

**South Coast Area of
Narcotics Anonymous
Public Information
Subcommittee Guidelines
Revised 4/16/18**

South Coast Area of Narcotics Anonymous Public Information Subcommittee

I. Definition and Purpose Guidelines

This service body shall be known as South Coast Area of Narcotics Anonymous Public Information Subcommittee herein after known as SCANAPIS. Public Information is a subcommittee of the South Coast Area Service Committee of Narcotics Anonymous. The purpose for PI is to inform the public that Narcotics Anonymous exists and provide information about how and where to find our information. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. We want to assure that no addict seeking recovery need ever die without having had a chance to find a better way to live. From this day forward may we provide the necessary services.

II. Functions

The basic functions of PI are:

1. To open and maintain lines of communication:
 - a. Between NA and the general public
 - b. Between the Area and Regional PI Subcommittee
 - c. Between members of NA and various NA Groups & Subcommittees
2. To respond to all requests for information in a timely and effective manner. To be sure requests are handled at the appropriate level of service while remaining consistent with our Ninth Tradition: *NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.*
3. This Subcommittee shall operate using:
 - a. The Twelve Traditions of Narcotics Anonymous
 - b. The Twelve Concepts of NA Service
 - c. The PI Guidelines
 - d. Roberts Rules of Order
 - e. A Guide to Local Services in Narcotics Anonymous
 - f. A Guide to Public Information
 - g. Public Relations Handbook
 - h. Guide to Phone Line Service
 - i. SCASCNA Guidelines

III. Requirements and Duties of Voting & Motion Members

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

1. Personal time and abilities to perform their duties
2. Willingness and desire to serve in the position
3. Clean time requirement and service experience as stated herein
4. Understanding and practical experience of the Twelve Steps, Twelve Traditions and Twelve Concepts and A Local Guide to Service of Narcotics Anonymous
5. Maintenance of clean time throughout participation

IV. Meetings

1. SCANAPIS shall hold monthly meetings which meets on the 3rd Monday of the month at 6:00pm at Bravo Burgers in San Juan Capistrano
2. Special meetings may be called by a majority of subcommittee members or by the Chair or Vice Chair.
3. A one (1) week notice of such meetings must be given to all members by the Chair or Vice Chair

V. Participants

1. The SCANAPIS shall be composed of:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Secretary
 - d. Members

2. Any Officer may be removed for the following reasons:
 - a. Relapse
 - b. Missing two (2) unexcused consecutive monthly PI meetings
 - c. Convicted of a felony while in service

3. In the case of the resignation of the Chairperson, the Vice Chairperson shall automatically assume that position until the end of the previous Chairperson's term. If the Vice Chairperson cannot or will not accept the position, PI will elect an interim Chairperson.

4. If any Officer besides Chairperson or Vice Chairperson resigns, the position shall be held open for a period of one (1) month or until a willing member of the subcommittee is found to serve in the position.

5. Attendance at two (2) consecutive meetings is necessary to be recognized as a voting participant. Recognition will cease upon absence of two (2) consecutive unexcused meetings and can be reinstated by attending two (2) consecutive meetings.

VI. Qualifications and Duties of Officers

1. Chairperson:

It is suggested that the Chairperson have:

- a. Two (2) years clean time
- b. Minimum of six (6) months experience in Public Information work
- c. The Chairperson will be nominated by PI Subcommittee for subsequent confirmation by the South Coast Area Service Committee
- d. The chairperson shall serve a term of one (1) year but for no more than two (2) consecutive terms

Responsibilities include:

- a. Bringing before the general meeting of the subcommittee matters that are to be acted upon by the subcommittee
- b. Carrying out policies and orders for the subcommittee
- c. Attending Area Service Committee meetings with synopsis
- d. Attending or delegating someone to attend the Quarterly Regional Public Information meetings. Monthly Regional meetings are encouraged but not required.
- e. Coordination of Public Information speaking engagements
- f. Developing and providing an agenda for the PI Subcommittee meeting
- g. Receiving all Subcommittee correspondence and coordination any response with input from the Vice Chairperson, Secretary and other Committee Participants
- h. Only voting in the case of a tie at Subcommittee meetings
- i. Keeping the Public Information files

2. Vice-Chairperson

It is suggested that the Vice-Chairperson have:

