

NARCOTICS ANONYMOUS UK PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES

OUR GOALS

1 Inform the public that recovery is available in NA; respond effectively to requests for information from the public and the media.

2 Communicate with Group, Area PI, World and other Region PI workers; with the UK Regional Service Committee; and with other fellowships.

3 Reach out to and build working relationships with Government, media and professionals at national level.

4 Be a central resource for PI workers at Group, Area and Regional levels, supplying information, collateral, people and training.

5 Collate best practices from PI work anywhere and communicate them to PI workers in the UK.

6 Support Areas in their PI work, especially where the local PI function is weak or nonexistent.

7 Act at all times in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, these guidelines and the Guide to Public Information.

"Whenever possible, direct services should be administered by area service committees" (AGTLSINA)

COMMITTEE GUIDELINES

1. All Steering Committee positions (including Alternates and Vices) are two year commitments. Other service position are one year commitments. Anyone proposing themselves (or being proposed) for a service position on the Steering Committee must attend three consecutive meetings before being elected; the Chair, Vice Chair, Treasurer and Alternate Treasurer must also be ratified by Region.
2. Our quorum is three voting members.
3. Voting members are:
 - 1 Elected PI representatives from Groups and Area PI subcommittees (one per group)
 - 2 Steering Committee members (Chair, Treasurer, Secretary and Alternates)
 - 3 UKPI representatives for services (such as Training, Media, Literature, European Liason)
4. We operate consensual decision-making but in the event of an irresolvable difference Roberts Rules will apply.
5. The UKPI Committee meets at 19:00 on the first Tuesday of each month at the Boardroom, 38 Ebury Street, London SW1 (or other locations as agreed below).
6. Two Committee meetings to be held out of London each year (possibly May and October) if we can find Areas willing to host us, ideally alongside conventions.
7. Steering Committee meetings to be at 19:00 on the 3rd Tuesday of Jan, April, July, October, venue tba.
8. Each Steering Committee member requires: *A Guide to Local Services in NA*, *A Guide to Public Information*, and the *12 Concepts*. UKPI will provide these.
9. Membership of this Committee ceases in any of the following situations: end of service commitment; relapse; resignation; failure to attend three consecutive Committee meetings; motion to remove (two thirds majority in closed ballot, except for Chair, who can only be removed by Region Service Committee).

CHAIR

- Attend all UKPI committee and steering committee meetings, and all but one Region meetings each year
- Prepare agenda for and preside over committee meetings
- To be the coordinator of the functions and responsibilities of the UKPI committee
- Maintain the committee's files and records, especially resources for PI talks and PI recruitment talks
- Countersign all cheques
- To make a written and oral report at the monthly UKPI meeting and at Region meetings
- To liaise with the UK Website committee, attending all their meetings

Requirements

- Suggested four years clean time. 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 Guidelines for PI Service and UKPI Committee Guidelines

VICE-CHAIR

- Attend all UKPI committee and steering committee meetings, and all but one Region meetings each year
- To work closely with and assist in all other duties of the chair. The vice chair is learning to assume the duties of the chairperson
- Carry out responsibilities delegated by the chair and/or the sub-committee
- To liaise with the Helpline subcommittee

Requirements

- Two years' clean time. Previous service experience at Group and Area level.
- Ability to assume responsibilities in the Chair'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 Guidelines for PI Service and UKPI Committee Guidelines

SECRETARY

- Attend all UKPI committee and steering committee meetings
- Record the minutes of each meeting and keep role call for voting purposes
- Handle all correspondence as directed by the by the UKPI subcommittee
- Maintain records of communication, including list of all activities and contacts to be passed on to subsequent committee members
- Keep a record of all Literature stocks
- Upload all relevant UKPI documents to the UKNA website and also to the UKPI bulletin board
- To organize and maintain the database of PI workers

Requirements

- One year's clean time.
- Willingness to give the time and resources necessary to do the job.
- Access to a computer and email.

TREASURER

- Attend all UKPI committee and steering committee meetings
- Maintain financial records, pay in donations from Region and pay out monies as approved by UKPI subcommittee or according to budget
- Track performance against budget
- Prepare the budget each year for presentation to Region in November
- Maintain the bank account and keep all records
- Report to each UKPI subcommittee meeting on financial status.

Requirements

- Five years' clean time.
- Willingness to give the time and resources necessary to do the job.
- Access to a computer and email.
- Good financial manageability and financially sound personally.

MEDIA REPRESENTATIVE

- Attend all UKPI committee meetings
- Handle all incoming requests from media
- Filed all incoming communication via ukpi email and deliver to the appropriate person on the UKPI subcommittee or to an Area
- Create a press pack and maintain a stock at UKSO
- Be trained in media and train others who have to deal with interviews

Requirements

- Three years' clean time.
- Willingness to give the time and resources necessary to do the job.
- Access to email.

TRAINING CO-ORDINATOR

- Attend four UKPI committee meetings per annum and be available on the phone during the others
- Handle all incoming requests for training from Area PI subcommittees
- Arrange for training people to train
- Maintain a central stock of training materials, in hard and soft copy
- Liaise with local contact about organisation
- Organise UKPI facilitators

Requirements

- Three years' clean time.
- Willingness to give the time and resources necessary to do the job.
- Access to email.