

## **Emerald Coast Public Relations Subcommittee**

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

### **PURPOSE**

The Emerald Coast Public Relations Subcommittee (ECPRS) shall perform all functions historically performed by the Hospitals and Institutions Subcommittee, Public Information Subcommittee, and Phone line Subcommittee. It will utilize local, regional, and world approved service handbooks/tools and materials that are written for those subcommittees. Our purpose is based on NA's 5<sup>th</sup> tradition, "*Each group has but one primary purpose-to carry the message to the addict who still suffers,*" and the 12th step, "*we tried to carry the message to the addict who still suffers.*" Everything we do in NA Service must be motivated by the desire to more successfully carry the message of recovery-that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. "*The final responsibility and authority for NA Services rests with the NA Groups.*" (2<sup>nd</sup> Concept).

- 1.1 Our Emerald Coast Public Relations Subcommittee's purpose is to effectively communicate and demonstrate Narcotics Anonymous's ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The ECPRS will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.
- 1.2 The ECPRS is a standing sub-committee of the Emerald Coast Area Service Committee of Narcotics Anonymous.
- 1.3 The ECPRS shall comply in all its actions with the following documents in order of priority as listed below:
  1. The 12 Traditions, 12 Concepts and 12 Steps of Narcotics Anonymous
  2. The current guidelines of the Area Service Committee
  3. The current guidelines of the ECPRS
  4. A Guide to Local Services in NA, and NAWS approved service handbooks

### **COMMITTEE MEETINGS AND MEMBERSHIP**

The ECPRS meeting is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers and to improve NA's reputation as a viable program of recovery in our community. It is also an opportunity for any addict to receive information on public relations related issues they would like guidance on. We strive to continually improve the services we provide and encourage our ECPRS members to report on the effectiveness of the services we currently provide as well as any needs they may have. The ECPRS establishes a time and place to meet that

accommodates the needs of the groups and current or prospective ECPRS members.

- 2.1 Business meetings shall be held at least once monthly, at a time and place designated by the ECPRS. No business meeting shall last for more than one and a half hours, except when a decision to extend this time limit is made by the members present.
- 2.2 Any NA member or interested person may attend the service meeting. Any NA member will become an ECPRS member by informing the recording secretary their desire to become an ECPRS member and by attending an ECPRS orientation the following month or having had one in the previous two years. (Orientation held 30 minutes prior to every ECPRS meeting if needed. The orientation will follow the format listed in Appendix A of these guidelines)

## DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus; *we believe that a loving God's will is expressed through our group conscience* (2<sup>nd</sup> Tradition). One of the reasons we try to achieve consensus is it insures that we follow our 9<sup>th</sup> Concept, "*All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.*" By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the ECPRS. The reason all ECPRS members are allowed to vote is the 7<sup>th</sup> concept, which states, "*All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.*"

- 3.1 All motions and decisions except elections will first be considered using consensus-based decision-making. For these purposes, the process for consensus-based decision-making allows for all points of view to be heard and fairly considered within the ECPRS. If at the end of discussion the ECPRS has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached by 2/3 majority vote.
- 3.2 Any member, except for the Chair, is eligible to vote at business meetings.
- 3.3 Any member can write a proposal. Chair will read the proposal. A consensus will be made (or block, depending on what tradition or concept the proposal violates). Proposal will be discussed after new business.
- 3.4 Any member may propose an amendment to these guidelines; however all proposed ECPRS guideline changes must be approved by the Area Service Committee.
- 3.5 All ECPRS members have one vote regardless of number of positions held.
- 3.6 Proposal forms

## ELECTIONS

In our election process we use the 4<sup>th</sup> concept, “*Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.*” We trust that our subcommittee’s group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.0 Nominee forms will be submitted upon elections of trusted servants. Discussed during nominations.

4.1 Elections of all Officers and Resource Coordinators other than Chairperson and Panel Leaders shall be held annually in September. The Chairperson is elected by the ASC; however the ECPRS is encouraged to submit a recommendation for Chairperson to the ASC for their consideration.

4.2 Elections of all Panel Leaders shall be held annually in March or at the time an H&I meeting is established with a new facility.

4.3 All terms of service are one year unless otherwise noted. In the event a member cannot complete his or her term of service, the ECPRS shall appoint someone who is willing to fill the vacancy until the next regularly scheduled election. Terms begin at the end of the meeting where the election was held.

4.4 The elected officers of the ECPRS are:

- Chairperson
- Vice-Chairperson
- Recording Secretary

4.5 The Resource Coordinators for the ECPRS are

- Hospital and Institutions Coordinator
- Public Information Coordinator
- Literature Coordinator
- Phonenumber Coordinator
- Website Coordinator

4.6 No member of the ECPRS can serve in more than one elected officer position simultaneously.

4.7 Any member of the ECPRS can serve as any Resource Coordinator or Panel Leader regardless of other positions held.

4.8 During elections of trusted servants the nominees shall leave the room following all discussion and prior to voting.

4.9 All ECPRS members have one vote in elections for any position regardless of number of positions an ECPRS member holds.

