



## South Puget Sound Area Public Information Sub-Committee Guidelines

*Updated: October 2018; February 2022; March 2024*

*In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. 12th Concept for NA Service.*

### **1. PURPOSE OF THE PUBLIC INFORMATION SUB-COMMITTEE**

**1.1** The purpose of the Public Information (PI) Sub-Committee is to inform the public that Narcotics Anonymous (NA) exists and offers recovery from active addiction. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

### **2. FUNCTIONS/RESPONSIBILITIES**

**2.1** The basic functions of the PI Sub-Committee are:

- a.** To open and maintain lines of communication between NA and the public
- b.** To open and maintain lines of communication between the Area Service Committee (ASC) and the Regional PI Sub-Committee
- c.** To respond to all requests for information in a timely and effective manner.
- d.** Reach out to new entities to provide them with information and offer presentations. To be sure that those requests are handled at the appropriate level of service. \*Remember our Ninth Tradition states Sub-Committees are “directly responsible to those they serve.”
- e.** Distribute information about NA to the public
- f.** Manage the ASC phoneline

### **3. MEETINGS AND MEMBERSHIP**

**3.1** The PI Sub-Committee should meet regularly at a designated time and place that is well publicized, encouraging all members to attend. ~~The PI Sub-Committee will meet at 7:00 pm on the third Thursday of every month.~~ The date, time and location of the meeting will be posted to the ASC website at least 3 weeks prior to the meeting.

**3.2** Members of the PI Sub-Committee consist of the following.

- a.** Those assigned to head specific projects as needed.
- b.** Those willing to help on various projects as needed.
- c.** Those that hold service positions at the PI Sub-Committee.

## **South Puget Sound Area Public Information Sub-Committee Guidelines**

d. Active membership includes regular attendance at PI meetings. You're considered an active member when you have attended two consecutive PI Sub-Committee meetings and attend an Orientation.

3.3 Orientation will be held upon request.

#### 4. **DECISION MAKING**

4.1 All PI motions and decisions except elections will first be considered using consensus-based decision making (CBDM). (For information on CBDM please see na.org) In matters where dissenters cannot assent with the majority, a decision will be reached using these guidelines and the short form of [Robert'sRoberts](#) Rules of Order from A Guide to Local Services in NA.

4.2 All guideline changes, \*major motions, and old business will be decided by active PI members only as defined in section 3.

4.3 Any member may make a motion or participate in discussion. Motions must be in writing and an active member must make a second.

4.4 Motions may be amended or withdrawn at any time by the maker prior to decision making. A motion amended in this manner must be seconded again.

4.5 Where [Robert'sRoberts](#) Rules of Order are in place a simple majority (51%) is required to pass a motion or to elect a PI trusted servant and a two-thirds majority vote is required to pass a \*major motion or guideline change.

4.6 In case of a tie on any motion or election, the Chair will cast the deciding vote.

\*major motion will include any money motion that exceeds 10% of PI's operating budget or altering the way PI operates.

#### 5. **ELECTIONS**

5.1 Only active members can nominate and vote members into positions.

a. PI nominations will occur during the October meeting.

b. PI elections will occur during the November meeting.

5.2 If a vacancy occurs prior to the completion of a service position the PI Chair will appoint someone into that position in the interim.

## **6. TRUSTED SERVANTS**

### **6.1 PI Chair**

#### Requirements:

- a. Working knowledge of the Twelve Traditions, Twelve Concepts, PI Guidelines, PI related NAWS handbooks and A Guide to Local Services in NA
- b. Willingness to serve for one year.
- c. Minimum of 18 months clean
- d. Previous public information experience.

#### Duties:

- a. Attend Monthly ASC meeting.
- b. Coordinates all public information activities.
- c. Makes monthly written report to the PI Sub-Committee on the status of all completed and ongoing public information plans.
- d. Attends quarterly regional PI Sub-Committee meeting.
- e. Conducts annual Public Information Orientation for anyone who would like to join.
- f. ~~Submit an expense report~~ Include expenses within individual report to the PI secretary if funds are spent
- g. Review PI budget annually in January and submit any suggested changes to the PI Sub-Committee and/or ASC for approval.
- h. Maintain a Public Information Orientation packet.

