



North Carolina Region Public Information Subcommittee of Narcotics Anonymous Guidelines

These Guidelines are presented as a starting point only. They are open to ongoing input and revision by the body of the NCR-PI and the fellowship of Narcotics Anonymous in adherence with our Traditions through the Spiritual Conscience of the Groups we serve.

I. Name

The name of this Subcommittee shall be the “North Carolina Region Public Information Subcommittee”, here after referred to as (NCR-PI). The NCR-PI is formed by and is directly responsible to the North Carolina Regional Service Committee of the fellowship of Narcotics Anonymous (NCRSCNA), and is a Subcommittee of the NCRSCNA.

II. Vision

The Public Information subcommittee (NCR-PI) shall create a template for PI Services in the NC Region. This template shall act as a resource for each specific service within the prevue of Public Information, to serve all NCR groups in accordance with the spiritual principles contained within the 12 Traditions of NA. The NCR-PI shall collect ideas activities and procedures successfully utilized by groups, and areas, throughout the NC Region in carrying the message to the public. These ideas, activities and procedures may be utilized by any interested group or area, within the NC Region.

III. Purpose

NCR-PI’s primary purpose is to carry the message to addicts who still suffer by informing the public that Narcotics Anonymous exists and that NA offers recovery from the disease of addition by offering information that includes where and how NA meetings can be found. The NCR-PI responds to any and all requests for information. In addition, the NCR-PI is responsible for developing and implementing Regional Public Information projects and cooperating with Area PI Subcommittees within the NC Region as well as neighboring regions in joint PI efforts. All PI efforts will be carried out in strict accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. This Subcommittee shall act as a resource for those who wish to carry the NA message of hope and the promise of freedom through Public Information activities. By doing so, the NCR-PI Subcommittee helps prevent misunderstandings of our fellowship and encourages the kind of broad based awareness of Narcotics Anonymous recovery that attracts more and more addicts to our meetings. This information ensures our adherence to Tradition Eleven which states: “Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press radio and films”.

IV. Functions and Responsibilities

This PI Subcommittee:

- A.** Is directly responsible to NCRSCNA
- B.** Shall open and maintain the lines of communication between NA and the public, and between the individual member, area, regional, and world levels of NA service.
- C.** Shall serve as a resource to all member groups and areas.
- D.** Shall respond to all requests for information and see that such requests are handled at the appropriate level(s) of NA service in a prompt and businesslike fashion.

- E. Shall coordinate workshops annually.
- F. Shall, at the direction of a majority vote of the PI Subcommittee members, agree to be responsible for, or assist with, any project not listed which falls within the boundaries of the Regional PI Subcommittee.
- G. Shall assist Area PI Subcommittees in requests for presentations.

V. Business Meetings

The NCR-PI Subcommittee will meet regularly each month at 12 noon – 1 pm before region meets. The meeting time will be well publicized within in the NA fellowship, encouraging all members to attend.

VI. Funding

This PI Subcommittee will maintain a separate monthly budget, funded by, and in accordance with NCRSCNA Guidelines.

VII. Amending Guidelines

These Guidelines may be amended by the NCR-PI Subcommittee by a 2/3 majority.

VIII. Membership

Members of this PI Subcommittee will be defined according to one or more of the following: Chairperson, Vice-Chairperson, Secretary, Website Coordinator, Area PI Chairpersons, and any other concerned member of Narcotics Anonymous as a whole. Any member of NA has the right to address this Subcommittee with PI related business.

IX. Voting Membership

Voting membership of this PI Subcommittee shall consist of:

- A. The trusted servants of this Subcommittee (listed in section IX.). All voting members will have equal rights of input and vote on decisions made by this Subcommittee, with the exception of the Chairperson, who carries a vote only in the case of a tie vote.
- B. Area PI Chairpersons.
- C. Any other PI Subcommittee member (defined in section VII) wishing to vote must have attended two (2) of the previous three (3) NCRPI Subcommittee meetings.

X. Trusted Servants Qualifications/ Elections/ Removal

- A. The Chairperson will be elected in January of every other year by NCRSCNA, and is accountable and subject to NCRSCNA Guidelines.
- B. Vice-Chairperson will be elected in April every other year by the PI Subcommittee.
- C. Secretary and Website Coordinator will be elected in April of each year by the PI Subcommittee.
- D. Regardless of when trusted servants are elected, all positions are open for nominations in January each year, except the Chairperson and Vice-Chairperson who are nominated every other year in January.
- E. No trusted servant will be eligible to serve more than two (2) terms consecutively in the same position.
- F. Relapse constitutes automatic resignation of a trusted servant.
- G. Any NCRPI trusted servant may be removed from service by a 2/3 majority vote of the subcommittee, except the Chairperson who can only be removed by NCRSCNA.

- H. All trusted servants of NCR-PI must have an NA sponsor and an NA homegroup. They should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous as observed in their actions. To seek and share the most complete information available; and work to further the group's well-being and the Fellowship's Common Welfare.
- I. All trusted servants must attend the monthly NCR-PI meetings. Two consecutive, unexcused absences constitute a resignation of the PI commitment. Whether an absence is excused or not will be decided at a group conscience of the subcommittee.
- J. All NCR-PI members must keep in mind that they are seen as a representative of Narcotics Anonymous and conduct themselves accordingly.

XI. Chairperson

Elected in accordance with, and will be held accountable to, NCRSCNA Guidelines, at NCRSCNA, for a two year term.

A. Qualifications

1. Suggested minimum of three (3) years continuous clean time.
2. Previous relevant area or regional PI service experience.
3. A working knowledge of the 12 Traditions of NA.
4. A working knowledge of NCRSCNA Policy and NCRPI Guidelines.
5. The ability to organize and serve this PI subcommittee.
6. The willingness to give the time and resources necessary to conduct the business of this subcommittee.
7. Must have a NA sponsor and a NA homegroup.
8. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous as observed in their actions. To seek and share the most complete information available; and work to further the group's well-being and the Fellowship's Common Welfare.