4.10 Elections will be decided by a simply majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

4.11 A trusted servant may be removed from their office for non-compliance.

Non-compliance includes but is not limited to:

- Loss of abstinence from drugs
- Failing to perform the duties of the position
- Three consecutively missed ECPRS meetings

## **TRUSTED SERVANTS**

*“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.”* (2<sup>nd</sup> tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as an ECPRS trusted servant. Our groups have shown their trust in these individuals by, *“delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.”* (3<sup>rd</sup> Concept). To maintain that respect and trust, we do not overstep our bounds by participating in unassigned activities, and always remain accountable for our actions. This is a WE program. At no time do we act independently. When urgent or unexpected decisions are required, the Chair/Vice-Chair team will be consulted for guidance, and results reported to the ECPRS.

### **5.1 Chairperson**

- a. Coordinates ECPRS efforts.
- b. Presides at all regular and special ECPRS meetings.
- c. Makes regular reports to ASC on the status of all proposed, current, or completed plans.
- d. Represents the ECPRS at the regular meeting of the ASC and obtains and dispenses budgeted funds as requested at the ECPRS meeting.
- f. If an elected officer or coordinator position is vacant, insures the duties of that position are fulfilled.
- g. Clean time requirement of 18 months.
- h. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, H&I Handbook, and Guide to Phone lines).
- i. Facilitates or appoints someone to facilitate Orientations.
- j. Previous subcommittee or other relevant service experience.

### **5.2 Vice Chairperson**

- a. When Chairperson is not present or the position is vacant assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- b. Works closely with the chairperson.
- c. Attends the regular meetings of the ECPRS.
- d. Works with panel leaders to assure that volunteers are placed as panel members.
- f. In absence of an elected officer, chairperson, or coordinator they will assist Chairperson in ensuring

the duties of that position are fulfilled.

- g. Clean time requirement of 1 year.
- h. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, H&I Handbook, and Guide to Phone lines).
- i. Can assist with ECPRS Orientations.
- j. Previous subcommittee or other relevant service experience.

### 5.3 **Recording Secretary**

- a. Keeps a complete record in the form of minutes of every ECPRS meeting.
- b. Maintain records of attendance at ECPRS meetings.
- c. Contacts ECPRS members about upcoming ECPRS business meetings.
- d. Prepares written ECPRS correspondence.
- e. Maintains files of all ECPRS plans, minutes, and correspondence.
- f. Clean time requirement of 6 months.
- g. Maintains records of names and contact information for ECPRS members.

### 5.4 **Hospitals and Institutions Coordinator**

- a. Attend monthly ECPRS meeting.
- b. Coordinates all hospital and institution activities.
- c. Makes monthly written report to the ECPRS on the status of all completed and ongoing hospital and institution plans.
- d. Encouraged to attend quarterly regional H&I subcommittee meeting and maintain contact with their regional counterpart.
- e. Clean time requirement of 1 year.
- f. Previous hospital and institution experience encouraged.
- g. Can assist with ECPRS Orientations.
- h. Familiarity with all H&I related NAWS handbooks.
- i. Keeps in contact and works with ECPRS officers and Panel Leaders for the meeting/presentations for which he/she is coordinator.
- j. Responsible for facilitating H&I learning days.

### 5.5 **Panel Leader: 12 month term**

- a. Conducts panel meetings/presentations in facility served according to NA handbooks and service guidelines.
- b. Informs H&I coordinator as soon as possible when unable to coordinate meeting.
- c. Invites panel members and observers to meeting and informs them of all applicable rules of the facility and procedures for that meeting.
- d. Goes over "Do's and Don'ts with panel members.
- e. Clean time requirement of 1 year.

- f. Maintains communication with H&I coordinator about meeting.
- g. Stays informed of facility rules and policies and report any changes to the Hospitals and Institutions Coordinator.
- h. Pickup and distributes literature for facility.
- i. Insures panel is filled for meeting **schedules** for which he/she is coordinator.
- j. Previous Panel Member experience (must have had H&I learning day in previous 2 years)

#### 5.6 Panel Member: 6 month term

- a. Participates in an active role in meeting/presentations in facility served according to NA handbooks and service guidelines.
- b. Informs panel leader as soon as possible when unable to attend meeting.
- c. Adheres to all applicable rules of the facilities and procedures for that meeting.
- d. Goes over “Do’s and Don’ts” with panel leader.
- e. Clean time requirement of 6 months.
- f. Had an H&I learning day in previous 2 years

#### 5.7 Public Information Coordinator

- a. Attend monthly ECPRS meeting
- b. Coordinates all public information activities
- c. Maintains contact with all Area GSR’s and ECPRS coordinators to print and distribute meeting schedules as needed.
- d. Makes monthly written report to the ECPRS on the status of all completed and ongoing public information plans.
- e. Encouraged to attend quarterly Regional PR Coordinator Workshop.
- f. Clean time requirement of 1 year.
- g. Previous public information experience suggested.
- h. Can assist with ECPRS Orientations.
- i. Familiarity with all public information related NAWS handbooks and maintains contact with their regional counterpart.