### **6.2 PI Vice Chair**

#### Requirements:

- a. Working knowledge of the Twelve Traditions, Twelve Concepts, PI Guidelines, PI related NAWS handbooks and A Guide to Local Services in NA
- b. Willingness to serve for one year.
- c. Minimum of 18 months clean
- d. Previous public information experience.

#### Duties:

- a. Attend monthly PI Sub-Committee meeting.
- b. Makes monthly written report to the PI Sub-Committee
- c. Assists in coordinating all public information activities.
- d. Encouraged to attend quarterly regional PI Sub-Committee meeting.
- e. Can assist with PI orientations.
- f. Include expenses within individual report ~~Submit expense report~~ to the PI secretary if funds are spent.
- g. Maintain a Public Information Orientation packet.
- h. If chair is absent will take on chair duties.
- i. Will fulfill the responsibilities of any vacant position in the PI Sub-Committee.

## **South Puget Sound Area Public Information Sub-Committee Guidelines**

### 6.3 Recording Secretary

Requirements:

- a. Working knowledge of the Twelve Traditions, Twelve Concepts, PI Guidelines, PI related NAWS handbooks and A Guide to Local Services in NA
- b. Willingness to serve for one year.
- c. Minimum of 3 months clean

Duties:

- a. Attend monthly PI Sub-Committee meeting.
- b. Makes monthly written report to the PI Sub-Committee
- c. Keep a list of people that need an Orientation.
- d. Notify the PI chair and Vice Chair of who needs an orientation so they can schedule one.
- e. Collect the expense reports and include any expenditures in the meeting minutes.
- f. Record notes and send completed meeting minutes to the PI Chair, Vice Chair, and the web coordinator prior to the next ASC meeting.
- g. Maintain contact information for PI Sub-Committee members.

### 6.4 Helpline Coordinator

Requirements:

- a. Working knowledge of the Twelve Traditions, Twelve Concepts, PI Guidelines, PI related NAWS handbooks and A Guide to Local Services in NA
- b. Previous Helpline or other relevant service experience
- c. Willingness to serve for one year.
- d. Minimum of 1 year clean

Duties:

- a. Attend monthly PI Sub-Committee meeting
- b. Coordinates all Helpline activities.
- c. Makes monthly written report to the PI Sub-Committee which provides phone line usage reports as well as the status of all completed and ongoing Helpline plans
- d. Can assist with PI orientations.
- e. Welcome to attend quarterly regional PI Sub-Committee meeting.
- f. [Maintain a Helpline orientation packet and carry extras in case of loss for immediate needs.](#)
- f. Maintain password transparency with Chair and Secretary.
- g. Keep an updated list of Helpline Volunteers and ensure that the contact information along with their scheduled time slots are correct.
- h. Make sure that all Helpline Volunteers have received a PI and Helpline orientation prior to their first scheduled time slot.
- i. Upon notification of a Helpline Volunteers loss of clean time will remove that person from their scheduled time slots before their next scheduled time slot.
- j. Conduct annual Helpline Orientation for anyone who would like to join.

## South Puget Sound Area Public Information Sub-Committee Guidelines

### 6.10 Helpline Volunteers

#### Requirements:

- a. Working knowledge of the Twelve Traditions, Twelve Concepts
- b. Willingness to serve for one year.
- c. Minimum of 6 months clean
- d. Attend at least one PI Sub-Committee meeting
- f. Attend a Helpline orientation prior to any Helpline service.

#### Duties:

- a. Answer phone line when available.
- b. Notify the Helpline Coordinator as soon as possible if contact information and/or schedule changes occur.
- c. Follow all guidelines given by the Helpline Coordinator during orientation.
- d. Relay all information requests to Helpline coordinator.