B. DUTIES:

1. Coordinate all NCR-PI Subcommittee business, and generate enthusiasm for PI involvement.
2. Prepare monthly subcommittee agenda.
3. Provide written reports to NCRSCNA on the status of regional PI business.
4. Rigorously maintain PI Subcommittee archives that are to be given to the next NCRPI Chairperson.
5. Establish and maintain contact between this subcommittee and other PI subcommittees at the area, regional, and world levels of NA service.
6. Attend all NCRSCNA business meetings, and the first Policy meeting after election.
7. Work closely with this subcommittee to uphold the integrity of NA in all correspondence with the general public.
8. Make a quarterly report of all PI expenses to NCRSCNA and this subcommittee, to be validated with receipts.
9. Coordinate and maintain a list of PI Presenters and designate the presenter responsible to submit a report.

XII. Vice-Chairperson

Elected by a majority vote of this subcommittee for a term of two (2) years.

A. QUALIFICATIONS

1. Suggested minimum of two (2) years continuous clean time.
2. Willingness to give the time and resources necessary to serve.
3. A working knowledge of the 12 Traditions of NA.
4. A working knowledge of NCRPI Guidelines.
5. One (1) year previous PI experience.
6. Must have a NA sponsor and a NA homegroup.
7. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous as observed in their actions. To seek and share the most complete information available; and work to further the group's well-being and the Fellowship's Common Welfare.

B. Duties

1. Take an active part in the direction of this subcommittee, working closely with the Chairperson, and assisting with organizational duties.
2. In the absence of the Chairperson, will chair the subcommittee business meeting.
3. In the event of the inability of the Chairperson to perform, or upon resignation of the Chairperson, the Vice-Chairperson will receive an automatic nomination for the NCRPI Chairperson.
4. Refer all requests needing immediate attention, from public agencies and/or professionals, to the appropriate Area PI Chairperson within twenty-four (24) hours .
5. Assume the duties of any open position on this subcommittee.
6. Work closely with this subcommittee to uphold the integrity of NA in all correspondence with the general public.
7. Suggested attendance at NCRSCNA business meetings.

XIII. Secretary

Elected by a majority vote of this subcommittee for a term of one (1) year.

A. Qualifications

1. Suggested minimum one (1) year continuous clean time.
2. Willingness and desire to serve.
3. Should have basic secretarial, organizational, and computer skills.
4. A working knowledge of the 12 Traditions of NA.
5. Must have a NA sponsor and a NA homegroup.
6. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous as observed in their actions. To seek and share the most complete information available; and work to further the group's well-being and the Fellowship's Common Welfare.

B. Duties

1. Keep a complete record of every regular and special subcommittee meeting.
2. Maintain minutes and submit a typewritten copy to the Chairperson no later than one (1) week following each monthly subcommittee meeting.

3. Keep accurate archives of all PI business that occurs during their term and make them available to any NA member upon request.
4. Compile a roster of attendance at each monthly subcommittee meeting.
5. Assist in developing and maintaining all volunteer data bases for use in PI efforts.
6. Assist with any typing needed for correspondence used in PI efforts.
7. Keep a record of all subcommittees, members' names, addresses, phone numbers and email addresses.
8. Maintain all necessary stationary supplies, needed for secretarial duties and submit receipts for said supplies.
9. Keep in close contact with the NCR-PI Chairperson.

XIV. Website Coordinator

Elected by a majority vote of this subcommittee for a term of two (2) years.

A. Qualifications

1. Suggested minimum two (2) years continuous clean time.
2. Willingness and desire to serve.
3. Must have a working knowledge of computer operations, web site design and maintenance.
4. A working knowledge of the 12 traditions of NA.
5. Must have a NA sponsor and a NA homegroup.
6. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous as observed in their actions. To seek and share the most complete information available; and work to further the group's well-being and the Fellowship's Common Welfare.

B. Duties

1. Maintain the web portal and server as directed by this subcommittee adhering to the following guidelines.
 - a. All content and web pages must be approved by this subcommittee.
 - b. Provide a regional calendar of events, updated weekly.
 - c. All area meeting lists and information shall be updated weekly.
2. Provide all username/passwords to NCRPI Chairperson and NCRSCNA Chairperson and may change all passwords upon any change in these trusted servant positions.
3. Must attend the monthly PI Subcommittee meeting, and report any concerns.
4. Make a monthly written report to this subcommittee.
5. Make an effort for a suggested replacement for regional Website Coordinator near the end of his/her commitment.

XV. Regional PI Presenters

Selected and approved by the PI Chairperson and Vice-Chairperson.

A. Qualifications

1. Suggested minimum two (2) year's continuous clean time.
2. One (1) year previous PI experience.
3. Willingness and desire to serve.
4. Willingness to give the time and resources necessary.

5. A working knowledge of the 12 Traditions of NA.
6. Must have attended one (1) PI presentation workshop.
7. Must have attended two (2) PI presentations as an observer.
8. Must have a NA sponsor and a NA homegroup.
9. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous as observed in their actions. To seek and share the most complete information available; and work to further the group's well-being and the Fellowship's Common Welfare.

B. Duties

1. Supply a schedule of availability for PI presentations.
2. Represent a good image of NA during presentations, as stated in the NAWS handbook's; e.g. - be on time, dress appropriately, use only NA recovery language, avoid obscenities, etc.
3. Submit a written report detailing the presentation given, any referrals, and all information gathered to the NCR-PI Chairperson, no later than fourteen (14) days following said presentation.