

## SAVANNA AREA OF NARCOTICS ANONYMOUS PUBLIC RELATIONS GUIDELINES

### **I. Name and Accountability**

1. The following are guidelines of the Southern Antelope Valley of Narcotics Anonymous area, also referred SAVANNA or simply the ASC in the document below.
2. The SAVANNA PR committee is a standing subcommittee of the Southern Antelope Valley Service Committee of Narcotics Anonymous (aka ASC).
3. The public relations committee encompasses the maintenance of the ASC website, phone lines, directories and public information.
4. These guidelines were derived from the decisions and policies created by. In addition, they conform to the policies, guidelines and mandates of the SFVASCNA, as well as the spiritual principles embodied by the 12 Traditions and 12 Concepts of Narcotics Anonymous.
5. Southern Antelope Valley Area Subcommittee membership shall be comprised of:

(1) The trusted servants listed in Section III, below.

(2) Any member of Narcotics Anonymous who is interested in participating in the committee.

### **II. Purpose**

1. Our purpose is to support the members, groups and subcommittees that comprise the ASC, and to assist them in their task of carrying the message of recovery in Narcotics Anonymous over the Internet and in the community. To that end, we will establish and maintain a public website, phone lines and meeting directories to disseminate information about the NA Program and its presence within the communities that comprise the Southern Antelope Valley area, The Southern California Region, and other regions as needed to:
  1. Members of the NA fellowship
  2. Individuals seeking recovery
  3. Professionals seeking information about recovery
  4. The general public
2. Furthermore, we will develop, implement and maintain:
  1. Maintain a Website accessible by the public which provides info on the SAVANA Area including Meeting information
  2. an accurate, update to date list of meetings in our area
  3. phone lines for addicts or other to call to receive information regarding NA and local meetings
  4. public relationship with organizations that further the message of Narcotic Anonymous.

The above mentioned were created and are maintained to fulfill our primary purpose of to carry the message to the addict who still suffers.

### **III. Trusted Servants**

1. Qualifications

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1. All positions listed below require 3 years of continuous clean time and 1 year of service.
2. Nominations of chair and trusted servants shall take place each year in accordance with ASC elections.

### a) **Chairperson**

- Be knowledgeable of the guidelines of the Website Committee as well as the guidelines of the ASC.
- Conduct all Public Relations meetings;
- Prepare an agenda and distribute it at each meeting;
- Provide a written Public Relations report and present it at monthly ASC meetings.
- Prepare and submit an annual subcommittee budget, as required by the ASC.
- Represent the Public Relations at all Southern Antelope Valley Area Service Committee meetings. This includes representing and interacting with all other SAVANNA service committees as necessary.
- Coordinate and accomplish with other Public Relations trusted servants and members the necessary tasks to the goals of the Committee.
- Work with the Area Chair to accomplish the tasks and goals set by the ASC.
- Communicate with members and the public as necessary. This includes replying to all incoming email addressed to the Area Website, phone calls and voicemails on the area phone lines and returning any verbal or written correspondence from the general public regarding website, phone lines, directories or public relation matters.
- Be available to other Narcotics Anonymous service committees, as needed.

### b) **Secretary**

- Must attend all public relations meetings.
- Must keep an accurate set of minutes of all public relations meetings, and send electronically to PR Chairperson for review.
- Maintain a file of all minutes and member contact information.

### c) **Public Information Liaison**

- Attend all PR subcommittee meetings
- Assist in the organization and implementation of all Subcommittee activities
- Coordinate and provide feedback and updates from and about all PI presentations
- Delegate responsibilities and oversee all activities of the public relations members and PI distribution

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- Responsible for prioritizing tasks, educating newer PI members and strictly adhering to the 12 traditions and Concepts of NA, in addition to the guidelines set forth in the handbook “A Guide to Public Information”
- Research and maintain database of Potential PI Presentation leads and contacts.
- Communicate information from PI panels, other Subcommittees and the fellowship as necessary.
- Assist the Chair and/or Vice-Chair in the scheduling and coordinating of PI Presentations and material distribution.
- Coordinate Public Information Presentation with contacts, as directed by the Chair.
- Work with other Sub-Committee members in the development of appropriate PI presentation formats Recruit the appropriate speakers for such presentations and obtain various materials and formats for PI distribution.

### **d) Phone lines Liaison**

- Attend all PR subcommittee meetings.
- Provide a monthly report to PR chair.
- Oversee the filling and fidelity of phone line time slots for the SAVANNA area.
  - I. Those filling phone line slots must have a minimum of 6 months clean, a working knowledge of the steps and a 661 area code.
- Train all new members on logging in to phone lines as well as appropriate conduct.

### **e) Website and Directories Liaison**

- Attend all PR subcommittee meetings
- Provide a monthly report to PR chair.
- Communicate with other subcommittees, trusted servants and members at large in order to provide the most accurate and update information on the area’s website and directories.
- Update the ASC website weekly.
  - I. Items to be updated:
    - I. Meeting Information
    - II. Events
    - III. Contact Information
- Update the ASC directories monthly with updated meeting and contact information.
- Print and distribute directories to GSR’s and other trusted servants to bring to their meetings.

## **IV. Funding**

1. All funding for the Website Committee will come from the SAVANNA ASC.

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### **V. Non-Affiliation**

1. In keeping with the Traditions of Narcotics Anonymous we neither endorse nor oppose any treatment facilities, other fellowships or information reached through off-site links. References to outside resources may be added to the website. This is to help addicts and in no way implies an endorsement or affiliation of any kind. Any links to non-NA websites must open in a new window, and a disclaimer of any affiliation with the site they are about to enter This does not apply to map links.
2. To ensure compliance with current copyright laws our policy for using copyrighted material shall be in accordance with NA Intellectual Property Bulletin #1 (revised 2003).

### **VI. Guidelines**

1. These guidelines may be waived by a 2/3 vote of the Website Committee. They must be amended by a 2/3 vote of the SFVASC.