

1                    Laurel Mt Highlands Area of Narcotics Anonymous (Approved 06/19/2004)  
2                    **PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

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4    **I.        DEFINITION:**

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6                    The Laurel Mt Highlands Area of Narcotics Anonymous Public Information Subcommittee  
7                    is made up of volunteer members from Narcotics Anonymous.  
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9    **II.        PURPOSE:**

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11                    LMHANA Public Information Subcommittee's purpose is to inform the public that N.A.  
12                    exists & offers recovery from the disease of addiction. LMHANA P.I. offers information  
13                    about what N.A. is, and how & where to find N.A. meetings. All of LMHANA P.I.  
14                    activities will be carried out in accordance with the N.A. World Service Guide book " A  
15                    Guide to Public Information", 12 Traditions of Narcotics Anonymous and the 12 Concepts  
16                    of N.A. Service.  
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18    **III.        FUNCTION & RESPONSIBILITIES:**

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20    1.        This P.I. subcommittee is directly responsible to LMHANA.  
21    2.        To open and maintain the lines of communication between N.A. & the public and between  
22                    the area, regional, and world levels of NAWS.  
23    3.        To respond to all request for information in a timely & effective manner, & to see that those  
24                    request are handled at the appropriate level of service in accordance with LMHANAP.I.  
25                    Contingency Plan.  
26    4.        To prepare & provide introductory literature packets as the P.I. committee deems necessary.  
27    5.        To coordinate three P.I. Learning Day / Workshops annually.  
28    6.        To maintain Task Force Committees to work on specific projects such as, but not limited to  
29                    the following; Informational Packet Mailing, Media PSA's, Posters, Billboards, Health  
30                    Fairs, and Public Presentations.  
31    7.        May at the discretion of the P.I. committee members, agree to be responsible for or assist  
32                    with, any project not listed, which falls within the boundaries of public information, as  
33                    determined by these guidelines, LMHANA, & the Narcotics Anonymous P.I. hand book "  
34                    A GUIDE TO PUBLIC INFORMATION."  
35    8.        A Public Information Trusted Servant shall always keep in mind that he/she may be seen as  
36                    a representative of Narcotics Anonymous and should conduct himself/herself in a  
37                    responsible manner.  
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39    **IV.        P.I. SUBCOMMITTEE MONTHLY SERVICE MEETING:**

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41                    The LMHANA Public Information Subcommittee will meet regularly on the third Saturday  
42                    of each month prior to the monthly LMHANA meeting, which shall be well publicized  
43                    within the local N.A. fellowship, encouraging all N.A. members to attend.  
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45    **V.        P.I. FUNDING:**

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47 This P.I. subcommittee will maintain a separate monthly budget of \$15.00, in accordance  
48 with LMHANA guidelines.  
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50 **VI. P.I. MEMBERSHIP**

51 Members of the LMHANA P.I. subcommittee will be defined according to one or more of  
52 the following; Chairperson, Vice Chairperson, Secretary, Task Force Coordinator, Task  
53 Force Member, & any other concerned member of Narcotics Anonymous as a whole.  
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- 55 1. Trusted Servants of this P.I subcommittee shall have the equal right of input & vote on  
56 decisions made by this P.I. sub-committee with the exception of the Chairperson who  
57 carries a vote only in the case of a tie vote.
- 58 2. Any other N.A. member wishing to vote shall have attended the previous LMHANA P.I.  
59 subcommittee meeting.  
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61 **VII. ELECTIONS OF TRUSTED SERVANTS:**

- 62 1. Trusted Servants of this P.I. subcommittee are as follows:  
63 (a) Chairperson (c) Secretary  
64 (b) Vice Chairperson (d) Task Force Coordinator.  
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- 66 2. Chairperson: shall be elected in December by LMHANA, and is accountable and subject to  
67 LMHANA guidelines.
- 68 3. Regardless of when Trusted Servants are elected all positions are open to nomination in  
69 January, except the P.I. Chairperson who is nominated and elected by LMHANA.
- 70 4. Vice Chairperson, Secretary, & Task Force Coordinators: shall be elected in January by this  
71 P.I. subcommittee.
- 72 5. No Trusted Servant shall be eligible to serve more than 2 terms consecutively in the same  
73 position.
- 74 6. All Trusted Servants of LMHANA P.I. shall:  
75 (a) Attend at least one P.I. Learning Day/Workshop,  
76 (b) Have a N.A. home group.  
77 (c) Have a Sponsor.  
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79 **XIII. REMOVAL OF TRUSTED SERVANTS:**

- 80 1. All Trusted Servants shall attend the monthly LMHANA P.I. sub-committee meetings,  
81 three absences constitutes a resignation of P.I. commitment.
- 82 2. Relapse constitutes automatic removal from LMHANA P.I.
- 83 3. Any P.I. subcommittee member may be removed from service by a two-thirds majority vote  
84 of this P.I. subcommittee, except the P.I. Chairperson who can only be removed by  
85 LMHANA.  
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87 **VIII TRUSTED SERVANTS:**

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89 **A P.I. CHAIR**

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91 Elected by majority vote of GSRs present at LMHANA for a one year term in accordance  
92 with and accountable to LMHANA guidelines.

