



**Mission Statement:**

Our mission is to carry a clear message of what NA is, what we do and why we are here to the public community that has a need for our way of recovery.

**DEFINITION AND PURPOSE:**

The Public Information Committee is a sub-committee of the Orange County Area Service Committee. Our aim is to carry out our Fifth Tradition, which states, "Our primary purpose is to carry the message to the addict who still suffers." We do this by providing information about Narcotics Anonymous to the public, professionals who come in contact with addicts, and to addicts themselves. We fulfill our goals in accordance with our Eleventh Tradition, which states, "Our public relations policy is based on attraction rather than promotion. We need always maintain personal anonymity at the levels of press, radio and film."

**FUNCTION OF THE PUBLIC INFORMATION COMMITTEE:**

- I) To provide information about NA to the addict, to professionals, and to the public by placing service announcements in the press, radio and television.
- II) To provide information about NA to professionals who work with addicts, such as educators, treatment providers and law enforcement officials. We do this by reaching out to professionals, and by responding to their requests.
- III) To provide NA speakers to non-NA groups who request them.
- IV) To reach out to the community as a whole by letting people know that NA exists, and how we can be reached.
- V) To provide a booth at events.
- VI) To provide Orange County Public Information Area representatives to the Southern California Regional Public Information Quarterly Learning Days.
- VII) To maintain communication with the Phone line sub-committee by providing information and training on how to handle Public Information phone calls.
- VIII) To maintain communication with the Area through the other sub-committees at the Area Service Committee business meeting.



- IX) To maintain communication with the Hospitals and Institutions sub-committee, providing them with assistance when needed.

**COMMITTEE MEMBERS AND OFFICERS:**

The Public Information sub-committee is made up of recovering addicts who are interested in carrying the message of recovery to the still suffering addict, and the public at large. This is done in accordance with the Twelve Traditions and these guidelines.

Committee officers should have a willingness to be of service and have a working knowledge of the Twelve Steps, Traditions and Concepts.

At the December meeting, the committee will elect its officers and webmaster for the coming year: Chairperson, Vice-Chairperson, Secretary and webmaster...

**COMMITTEE CHAIRPERSON:**

**REQUIREMENTS:**

Suggested 2 years of continuous clean time, and 1 year of Public Information experience.

**DUTIES:**

- I) Presides at Public Information Committee meetings
- II) Receives all Committee correspondence and coordinates with the Secretary the committee's response.
- III) Coordinates Public Information speaking engagements
- IV) Votes only in case of a tie at Committee meetings
- V) Reports monthly to the Area Service Committee and provides information to other Area sub-committees.
- VI) The Chairperson is to attend and report to the ASC on the Regional Public Information Quarterly Learning Days.



- VII) The Chairperson is a co-coordinator for events. The Chairperson is the single point of accountability to the ASC regarding these events.

**COMMITTEE VICE-CHAIRPERSON:**

**REQUIREMENTS:**

Suggested 1 year of continuous clean time, 6 months of Public Information experience.

**DUTIES:**

- I) Performs duties of chairperson and other officers in their absence.
- II) Co-coordinator to events.
- III) Responsible for the Committee's supply of NA literature and equipment.

**COMMITTEE SECRETARY:**

**REQUIREMENTS:**

Suggested 1 year of continuous clean time.

**DUTIES:**

- I) Responsible for Public Information Files.
- II) Records Public Information Committee meeting minutes.
- III) Helps Chairperson with all Committee correspondence.
- IV) Arranges printing as the need arises.

**COMMITTEE WEBMASTER:**

**REQUIREMENTS:**

Suggested 2 years of continuous clean time, and 6 months of Public Information experience. Access to a secure computer capable of holding the necessary material for maintenance of the Orange County Area Web Site.