### 6.5 Schedule Coordinator

#### Requirements:

- a. Working knowledge of the Twelve Traditions, Twelve Concepts, PI Guidelines, PI related NAWS handbooks and A Guide to Local Services in NA
- b. Willingness to serve for one year.
- c. Minimum of 1 year clean

#### Duties:

- a. Attends monthly PI Sub-Committee meeting.
- b. Makes monthly written report to the PI Sub-Committee on how many schedules were printed and distributed. ~~along with how many Zoom meetings are scheduled and when.~~
- c. Check schedules email and calculate the number of schedules requested by meetings.
- d. Send an email to the printing company with the number of schedules that need to be printed at least a week prior to ASC.
- e. Organize and separate the schedules by meeting and then coordinate the delivery of the schedules to the ASC monthly.
- f. Responds to and schedules all Zoom meeting requests and provides the meeting ID, link, password, and host code to the requesting parties.
- g. Manages the overall Zoom account and ensures that no meetings overlap.
- h. Holds onto the password for the Zoom account and shares this password with the PI Chair and PI Vice Chair.

**Commented [1]:** We are currently doing it 1-2 days before. Is 1 week enough buffer time for meetings who want to make requests for schedules?

### 6.9 Racks & Literature Coordinator

#### Requirements:

- a. Working knowledge of the Twelve Traditions, Twelve Concepts, PI Guidelines, PI related NAWS handbooks and A Guide to Local Services in NA

## South Puget Sound Area Public Information Sub-Committee Guidelines

- b. Willingness to serve for one year.
- c. Minimum of 1 year clean

Duties:

- a. Attends monthly PI Sub-Committee meeting.
- b. Makes monthly written report to the PI Sub-Committee
- c. Maintain a list of rack and schedule locations.
- d. Collect and maintain inventory amounts for each rack and schedule location and report those amounts to the PI Sub-Committee monthly.
- e. Maintain a list of all PI literature on hand and report that to the PI Sub-Committee monthly.
- f. Keep an updated list of rack and literature committee members and ensure that their contact information is up to date.
- g. Coordinates and organizes the distribution of literature and schedules with the rack and literature committee members.
- h. Submit literature order, based on monthly inventory reports, to the SPSA Literature Chair at least one week prior to ASC,
- i. [Include expenses within individual report](#) [Submit expense](#) to the PI secretary if funds are spent.
- j. [Maintain a rack and literature orientation packet](#) Make sure that all rack and literature committee members have received a PI orientation prior to distributing literature and schedules.

**Commented [2]:** Do we have this?

**Commented [3]:** We don't - we will add to action items to update our orientation docs/process

### 6.11 Racks & Literature Committee Members

Requirements:

- a. Working knowledge of the Twelve Traditions, Twelve Concepts
- b. Willingness to serve for one year.
- c. Minimum of 6 months clean
- d. Attend at least one PI Sub-Committee meeting
- e. Attend a rack and literature orientation prior to any rack and literature service.

Duties:

- a. Maintain a list of rack and schedule locations along with inventory amounts and report those amounts to the rack and literature coordinator monthly.
- b. Report the amount of literature and schedules needed for each location to the rack and literature coordinator monthly.
- c. Submit total literature order to the rack and literature coordinator [at least one week prior to ASC, by the third Friday of the month.](#)

**Commented [4]:** Why this day?

### 6.11 H&I liaison

Requirements:

- a. Working knowledge of the Twelve Traditions, Twelve Concepts
- b. Willingness to serve for one year
- c. Minimum of 6 months clean

Duties:

- a. Attends monthly PI Sub-Committee meeting

## South Puget Sound Area Public Information Sub-Committee Guidelines

- b. Attends monthly H&I Sub-Committee meeting
- c. Maintains communication between both the PI Sub-Committee and H&I Sub-Committee.
- d. Makes monthly written report to the PI Sub-Committee detailing business that occurred during the previous H&I Sub-Committee meeting.
- e. Makes monthly written report to the H&I Sub-Committee detailing business that occurred during the previous PI Sub-Committee meeting.
- f. Participates on PI panels as the H&I representative

