

VANCOUVER ISLAND NORTH AND POWELL RIVER AREA
PUBLIC RELATIONS SUBCOMMITTEE

vinprana.ca

Guidelines 2020

“The principle of service, critical to the application of our Eleventh tradition, is not a passive principle. To be of maximum service to the still-suffering addict, we must energetically seek to carry our message throughout our cities, towns, and villages. Our public relations policy is based on attraction, to be sure, not promotion. But to attract the still suffering addict to our program, we must take vigorous steps to make our program widely known. The better and broader our public relations, the better we will be able to serve.”

Tradition Eleven, It Works: How and Why – Page 207

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Section One:

PR Geographical Boundaries: The geographical boundaries of VINPRANA PR shall be. The Northern portion of Vancouver Island, up to and including all points between Fanny Bay to the Northern end of Vancouver Island, The Northern Gulf Islands and as far west as Holberg and east to Powell River and surrounding area.

PR Subcommittee Purpose: As the Fifth Tradition essay in It Work How and Why states, “carrying the NA message is so important to the survival of NA that it is called our primary purpose.” We work to fulfill our primary purpose within NA’s principles.

PR Subcommittee Goal: For the public to recognize NA as a positive and reliable organization, while developing and maintaining valuable relationships with professionals and the general public

PR Subcommittee Responsibilities: 1. We serve as a communication link between the fellowship Area, Region, and the larger Public community we serve. 2) We clarify what services NA can and cannot provide to the community. 3. We provide NA members with the awareness of their role in NA’s public image. 4) We keep a record of all PR meetings, coordinate working groups and Panels and establish new contact with the public that promote community awareness. 5) We are accountable for all PR disbursed literature. 6) We maintains contact and coordinates any PR requests and initiatives in a timely fashion. 7) We are responsible for operating and maintaining a telephone information service for VINPRANA. 8) We are responsible for the multi area newsletter, gathering monthly area birthdays and events. 9) We are responsible for maintaining the area website, answering inquiries, posting events, and meeting changes.

Decision Making Procedure: We use consensus Based Decision Making.

Section Two: Choosing and Becoming a Trusted Servant: Election, Roles, and Responsibilities

Fourth Concept; Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

Qualifications and Duties for PR Trusted Servants

PR Facilitator:

- 1) 2-year commitment.
- 2) Minimum 4 years continuous abstinence.
- 3) Minimum of one year participating in the PR subcommittee.
- 4) An understanding of the Twelve Traditions of NA, the Twelve Concepts for NA service, and the ASC & PR guidelines.
- 5) Available to attend at least one Regional Service Committee meeting per year.
- 6) Unable to hold any other service positions at the Area level.
- 7) Available to attend ASC meetings.
- 8) Submits a written report of all subcommittee activity and inactivity to the ASC monthly, and quarterly to the Regional PR committee.
- 9) Reports to the ASC all expenditures, providing receipts and coordinating reimbursement.
- 10) Has a working knowledge of the Public Relations subcommittee.
- 11) An understanding and the ability to use Consensus Based Decision Making.
- 12) Oversee workgroups formed to accomplish tasks.
- 13) Responsible to ensure committee obligations are met when positions are vacant or needing help.
- 14) Orientates and or mentors newly elected PR members with VINPRANA PR guidelines & the NA PR Handbook
- 15) Attends all PR subcommittee meetings

PR Co-Facilitator

- 1) 4-year commitment- first two years as PR Co Facilitator with the intent of serving the second term as the PR facilitator.
- 2) Minimum 2-year continuous abstinence.
- 3) An understanding of the Twelve Traditions of NA, the Twelve Concepts for NA service, and the PR guidelines.
- 4) Assumes duties of PR Facilitator in their absence, removal or resignation.
- 5) Orientates and or mentors newly elected PR members to the VINPRANA PR guidelines & the NA PR Handbook.
- 6) Attends PR subcommittee meetings & available to attend ASC meetings.
- 7) Available to attend one Regional Service Committee meeting per year for mentorship purposes.
- 8) Available to assist with one service workshop per year (Learning Days)
- 9) Submits a monthly report to the PR secretary, prior to the subcommittee meeting
- 10) The Co-Facilitator has a vote, unless they are acting as the Facilitator.

PR Secretary

- 1) 2 year commitment.
- 2) Minimum 1 year continuous abstinence.
- 3) An understanding of the Twelve Traditions of NA, the Twelve Concepts for NA service, and the PR guidelines.
- 4) Computer and word processing skills are necessary, along with access to a computer or smartphone.
- 5) Receives and prepares reports submitted in advance for circulation before the PR subcommittee meeting. Sending an email one week prior to sub committee facilitators, coordinators, newsletter liaison, and workgroups. First call for all reports on the Tuesday prior to the meeting, second call for reports on Thursday, and the last call for all reports to be submitted on Saturday.
- 6) Prepare and email the agenda, including the reports and previous month's minutes, to all subcommittee members on the Sunday prior to the PR meeting.
- 7) Attends all PR meetings.