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Qualifications;

1. Suggested minimum Two years continuous abstinence.
2. One year previous involvement in Public Information.
3. A working knowledge of the 12, 12 & 12 of N.A.
4. A working knowledge of LMHANA guidelines & policy
5. The ability to organize & serve this LMHANA P.I. subcommittee.
6. The willingness to give the time & resources necessary to conduct the business of this LMHANA P.I. subcommittee.

Duties:

1. Coordinates all LMHANA P.I. subcommittee business.
2. Prepares the monthly subcommittee agenda, bringing before the subcommittee matters they should act upon.
3. To make regular monthly reports to LMHANA on the status of area P.I. projects and other services, Regional P.I. business meeting, or any other responsibility of this P.I. subcommittee.
4. To rigorously maintain P.I. subcommittee archives that are to be given to the next P.I. Chairperson.
5. To establish and maintain contact between this P.I. sub-committee and other P.I. subcommittees on a Area, Regional and NAWS
6. To attend Regional P.I. subcommittee business meetings.
7. Is responsible for all correspondence with the general public, and with in NA pertaining to Public Information.

**B P.I. Vice Chair:**

Elected by majority vote of this P.I. subcommittee for a one year term

Qualifications;

1. Suggested minimum one year continuous abstinence.
2. Willingness to give the time and resources necessary.
3. A working knowledge of the 12, 12 & 12 of N.A.
4. A working knowledge of LMHANA guidelines & policy.
5. Six months previous P.I. experience or previous service experience at any level.

P.I. Vice Chair continued:

Duties:

1. To take an active part in the direction of this P.I. subcommittee, working closely with the Chairperson, assisting with organizational duties.

- 138 2. In the absence of the P.I. Chairperson will chair the P.I. subcommittee business  
139 meeting.  
140 3. In the event of the inability of the P.I. Chairperson to perform or upon the  
141 resignation of the P.I. Chairperson, the P.I. Vice Chairperson will receive an  
142 automatic nomination for P.I. Chairperson in accordance with LMHANA  
143 guidelines.  
144 4. To act as a Lead Task Force Coordinator and assist the P.I. subcommittee in any  
145 way possible.  
146 5. Suggested attendance at the Regional P.I. subcommittee business meeting and  
147 LMHANA business meeting.  
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149 **C P.I. SECRETARY**

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151 Elected by majority vote of this P.I. subcommittee for a one year term  
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153 Qualifications:

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155 1. Suggested Nine months continuous abstinence.  
156 2. Willingness and desire to serve.  
157 3. Willingness to give the time and resources necessary.  
158 4. A working knowledge of the 12, 12 & 12 of N.A.  
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160 Duties:

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162 1. To keep a complete record of minutes of every regular, and special P.I.  
163 subcommittee meeting.  
164 2. To maintain minutes and give them to the P.I. Chairperson no later than one week  
165 following each monthly P.I. subcommittee meeting.  
166 3. To keep an accurate archives of minutes and make them available to any N.A.  
167 member upon request.  
168 4. To keep a continuing roster of monthly attendance at the LMHANA P.I.  
169 subcommittee meeting.  
170 5. Assist This P.I. subcommittee in developing or creating an informational database  
171 for use in LMHANA P.I. efforts.  
172 6. Assist This P.I. subcommittee with any typing needed for correspondence used in  
173 LMHANA P.I. efforts.  
174 7. Keeps a record of all P.I. subcommittee members' names, phone numbers, and  
175 addresses.  
176 8. Maintains all necessary stationary supplies needed.  
177 9. Keeps in close contact with the P.I. Chairperson.  
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179 **D TASK FORCE COORDINATOR**

180 Elected by majority vote of this P.I. subcommittee for a one year term  
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182 Qualifications:  
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- 184 1. Suggested minimum of one year continuous abstinence.
- 185 2. Willingness and the desire to serve.
- 186 3. Willingness to give the time and resources necessary.
- 187 4. Six months previous P.I. experience or previous service experience at any level.

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189 Duties:

- 190 1. To coordinate the efforts of their Task Force committee
- 191 2. Act as a liaison between their Task Force committee and this P.I. subcommittee.
- 192 3. Shall keep in close contact and work with the P.I. Chairperson, Vice Chairperson,
- 193 and Secretary.
- 194 4. Shall make a written monthly report on the progress of any current P.I. project.
- 195 5. Shall make available to the secretary all accumulated data pertaining to any current
- 196 P.I. projects
- 197 6. Shall appoint needed Task Force Members, to be reported to and approved by this
- 198 P.I. subcommittee.
- 199 7. Should make an effort for a suggested replacement for TaskForce Coordinator near
- 200 the end of their commitment.

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202 **IX. IN THE EVENT:**

203 In the event that an issue comes up that is not addressed in our LMHANA P.I. guidelines,  
204 we will use the policy from the current NAWS Guide to P.I. Handbook.

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206 **X. AMENDMENTS:**

207 These guidelines may be amended by the LMHANA P.I. subcommittee by a two-thirds  
208 majority vote & are subject to approval by LMHANA

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210 Add Amendments

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