

NYCASC PUBLIC INFORMATION (PI) POLICY

Updated: February 18, 2017



GOALS

1. To inform the public that recovery is available in NA.
2. To respond effectively to requests for information from the public and the media.
3. To communicate effectively with Groups, Areas, the Greater New York Regional Service Committee, member Regions of the North East Zonal Forum , National Subcommittees, World Services and with other fellowships.
4. To reach out to and build working relationships with institutional treatment centers, schools, media and other professionals in the NYCASC.
5. To inform our Groups about Public Information (PI) using multi-media presentations, slide-sharing, mass texts and Area Service Meeting presentations and Learning Days to provide information, and be a resource for training.
6. To collect and share examples of best practice in PI work everywhere and communicate them to Groups in our Area and other PR Committees in the Greater New York Region.
7. To act at all times in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, the Greater New York Regional Policy, *A Vision for NA Service*, our NYCASC-PR goals and guidelines, and the NA Public Relations Handbook.

FUNCTION AND RESPONSIBILITIES

The NYCASC PR sub-committee acts as the resource and coordinating body for the NYCASC's public information efforts.

The NYCASC PR sub-committee maintains a close working relationship with other subcommittees within the Area to ensure that all requests for information are referred to and carried out by the appropriate PR sub-committee in accordance with the *Twelve Traditions of Narcotics Anonymous*.

The NYCASC PR sub-committee maintains a close working relationship with the GNYR PR sub-committee.

The NYCASC PR sub-committee complies with the guidelines delineated in the *Guide to Public Information* handbook.

All meetings are open to any interested members of Narcotics Anonymous.
Our quorum to conduct business is three *committee members*.

Our goal is to utilize consensus-based decision-making. If consensus cannot be achieved on an issue, the Chair can delay further discussion until the following meeting. If at that meeting, consensus can still not be reached, Robert's Rules will apply. In the event that Roberts Rules are called for, each member of the Committee (with the exception of the Chair) will be part of the voting body and, irrespective of

how many projects they are working on, will have only one (1) vote. The Chair will only vote in the case of a tie.

The NYCASC-PR Committee meets at 8 pm on the 1st Monday of each month.

Efforts to establish conference call meetings will be determined by the subcommittee.

TRUSTED SERVANTS

- *Positions are one-year commitments, commencing in January of each year*
 - *Must be voted in by PR members after qualifying*
 - *Must attend two consecutive meetings before being elected*
 - *Must attend every subcommittee meeting*
 - *No drug replacement therapy*
 - *A working knowledge of the 12 Traditions and 12 Concepts*

Membership on this Committee ceases in any of the following situations:

- end of service commitment;
- relapse;
- resignation;
- failure to attend three consecutive Committee meetings;
- misappropriation of NA funds; or
- motion to remove two thirds majority in closed ballot
- except for Chair, who can only be removed by Area Service Committee

CHAIRPERSON

- Serve two consecutive terms as allowed by NYCASC policy
- Five years clean time.
- Previous service at group and area level.
- Access to a computer and email.
- Ability to delegate, organize, motivate and give the committee direction.
- Willingness to give the time and resources necessary to do the job.
- A willingness to receive direction from the groups and seek current best practices and efforts in public information wherever they may be found.
- Prepare agenda for, preside over, and facilitate the meeting
- Coordinate the functions and responsibilities of the NYCASC-PI committee.
- Maintain the NYCASC-PI committee's files and records, especially resources for PI talks and PI recruitment talks.
- Provide a written and oral report at the NYCASC.
- Liaise and cooperate with other committees
- Handle responsibilities of positions that are vacant
- Organize trainings

VICE-CHAIR

- Three years clean time.
- Previous service experience at Group and Area level.
- Access to a computer and email.
- Willingness to give the time and resources necessary to do the job

- 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 committee.

SECRETARY

- One year clean time.
- Willingness to give the time and resources necessary to do the job.
- Access to a computer and email.
- Record and email the minutes of each meeting, and keep roll for voting purposes.
- Forward all relevant NYCASC-PI documents to the NYCASC web-servant.
- Update and maintain the database of trained team members. Including quarterly follow up calls to check in on missing members

TREASURER

- 1 year clean time requirement
- Purchases literature
- Handles funds raised and given by ASC
- Manages bank account (if applicable)
- Is gainfully employed
- Has a bank account
- No history of absconding or misappropriation of NA funds
- In the absence of a Treasurer, the Chairperson will take care of subcommittee money

LITERATURE COORDINATOR

- 6 month clean time requirement
- Keep inventory up to date
- Has access to computer and email

EDUCATION COORDINATOR

- Two years clean time with recovery centered in Narcotics Anonymous.
- Prior service experience in PR.
- Train NA members to do presentations in schools
- Come prepared each month with report
- Create a list of schools and contracts

LEGAL COORDINATOR

- Two years clean time with recovery centered in Narcotics Anonymous.
- Prior service experience in PR
- No open warrants or arrests and/or convictions within the last 2 years.
- Train NA members to do Government/Law Enforcement presentations
- Come prepared each month with report
- Create a list of agencies and contracts
- Maintain active and ongoing communications with NYC courts, jails, probation offices, welfare offices, and other legal and governmental agencies to ensure they are aware that NYC PR Team offers specialized presentations to their clients, prisoners and staff.

HEALTHCARE COORDINATOR

- Two years clean time with recovery centered in Narcotics Anonymous.

- Prior service experience in PR.
- Train NA members to do presentations with medical professionals
- Come prepared each month with report
- Create a list of facilities and places that want presentations, including those who work with Narcan, Vivitrol, Methadone, Suboxone, and mental health and healthcare professionals

OUTREACH COORDINATOR

- Two years clean time with recovery centered in Narcotics Anonymous.
- Prior service experience in PR.
- Train NA members to do presentations in for groups
- Come prepared each month with report
- Create a list of groups that want presentations

REQUIREMENTS FOR PRESENTING

Powerpoint Presentation

- 1 year clean
- Not on drug replacement therapy
- Must come to subcommittee once every two months at least
- Has a sponsor and works the steps
- Has been trained

“Life After Drugs” Speakers

- 90 days clean
- Not on drug replacement therapy
- Has to do training with PR member
- Has a sponsor and works the steps