#### 5.8 Literature Coordinator

- a. Attend monthly ECPRS meeting.
- b. Coordinates literature needs for all public relations activities.
- c. Obtain funds from ECPRS Chair and orders literature ~~from RSO~~.
- d. Makes monthly written literature report to the ECPRS.
- e. Clean time requirement of 1 year.
- f. Familiarity with all literature NAWS handbooks and maintains contact with regional counterpart

#### 5.9 Phone line Coordinator

- a. Attend monthly ECPRS meeting.

- b. Coordinates all phone line activities and keeps an updated list of all Phonenumber contacts.
- c. Makes monthly written report to the ECPRS on the status of all completed and ongoing phone line plans.
- d. Clean time requirement of 18 months.
- e. Previous public information or other relevant service experience.
- f. Can assist with ECPRS Orientations and will be responsible for coordinating Phonenumber orientation as needed.
- g. Familiarity with all phone line related NAWS handbooks and maintains contact with their regional counterpart.
- h. Will be responsible for ensuring that all Phonenumber contacts have had the required phonenumber orientation using Chapter 9 of the PR Handbook and/or A Guide to Phone Lines.

#### 5.10 Phonenumber Contact

- a. Attends monthly ECPRS meetings
- b. Time and willingness to answer phone calls at any hour using your own phone.
- c. Clean time requirement of 1 year
- d. Commitment of 6 months
- e. Familiarity with PR handbook
- f. Will have attended Phonenumber Orientation before beginning service.
- g. Understands and adheres to the “Do’s and Don’ts” of helpline calls

#### 5.11 Website Coordinator

- a. Attends monthly ECPRS meeting
- b. Creates and maintains Emerald Coast Area website
- c. Maintains contact with PI Coordinator and area GSR’s to keep website updated with area information and meeting schedule
- d. Familiarity with basic website design and maintenance
- e. Keeps site secure by maintaining password and changing password bi-annually (password known ONLY by website coordinator, ECPRS Chair, and one other ECPRS member with at least 2 years clean time)
- f. Coordinates with treasurer of ASC and insures that payments for hosting website are made in timely manner
- g. Clean time requirement of 18 months

## Budgets

The budget for the ECPRS is reviewed and assessed by the ECPRS periodically as needed at a minimum of once per year (January) and submitted to ECANA for approval. It is important to remember “*Every NA group should be fully self supporting, declining outside contributions.*”(7th tradition) The ECPRS budget should be used for various reasons including but not limited to:

- 6.1 Printing needs of the ECPRS
- 6.2 Literature orders
- 6.3 Phoneline expenses
- 6.4 Miscellaneous Expenses
  - a) Public Information
  - b) H&I
  - c) Community Events
  - d) PSA's
  - e) Miscellaneous Literature Items (i.e. Racks, Rubber Stamps, Paper, Etc)
  - f) Advertising (Telephone Book, Radio, Newspapers, Etc.)
- 6.5 Budget forms will be turned in during budgets. After proposal is approved, addict will return to next ECPRS meeting with receipt to be attached to proposal and filed with ECPRS secretary.

**The minimum yearly budget of the ECPRS will be \$900.00 yearly (\$75.00 monthly from ECA as needed for expenses)**

## **Appendix A (Orientation for ECPRS members)**

At least two qualified trusted servants (the Orientation Facilitator (Chair or appointee) and one of the following trusted servants: Vice-Chair, H&I Coordinator, PI Coordinator, Phonenumber Coordinator, or Literature Coordinator presence is required to hold an ECPRS orientation.

### **Emerald Coast Public Relations Subcommittee Orientation Format**

1. Open with prayer – Serenity Prayer
  2. Read 12 Concepts of NA
  3. Welcome everyone and introduce ECPRS members
  4. Distribute ECPRS policy
  5. Introduce PR handbook and distribute Chapter 2 “Core Principles & Philosophies’ Handout”
  6. Time for each elected member and coordinator to describe their role in the ECPRS (5 minutes each)
  7. Time for a special speaker, if needed, for 20 minutes to talk about ECPRS
  8. Distribute current ECPRS Contact Sheet and ask for new members to sign up
  9. Ask for any questions from those in attendance
- Close with prayer of choice (i.e. Serenity Prayer or 3rd Step Prayer)

**Emerald Coast Public Relations Subcommittee Minutes**

1. Open with Serenity Prayer:
  2. Read 12 Traditions:
  3. Read 12 Concepts:
  4. Roll Call:\_\_\_\_\_
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5. Reports

- a) Chairperson:
- b) Vice Chairperson:
- c) Recording Secretary:
- d) H&I Coordinator:
- e) Public Information Coordinator:
- f) Literature Coordinator:
- g) Phonenumber Coordinator:
- h) Website Coordinator:

6. Nominations:

7. Old Business:

8. Open Forum:

9. New Business:

10. Budgets Reports:

11. Announcements:

12. Adjourn