

# Canada Atlantic Region of Narcotics Anonymous

## Public Relations Committee Guidelines

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## **1 Purpose**

The R.S.C. Public Relations Subcommittee serves the common needs of the regions member areas by conducting activities that promote the growth of all P.R. efforts within the Region.

## **2 Mandate**

That Regional PR Committee shall handle all things related to our Outreach, Hospitals and Institutions, and our Public Information efforts including Meeting Lists, Phone Lines, and Website.

Specific duties shall include, but are not limited to, the following;

- Maintain the regions Meeting List, Phone Line, and Website.
- Compile and maintain a current list of PI trusted servants throughout the region along with their contact information, where they are doing PI, and copies of any documentation their committee uses.
- Compile and maintain a current list of H&I trusted servants throughout the region along with their contact information, where they are doing H&I, and copies of any documentation their committee uses.
- Compile and maintain a current list of Outreach trusted servants throughout the region along with their contact information, where they are doing Outreach, and copies of any documentation their committee uses.

## **3 Functions**

- To hold regular meetings on the same day as the R.S.C.
- To be a resource for its member areas in their PR efforts.
- To provide a forum for area PR subcommittees to share their experience strength and hope.
- To maintain communication with the WSC, CANA / ACNA , member Areas, and other regional PR subcommittees

## **4 Members:**

### ***4.1 Voting members.***

- Voting members of this committee shall have attended two (2) consecutive regular meetings of this Committee.
- Voting privileges begin at the second (2<sup>nd</sup>) consecutive meeting.
- Members will lose their voting privileges, upon absence from two (2) consecutive regular meetings.

## **5 General Procedure**

### ***5.1 Guidance for Committee Actions***

All actions of this committee shall be in accordance with these guidelines and the Regional Policy Handbook.

This committee shall look to the following documents for problem resolution.

- The current publication of these guidelines
- The PR Handbook
- The Regional Policy Handbook
- The Twelve Concepts.
- The Twelve Traditions.

### ***5.2 Meetings***

Regular meetings of this committee shall be held on the same day, as the R.S.C. unless otherwise voted by this committee and approved by the RSC Administrative Committee. All meetings of this committee shall be open to the fellowship as a whole.

### **5.3 Voting Policy**

- A motion shall be deemed carried with a simple majority vote (50%+) of the voting members in attendance.
- In the event of a tie the chairperson shall cast the deciding vote.

## **6 Officers**

PR committee officers should have the willingness, and desire to serve, the time and resources necessary to do the work, previous experience with committee administration and a good working knowledge of the PR Handbook, Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

### **6.1 Chairperson**

The chairperson of this committee is an officer of the R.S.C., and is accountable to the R.S.C.

### **6.2 Vice- Chairperson and Secretary**

Shall be chosen at the committee meeting following the biannual R.S.C. elections. Elections shall be carried out in a manner consistent with R.S.C. election procedures as per R.S.C. Policy Handbook

### **6.3 Duties and Responsibilities of Officers**

#### **6.3.1 Chairperson**

- To preside over all PR committee meetings.
- To be impartial as mediator of PR committee business.
- To formulate an agenda for each PR committee meeting
- To represent the PR committee at all R.S.C. meetings.
- To supply reports as needed.
- To maintain the archives of the PR committee.

### **6.3.2 Vice-chairperson**

- To perform the duties of the chairperson in their absence.
- To serve as parliamentarian at the PR Committee meetings.
- To state and restate all motions for the PR committee.
- To attend all R.S.C. meetings.
- To have a minimum of 18 months continuous abstinence

### **6.3.3 Secretary**

- To draft and distribute minutes of all PR Committee meetings to members.
- To assume responsibility for documenting all changes in the minutes.
- To maintain a current list of PR Committee members phone numbers and addresses.
- To compile and maintain a list of voting members of the PR committee.
- To have a minimum of 18 months continuous abstinence

## **7 Dismissals and Resignations**

### **7.1 Dismissal**

The Chairperson is elected by the R.S.C. Chairperson and may be dismissed by the R.S.C. Chairperson.

Other PR committee officers are chosen by the subcommittee and may be dismissed by the subcommittee.

Officers may be dismissed for the following reasons.

- Loss of abstinence;
- Non-fulfillment of the duties of their position;
- Absent from two (2) consecutive regular meetings;
- Misuse of NA funds;
- Misleading the committee; or
- The intentional presentation of misleading information.

## **7.2 Resignation**

An officer may resign at any time.

In order to maintain continuity of service and reasonable transition, it is suggested that the resignation be submitted to the committee in writing at least one (1) regular meeting in advance.

## **8 Resource Officers:**

This committee, to insure the availability of resources needed to carry out its mandate, may assign certain members special tasks.

## **9 Regional Web Site**

The regional website is maintained by the R.S.C. Web Servant under the direction of the PR committee. The PR Committee shall choose the Web Servant. In the event there is no PR Committee, A Web Servant may be appointed by the RSC Chair.

## **10 PR Materials**

Any new material developed by the Regional PR Subcommittee shall be reviewed and approved by the RSC Committee as a whole before external distribution.

## **11 Amendments**

Any amendment to these guidelines must be approved by the PR committee and then be approved by the R.S.C..

# **Guidelines for the operation of the Canada Atlantic Regional Service Committee Website**

## **1 Purpose**

The purpose of the regional website is to support our public information efforts.

## **2 General**

The contents of the regional website shall comply with;

- This document
- FIPT
- The regions Public Relations Subcommittee guidelines
- The Public Relations Handbook

The regional website shall be maintained by a “Web Servant” through the regions Public Relations subcommittee

CARNA shall fund all costs associated with the Web Site

All links shall be checked regularly to ensure they are still active and current and are consistent with this document.

A notice shall be placed at the beginning of the web site that signifies that it is the official web site of the Canada Atlantic Region of Narcotics Anonymous.

This website shall exist with a unique domain name on a server that is controlled by the Web Servant/PR Committee.

### **3 Contents**

As the overwhelming majority of people viewing our site will be NA fellowship members and recovery professionals, the contents of our Web site should be intended to help them as much as possible.

Information available on the website should be accurate and generic to best reflect a clear message to members, potential members, professionals, and interested individuals.

#### ***3.1 The regional website may include the following:***

- the regional meeting list
- a geographic description of the region
- the regional mailing address
- the World Service Office phone number and address
- simple statement about NA, who we are and what we do
- NAs published presentation papers (written for addiction care providers):
- "Facts About Narcotics Anonymous"
- links to the WSO and other service bodies websites
- a means to contact the Web Servant
- upcoming NA events within the region and around the world.
- other items deemed appropriate by the PR Committee/RSC

#### ***3.1 The regional web site should not include the following:***

- links to websites that are not sanctioned by an NA service office or service body
- commercial advertising
- links to sites that contain commercial advertising

### **Amendments**

Any amendment to these guidelines must be submitted to the R.S.C. as a whole.