Panel Coordinator

- 1) 2-year commitment.
- 2) Minimum 2 year continuous abstinence.
- 3) Attends all PR subcommittee meetings
- 4) Submits monthly reports to the PR secretary prior to the subcommittee meeting
- 5) Responsible to provide a current and up-to-date contact list of all orientated members to panel leaders
- 6) Ensures panel leaders have current copy of the facility contract with PR
- 7) Appoints panel leaders as necessary
- 8) Orientates members
- 9) Is the facility contact person

Panel Leaders

- 1) 1-year commitment
- 2) Minimum 1 year of continuous abstinence
- 3) Informs panel coordinator, of any issues or difficulties
- 4) Invites ORIENTATED panel members, and ensures they are aware of facility rules
- 5) Reviews DO's & DON'TS with panel members prior to meeting
- 6) Facilitate the panel presentation with the provided format

Panel Members

- 1) Orientated before attending panel
 - 2) Minimum 3 months complete abstinence to attend and observe
 - 3) 6 month of complete abstinence to share and observe 3 times;
- Note: some facilities require 1 year of complete abstinence.

Phone Line Coordinator

- 1) 2-year commitment.
- 2) Minimum 1 year of continuous abstinence
- 3) The Phone Line Coordinator is responsible for operating and maintaining a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly.
- 4) The Phone Line coordinator keeps a record of all phone line meetings, coordinates with working groups and panels.
- 5) Maintains contact with the Regional Phone Line representative.
- 6) Makes monthly written reports to the PR Committee.
- 7) The phonenumber coordinator answers directly to the PR Committee.
- 8) Attends all PR meetings

PR Literature Coordinator

- 1) 1-year commitment.
- 2) Minimum one year complete abstinence.
- 3) The Literature Distribution Coordinator is responsible for coordination of all literature in VINPR Area, including panel coordinator, literature distributors and PR events.
- 4) Literature Distribution answers directly to the PR Committee.
- 5) Literature coordinator orders and keeps record of literature purchased from VINPRANA literature chair.
- 6) Makes monthly written reports to the PR Committee.
- 7)Keeps inventory of all PR literature
- 8)Attends all PR meetings

Literature Distributors

- 1) 1-year commitment.
- 2) Minimum six months complete abstinence.
- 3) Responsible for predetermined delivery and maintenance of Information Pamphlets, Meeting Lists, and Pull-tab posters to designated locations in their local communities.
- 4) The literature distributors obtain literature from the PR Literature Coordinator
- 5) Knowledge of community for literature distribution

Newsletter Liaison

- 1) 1-year commitment.
- 2) Minimum one year complete abstinence.
- 4) The Newsletter Coordinator is responsible for gathering monthly area birthdays and events.
- 5) All material gathered for our multi area newsletters are emailed monthly to the Multi Area Newsletter Chairperson by the time agreed upon.
- 6) Newsletter Liaison answers directly to the PR Committee.
- 7) Picks up newsletters from designated location, and ensures delivery to VINPRAN Area meeting.

Website Coordinator

- 1) 2-year commitment.
- 2) Minimum one year complete abstinence.
- 3) The website coordinator is responsible for maintaining and updating the website vinprana.ca
- 4) The web coordinator is responsible for answering inquiries, posting events and meeting changes to the area website.
- 5) Technical aspects to be added as position is filled and Website Coordinator can provide technical details.

PR Election Process: In February, PR Committee positions will be up for election: - PR Co facilitator
Literature Distributors -Newsletter Liaison -Panel Leaders -Panel Coordinator -Literature Coordinator -
Website Coordinator -Phoneline Coordinator.

In March the PR subcommittee will forward a nomination for Public Relations Facilitator to VINPRANA
ASC.

Resignation and Removal from PR

Voluntary Resignation Voluntary resignations are given in writing to the PR facilitator in advance of the
next PR meeting.

Removal from Service A person may be removed from PR service in the following situations: Admitted
interruption in clean time; aggression, violent and or disruptive behaviour.

Any elected subcommittee member or coordinator can be removed from their term of office by a 2/3
majority vote, by secret ballot, where the PR member: Failure to perform his/her duties. Failure to
attend and/or report to 3 consecutive, regularly, scheduled PR meetings. NOTE: In the event an elected
PR member or subcommittee coordinator is on the edge of missing a 3rd consecutive meeting the PR
Facilitator must contact the member and inquire as to why they have been unable to fulfill their duties.
The member must be given the information on the consequence of missing a 3rd meeting and reminded
of their position requirements.

A PR member or subcommittee coordinator resigning or removed from office will not be eligible for
election to any PR position for six months.

NOTE: when resignation is intended to facilitate a newly elected position with agreement of the PR
committee.

Any office or committee position left vacant from an early resignation or removal shall remain vacant for
one month so that the vacancy may be announced to the Fellowship. NOTE: The facilitator can appoint
a member to fill the vacancy temporarily if absolutely necessary.

Changes and Admendments