- a. One (1) year clean time
- b. A minimum of six (6) months experience in Public Information work
- c. The Vice-Chairperson will be elected by PI Subcommittee
- d. The Vice-Chairperson shall serve a term of one (1) year but for no more than two (2) consecutive terms

Responsibilities include:

- a. Assuming the responsibilities of the Chairperson in the event of the Chairperson's absence
- b. Helping organize Public Information meetings/presentations by acting as Support Team Coordinator
- c. Being available to all Support Teams to insure that they have all needed literature and resources available from Narcotics Anonymous and the South Coast ASC
- d. Must attend annual Public Information guideline review meetings

3. Secretary

It is suggested that the Secretary have:

- a. One (1) year clean time
- b. The Secretary will be elected by PI Subcommittee
- c. The Secretary shall serve a term of one (1) year but for no more than two (2) consecutive terms
- d. Must have access to computer

Responsibilities include:

- a. Record the minutes of all subcommittee meetings
- b. Provide copies of minutes to the Chairperson for distribution at the ASC meeting
- c. Keep records of all subcommittee members, including email address and phone numbers
- d. Help Chairperson with all subcommittee correspondence
- e. Must attend annual PI guideline review meetings
- f. Maintain all files and records

4. Website Coordinator

It is suggested that the Website Coordinator have:

- a. One (1) year clean time
- b. The Website Coordinator will be elected by PI Subcommittee
- c. The Website Coordinator shall serve a term of one (1) year but for no more than two (2) consecutive terms

Responsibilities include:

- a. Having the necessary computer skills to facilitate the ASC Website, including website and internet navigational skills
- b. Have the necessary resources to fulfill the position (i.e. Internet access, availability to a computer and have programs to maintain website)
- c. Bring before the general meeting of the PI Subcommittee any issues or concerns relating to the website and information contained therein
- d. Regularly update the Area Meeting Directory as well as posting any area activities on the website
- e. Attend the quarterly Regional Website Meetings. Monthly meetings (via Skype) are encouraged but not required
- f. Must maintain email address' on website with web host

5. Phone Line Coordinator

It is suggested that the Phone Line Coordinator have:

- a. Two (2) years clean time
- b. One (1) year of Phone Line experience
- c. The Phone Line Coordinator will be elected by the Public Information Subcommittee
- d. The Phone Line Coordinator shall serve a one (1) year term but no more than two (2) consecutive terms

Responsibilities include:

- a. To maintain communication with the public through the area phone line
- b. To try and maintain live (addict) coverage as much as possible.
- c. To direct addicts to meetings
- d. To direct the public to appropriate service committee
- e. To create and update Phone Line Volunteer list and schedule
- f. To create and update the South Coast Area NA twelve Step Volunteer list
- g. To train Volunteers the do's and don'ts of Phone Line service

It is suggested that Phone Line Volunteers:

- a. Have one (1) year clean time
- b. Must become Public Information Subcommittee members

6. P.A.C.T. Coordinator

It is suggested that the P.A.C.T. Coordinator have:

- a. One (1) year clean time
- b. The P.A.C.T. Coordinator will be elected by PI Subcommittee
- c. The P.A.C.T. Coordinator shall serve a term of one (1) year but for no more than two (2) consecutive terms

Responsibilities include:

- a. Attend and facilitate P.A.C.T. meetings
- b. Maintain NA literature and rack
- c. Keep updated meeting directories
- d. Convey clear NA message at P.A.C.T. meetings

7. Library Coordinator

It is suggested that the Library Coordinator have:

- a. One (1) year clean time
- b. The Library Coordinator will be elected by PI Subcommittee
- c. The Library Coordinator shall serve a term of one (1) year but for no more than two (2) consecutive terms

Responsibilities include:

- a. Distribute and maintain NA literature, books and racks at all South Coast Area Libraries

8. Meeting Directories Coordinator

It is suggested that the Meeting Directories Coordinator have:

- a. One (1) year clean time
- b. The Meeting Directories Coordinator will be elected by PI Subcommittee
- c. The Meeting Directories Coordinator shall serve a term of one (1) year but for no more than two (2) consecutive terms

Responsibilities include:

- a. Update meeting directories as needed
- b. Email monthly directories to website coordinator to be posted on website
- c. Print and distribute allotted amount of directories to ASC, H&I and PI