#### **6.12 Outreach Coordinator:**

##### Requirements:

- a. Working knowledge of the Twelve Traditions, Twelve Concepts, PI Guidelines, PI related NAWS handbooks and A Guide to Local Services in NA
- b. Willingness to serve for one year.
- c. Minimum of 1 year clean
- d. Previous public information experience.
- e. Must have sufficient knowledge of written English to communicate effectively with agencies and organizations outside the Fellowship.
- f. Must have access to necessary means of communication (i.e., Computer & telephone)

##### Duties:

- a. Maintain and organize a current list of contacts comprised of facilities or agencies that are likely to encounter addicts.
- b. Keep a log of all contacts made with facilities or agencies indicating the outcome of the call. This includes all requests for literature/presentations.
- c. Relay any literature or literature rack requests to the Racks & Literature Coordinator and the PI Sub-Committee.
- d. Send out ~~packets containing~~ information as determined by PI Sub-Committee to facilities, agencies or requesting professionals that are likely to encounter addicts seeking recovery.
- e. ~~Two and three weeks after mailing contact agency, follow up to inquire if they received mailing.~~ [Follow up with facilities and requesting professionals two to three weeks after sending information to confirm receipt.](#)
- f. Submit requests for panel presentations to the PI Sub-Committee for approval. Requests made between PI Sub-Committee meetings should be directed to the PI Chair. If the facility or agency is interested in H&I, coordinate with the H&I liaison to have H&I representation on the panel.
- g. Schedule and coordinate panel presentations with the facility or agency and the Schedule Coordinator as directed by the PI Sub-Committee.
- h. Acts as the PI Panel Leader for all PI panel presentations.
  - i. Ensure that each panel consists of two or more members.
  - ii. Presents information to the public in accordance with the Public Relations Handbook, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
  - iii. Ensure proper attire is worn by all Panel Members. (See Dress Code for Panel Presenters below)

### **South Puget Sound Area Public Information Sub-Committee Guidelines**

- iv. Ensure arrival fifteen (15) to twenty (20) minutes prior to scheduled presentation time to allow time for set-up.

i. Provides a written report at the monthly PI Sub-Committee.

**Dress Code for PI Panel Presenters**

*Closed Toe Footwear*

*Dress, Slacks, Dress Shirt or Suit*

*NO Jeans*

*NO T-Shirts*

*NO Shorts*

*NO Warm-Up or Jogging Suits*

*NO Tank Tops*

*NO Message or Advertising Attire, (i.e., company logos)*

Special Note: All PI Sub-Committee Materials or items will be returned to the PI Sub-Committee upon completion of term of officer or coordinator positions or at the end of need for any items used to hold any special presentations by any person having used said items. To include but not limited to, Literature racks, Literature, or any other PI Sub-Committee materials. \*Bring stuff back\*

**7. REMOVAL FROM POSITION**

**7.1** A PI member may be removed from their position for non-compliance; non-compliance includes but is not limited to:

- a. Loss of abstinence
- b. Failing to perform the duties of the position.
- c. Two consecutively missed PI Sub-Committee meetings (unexcused)
- d. Misappropriation of NA funds

**7.2** A two-thirds majority of active members present is required to remove a member from their position.

**8. AD-HOC AND SELECT SUB-COMMITTEE**

**8.1** The PI subcommittee may establish ad-hoc and select Sub-Committee to carry on the work of the PI Committee

**8.2** Ad-hoc or select committee may be appointed by the Chair or formed by motion upon approval of the voting members.

**8.3** Ad-hoc or select committee trusted servants must be present at the Regional PI Committee monthly meeting and present a written report.

**South Puget Sound Area Public Information Sub-Committee Guidelines**