforts pertaining to any Suffolk community based organization.
- iv. Law Enforcement Committee  
This informational committee will research and coordinate area PI efforts pertaining to any Suffolk Legal System, Federal/State/Municipal Department or Association.
- v. Medical Committee  
This informational committee will research and coordinate area PI efforts pertaining to any Suffolk Medical Professions and Institutions.

#### D. Participants

- i. All Public Information meetings are open to interested members of Narcotics Anonymous.
  - 1. Any Group represented at Suffolk Area Public Information is entitled to one vote.
  - 2. Any Informational Committee coordinator/member is entitled to one vote.
  - 3. Any interested member who attends two consecutive meetings is deemed eligible to one vote.
  - 4. Any PI committee member shall be deemed ineligible to vote upon unexplained absence from two consecutive meetings.
- ii. The Chairperson cannot vote except to break a tie.
- iii. Any Administrative Committee member absent from two consecutive meetings, without a communication with another member, may be asked to step down from their commitment at the digression of the committee.

#### E. Voting Procedures

- a. All Matters before this committee shall be decided by a majority of the voting participants of the Sub Committee, with exception of a change in policy. For any issues relating to a change in the policy a 2/3 majority of voting members is required.
- b. Vice Chair, Secretary, Coordinators of each Informational Committee, and Liaisons will be nominated and elected by the Public Information Sub Committee.



F. Suggested Requirements and Duties

a. **Chairperson** (One Calendar Year Position)

Requirements:

- Two Years Clean Time
- Previous Service Experience, Preferably PI
- Ability to organize and give the committee direction and motivation
- Legal source of income

Duties:

- Arrange time for meetings
- Initiates all necessary correspondence, including communication with Area Service Committee, and Region.
- Keeps Area Service Committee and Region informed of all ongoing PI activities and events and vice versa.
- Is ultimately responsible for files, records and overall function of Committee.

b. **Vice Chair** (One Calendar Year Position)

Requirements:

- One Year Clean Time
- Previous service experience, preferably PI
- Ability to assume responsibility in the Chairpersons absence
- Legal source of income

Duties:

- To work closely with and assist in all the duties of the Committee
- To carry out responsibilities delegated by the Chair and/or the Committee

c. **Secretary** (One Calendar Year Position)

Requirements:

- Six Months Clean
- Prior service experience, preferably with secretarial skills
- Ability to develop written material in a clear, concise manner

Duties:

- Record minutes of each meeting
- Distribute copies of those minutes to committee members prior to next PI meeting
- Handle all correspondence as directed by the chair and/or the committee
- Maintain files and records of communications, including list of activities and commitments to be passed on to subsequent committee members
- Maintain attendance records



d. **Informational Committee Coordinator** (One Calendar Year Position)  
(Educational, Community, Law, and Medical)

Requirements:

- One Year Clean Time
- Six months prior service experience

Duties:

- To Coordinate Efforts between the PI Sub Committee and the Public
- Generate Presentations
- Conduct Presentations
- Follow up

e. **Literature Coordinator** (One Calendar Year Position)

Requirements:

- One year clean time
- Prior service experience
- Managerial Skills

Duties:

- Ability to provide literature to Informational Committees as needed
- Track and maintain all requests from Informational Committees
- Prepare reports to Committee of Purchases and requests
- Maintain adequate supply of literature on hand at all times
- Stock and keep current inventory all PI Literature

f. **Liaisons** (One Calendar Year Position)

(E&A, Help Line, H&I)

Requirements:

- 6 Months clean time
- Willingness to serve
- Preferably have a commitment at the respected Sub Committee that they are a Liaison for

Duties:

- Attend all PI Sub Committee Meetings
- Attend all Sub Committee Meetings Liaison for
- Bring back, and report information to PI from said Committees

G. Contingency Plan

a. Chain of Communication

- i. Requests for Information can come through our Help Line, Website or are referred by our H&I Sub Committee. Requests can also be made while presenting in public or an NA Convention or Conference.
- ii. All inquiries must go through the PI Sub Committee as a whole or through the PI Chair.
- iii. Any inquiries from the Public or within NA must be responded to with a phone call within 48 Hours or receipt.



## H. Presentations

### a. Requests

- i. Presentations should be discussed in advance at the Public Information meeting:
  1. Committee can and will decline requests to do presentations if our Traditions and or Concepts are in Jeopardy.
  2. Decide HOW the Committee should go about approaching it.
  3. If Committee can not commit to a presentation with enough experienced members, it is the responsibility of the Chair, Vice Chair or Secretary to reschedule, ask for Regional or neighboring PI support or decline the request.
- ii. If the Presentation can not be announced at the monthly subcommittee meeting, the Chair, Vice Chair, or Secretary is responsible to call (via phone) the entire committee for suggestions and support.

### b. Requirements to be Presenter

- i. Participants must go on two (2) presentations as an observer before they are allowed to speak or present at ANY presentation. Attendance at a mock presentation shall count as one (1) presentation.
- ii. In order to give a presentation, participants on committees must go with two (2) or more members and/or addicts, preferably with prior experience with PI Committee in giving presentations.
- iii. No one under six (6) months clean is to lead a presentation, regardless of situation.
- iv. Under NO CIRCUMSTANCES is anyone to do a presentation alone.

### c. Materials

- i. Literature Coordinator handles and maintains all PI Presentation Materials
- ii. See attached "Standard PI Kits"

### d. Format

- i. The format is to be printed legibly, distributed to those attending, reviewed, and discussed prior to the Presentation.
- ii. See Guide to PI for Presentation Format Examples