

PUBLIC INFORMATION SUBCOMMITTEE CAANA  
GUIDELINES (REV 9-2011)

I. PURPOSE: To develop and implement techniques to inform the public that Narcotics Anonymous offers recovery from the disease of addiction. All activities shall be carried out in accordance with the 12 Steps and 12 Traditions of NA.

II. GEOGRAPHIC BOUNDARIES: Cape May and Atlantic counties. III.

FUNCTIONS AND RESPONSIBILITIES:

A, to open and maintain lines of communication:

1. Between Narcotics Anonymous and the public.
2. Between the Area Service Committee and Narcotics Anonymous Members.

B. To respond to all requests for Information in a timely and effective manner.

C. To ascertain all requests are handled at the appropriate level of service.

Functions and responsibilities for task committees are covered in the appendices".

IV. MEETINGS: The Public Information Committee will meet at a place designated by the Chair.

V. VOTING PROCEDURE:

A. The following may vote:

1. Any *member* of NA attending their second consecutive PI subcommittee meeting.
  - a. Any previous voting PI member who misses 2 or more consecutive meetings may not vote until their 2nd consecutive meeting.
2. CAASC Vice Chairperson.

VI TRUSTED SERVANTS:

A. Requirements:

All positions require the following unless otherwise stated: 1. the stated duration of continuous abstinence from all mind and mood altering substances.

2. A working knowledge of the 12 Steps and 12 Traditions of NA.

3. A willingness to serve.

4. Suggested clean time:

Chairperson: One year	vice chairperson: One year
Secretary: six months	Treasurer: six months

:

All duties are for one year.

C: Duties:

1. Chairperson:

- a. Arranges and presides over subcommittee meetings.
- b. responsible for PI correspondence to and from CAASCNA
- c. Represent CAASC at regional PI conferences.
- D. responsible for PI correspondence may delegate responsibility to a committee member.
- E. tends to archives.

c. Duties (cont.)

2. Vice chairperson:
  - a. Works with task committee within the subcommittee and coordinates their activities.
  - B. assumes role of chairperson in his or her absence.
- Secretary:
  - A. records minutes of subcommittee meetings
  - B. gives Secretary's report.
4. Treasurer:
  - A. responsible for control and flow of all literature & Pass out presentations. ~
  - B. accounts for money for literature order, 7th tradition and rent
  - C. attends ASC to purchase literature.

VII. REMOVAL OF TRUSTED SERVANTS:

1. relapse
2. voluntary resignation
3. missing two or more consecutive meetings without reasonable CAUSE.
4. Motion to remove carried by two thirds majority by closed ballot.
5. Chairperson can only be removed by the CAASC but the subcommittee can make a written motion of dismissal to the CAASC.

VIII. TASK COMMITTEES:

Task committees will be formed to accomplish certain tasks.

Final projects completed by the task committee must be approved by the PI subcommittee. Task committees will be dissolved when the task is completed.

I. FUNDING:

1. Funding for projects comes from the CAASC.
2. A 7th Tradition pays for rent of the meeting space.

X: POLICY:

All policy of the CAASC applies to the Public Information Subcommittee.

PUBLIC INFORMATION PRESENTATIONS

All requests for speaking engagement shall be responded to by the chairperson within 48 hours, telling the requesting party that the matter will be brought before the PI subcommittee and decided upon within 8 days. The chairperson cannot commit to a speaking engagement without committee approval.

CONTINGENCY PLAN:

1. Respond to requests within 48 hours.
2. Confirm: Date, time, place, contact person (name and phone number), audience type and size, purpose and length of presentation.
3. Contact and schedule speakers (see speaker selection guidelines)
4. Forty-eight hours prior to the presentation confirm all Arrangement.
5. Arrive 30-45 minutes early.
6. Dress well.
7. Set up and man literature table.
8. Review presentation.
9. Give presentation.
10. Stay in group at literature table after presentation.
11. Help clean up.

LITERATURE DISPLAY

Quantity	Item
1	White book, English
1	White Book Spanish
1	IP 1.2.5,6,7,8,9,11.12,13.L4,16,19.20,22,23'
1	Posters: Steps~ Traditions~ Serenity Prayer~;
1	Gratitude
1	Basic Text
1	Key tags: Welcome, 30, 60, 90 days, 6, 9 months, 1
1	year, 1 year medallion
1 set	PSA for preview (optional)

## SPEAKER REQUIREMENTS:

1. All speakers must have one year of continuous abstinence from all mind or mood altering substances.
2. All speakers have attended a presentation preparation meeting.
3. All speakers understand they are representing Narcotics Anonymous, not their personal recovery.

## SPEAKER SELECTION:

1. *Three people* are suggested:
  - A. speaker with two years clean
  - B. speaker with one year clean
  - C. MC with six months clean
2. Speakers should be compatible with audience:  
General: open-age **25** or older preferred Professional:  
open-age 25 or older preferred Youth: age **25** or younger preferred.

## MEETING FORMAT:

Welcome everyone to our presentation of Narcotics Anonymous, sponsored by the Cape Atlantic Area Public Information Committee in cooperation with \_\_\_\_\_.

My name is \_\_\_\_\_ and I "m an addict.

The purpose of this presentation is to familiarize you with Narcotics Anonymous has to offer: recovery from the disease of addiction. Our message is simple: An addict, any addict with the desire to stop using can stop using, lose the desire to use and find a new way of life through Narcotics Anonymous.

Narcotics Anonymous is worldwide fellowships of recovering addicts, who help each other stay clean. NA was founded in 1953. There are 58,000 meetings a week in 134 countries. Today there are meeting daily in New Jersey and more than 65 meetings in our area of service, which is Cape May and Atlantic counties.

In this presentation, we will read and discuss some of our literature to better acquaint you with our program. We will finish with a question and answer session. Any opinions you hear are those of the speaker and not necessarily those of NA as a whole.

Before I bring up the first speaker, I would like to say a few words about anonymity. We remain an anonymous fellowship so that addicts who seek recovery in NA may be confident that their anonymity will be protected. Personal anonymity at the public level remains an important spiritual principle, reinforcing the-humility necessary for ongoing recovery. Thank you for respecting that when you leave here tonight.

I would like to introduce our first speaker.

We will try to answer any questions you have in reference to the fellowship of Narcotics Anonymous. (Keep answers in line with readings and views of Narcotics Anonymous not your own personal belief.)

In closing, we would like to thank you *for* participating. Some literature is available and order forms from the Cape Atlantic Area Service Office.

We again ask that the anonymity of the speakers be respected.

Narcotics Anonymous is fully self supporting through the contributions of its members. If you don't need the literature that you've been given, please turn it in so that someone else may use it.