**DUTIES:**

- I) Maintain and adhere to the Southern California Regional and Orange County Area web guidelines.
- II) Updates the Orange County Area and Southern California Regional Web Sites on a monthly basis
- III) Reports all correspondence at the monthly Orange County Public Information Subcommittee meeting, and attends all Regional PI Web committee meetings.
- IV) Produces and creates the necessary posters and flyers for Orange County Public Information.
- V) Reviews and keeps record of any subcommittee supplied material posted on the web site.

**PI COORDINATOR:**

The PI subcommittee has multiple functional coordinators. There may be more than one functional coordinator for any of the Major Functions of the PI Subcommittee.

The PI committee chair may appoint any PI member who meets the requirements below as a Functional Coordinator for a period of two months which is essentially for one time presentations, contact work, events, or projects that require less than two months to complete.

Work which re-occurs from month to month will be assigned to a PI Coordinator for a one year commitment period by subcommittee vote.

**REQUIREMENTS:**

- I) Suggested one year of continuous clean time.
- II) 6 months previous experience in carrying the NA message of recovery outside of NA Group run meetings. This requirement is satisfied experience in doing any of the Service work defined in the Public Relations Handbook (i.e. H&I, Phonelines or Public Information).



- III) Must have participated in the same type of functional activity or have attended a PI Learning Day that addressed the specific function for which the individual will be responsible. (No NA member should be sent in "Cold" to Orange County PI Activities)

**DUTIES:**

- I) Accomplishes the Duties specified in the PI guide that corresponds to the function.
- II) Tailors the PI guide(s) as necessary to conform to unique characteristics of each specific activity coordinated and insures that tailored material is filed with the PI Subcommittee secretary when changed.
- III) Insures other NA members brought in to participate in the function have received a copy of the appropriate tailored guide for the function.

**OPERATIONAL GUIDELINES:**

- I) In accordance with our Traditions, Public Information displays of any form serve the purpose of letting addicts know we exist, and how we can be reached. All displays must avoid making any claims about the effectiveness of NA, and should not mention any other organizations or programs.
- II) Public Service Announcements should be targeted at the media covering our area. In the event that the media extends over into another area, we will inform those areas, and confirm that we are not interfering with their own Public Information efforts. Public Information will coordinate PSA's with the Phonenumber Subcommittee.
- III) All initial contacts with professionals who work with addicts must include:
  - a) Cover letter briefly describing NA
  - b) Meeting list
  - c) Sample literature
  - d) Information about ordering more literature
  - e) Contact number for more information
- IV) Speakers who address non-NA organizations should restrict their presentation to "recovery" in Narcotics Anonymous. They should be well versed in our Traditions. They must adhere to the principle of anonymity. In particular, special care must be taken to avoid expressing opinions on outside issues, simply because such opinions may be taken as NA policy.



- V) Committee officers serve a 1-year term. They may succeed themselves in office, but may not serve more than 2 consecutive terms in a particular office.
- VI) Any Committee member or officer may be removed during their term by a majority vote of the Committee.
- VII) The Public Information Meeting is held on the last Saturday of every month. Special meetings may be called by a majority vote of the Committee members, or by the Chairperson. Reasonable notice of such special meetings must be given to all committee members.
- VIII) All Public Information Committee meetings are open to any NA member, but closed to the general public.
- IX) Every November, the Committee shall hold a "Group Inventory" meeting to review what was achieved in the previous year.
- X) Guidelines may be amended at any time by a two-thirds vote from the Public Information Committee and with the approval of the ASC.
- XI) The Committee operates within the budget approved by the ASC. Additional funds may be requested, but must be approved by the ASC.
- XII) The Committee will function in accordance with the Twelve Concepts of for NA Service.
- XIII) This Committee will operate within the parameters set forth in the Public Relations Handbook, published by the WSO, current edition.
- XIV) A Committee member must attend 2 consecutive meetings to vote. If 2 meetings are missed their vote is lost. Attending 2 consecutive meetings can reinstate a Committee member's vote.