

# **New York City Area Service Committee (NYCASC) Public Relations (PR) Policy**



## **GOALS**

1. We clarify what services in Narcotics Anonymous (NA) can and cannot provide to the community.
2. We make NA members more aware of their role in NA's public image,
3. We aim for the public to recognize NA as a positive and reliable organization.
4. We develop valuable relationships with professionals and the general public.

## **Functions and Responsibilities**

1. The NYCASC PR subcommittee acts as the resource and coordinating body for the NYCASC's public relations efforts.
  - a. To inform the public that recovery is available in NA.
  - b. To respond effectively to requests for information from the public and the media.
  - c. To reach out to and build working relationships with institutional treatment centers, schools, media and other professionals in the NYCASC.
2. The NYCASC PR subcommittee communicates effectively with Groups, Areas, the Greater New York Regional Service Committee, member Regions of the Northeast Zonal Forum, World Services and with other fellowships.
  - a. To inform our Groups about Public Relations (PR) using multimedia presentations, slide-sharing, mass texts and Area Service Meeting presentations and Learning Days to provide information and be a resource for training.
  - b. To collect and share examples of best practice in PR work everywhere and communicate them to Groups in our Area and other PR Committees in the Greater New York Region.
  - c. To maintain a close working relationship with the GNYR PR subcommittee.
3. The NYCASC PR committee complies with the guidelines delineated in the *Public Relations Handbook*.
4. The NYCASC PR committee act at all times in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, and the NA *Public Relations Handbook*.

## **Participation and Procedure**

1. The NYCASC PR Subcommittee meets monthly.
2. All meetings are open to any interested members of Narcotics Anonymous.
3. Business may be conducted when three standing committee members are present.
4. Our goal is to utilize consensus-based decision-making. If consensus cannot be achieved on an issue, Robert's Rules will apply. In the event that Robert's Rules are called for, a simple majority of voting participants is required.
5. The chair will only vote in the case of a tie.
6. Voting participants are defined as

- a. Standing subcommittee members
  - i. Vice Chair
  - ii. Secretary
  - iii. Treasurer
  - iv. Literature coordinator
  - v. Education coordinator
  - vi. Legal coordinator
  - vii. Healthcare coordinator
  - viii. Outreach coordinator
- b. Trained Presenters
- c. GSR's
- d. Group Representatives
- e. Any NA member that has attended two of the last three business meetings

### **Trusted Servants**

1. Elections for all positions, except for presenters, are held in March of each year. All terms run from May to April and are one year in length, not to exceed two consecutive terms.
2. Must be voted in by PR members after qualifying with the exception of the chairperson (please see below).
3. Chairperson nomination will be made by the PR subcommittee to be brought to NYCASC in March.
4. Should attend every PR subcommittee meeting
5. May not be on any drug replacement therapy (DRT) or medication assisted treatments (MAT) and cannot be on any prescribed mind- or mood-altering substances.
6. Possesses a working knowledge of the 12 Traditions and 12 Concepts

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

1. End of service commitment.
2. Relapse.
3. Resignation.
4. Failure to attend three consecutive subcommittee meetings.
5. Misappropriation of NA funds.
6. Motion to remove passed by two thirds majority in closed ballot;
  - 6a. The subcommittee may bring motion to remove chair to NYCASC

### **Chairperson**

- Five years of NA 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 relations wherever they may be found.
- Will attend regional PR meetings whenever possible.
- Prepare agenda for, preside over, and facilitate the meeting.
- Coordinate the functions and responsibilities of the NYCASC-PR subcommittee.
- Maintain the NYCASC-PR subcommittee's files and records, especially resources for PR talks and PR 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**

- Four years of NA 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 of NA 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 PR subcommittee meeting, and keep roll for voting purposes.
- Forward all relevant NYCASC-PR 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**

- Four years of NA clean time.
- Handles funds raised and given by ASC.
- Manages bank account (if applicable)
- Financially secure and good at managing personal finances.
- Has a bank account.
- Demonstrated trustworthiness.
- 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-months of NA clean time
- Keep inventory up to date.

- Purchases literature.
- Has access to a computer and email.

### **Education Coordinator**

- Two years of NA clean time.
- 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 contacts.

### **Legal Coordinator**

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

### **REQUIREMENTS FOR PRESENTING AND TRAINING**

- All presentations must be provided by at minimum two trained members of the PR Subcommittee.
- Trainees
  - i) 1 year NA clean time
  - ii) May not be on any drug replacement therapy (DRT) or medication assisted treatments (MAT) and cannot be on any prescribed mind- or mood-altering substances.

- iii) Can maintain an atmosphere of recovery.
- iv) Must come to the subcommittee once every two months.
- v) Has an NA sponsor and working knowledge of the steps and traditions