

BLASCNA  
PUBLIC RELATIONS SUBCOMMITTEE OPERATING POLICY  
ASC Approved December 2012

I. Definition:

We are a subcommittee of the Best Little Area Service Committee of NA, serving the Toledo and Northwest Ohio area. We are supported by BLASCNA and are directly responsible to that committee.

II. Purpose:

Public Relations purpose is to inform the public that we exist and offer recovery from addiction through the 12 Steps of Narcotics Anonymous. Our goal is to open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to anyone seeking recovery.

III. Functions & Responsibilities:

1. To provide information about NA to the addict, to professionals, and to the community as a whole by letting people know that NA exists, and how we can be reached.
2. To provide information about NA to professionals who work with addicts, such as educators, treatment providers and criminal justice officials. We do this by reaching out to professionals and by responding to their requests.
3. To act as the resource and coordinating body for group and area P.R. efforts.
4. To maintain a close working relationship with other subcommittees within the area, thereby insuring that all requests for information are referred to and carried out by the appropriate committees in accordance with the Twelve Traditions.
5. To respond to any P.R. requests that originates from within the BLASCNA Area.
6. To maintain close communications with other area, regional, and/or World Committee, utilizing their resources and providing assistance when requested.
7. To be responsible for an up-to-date Master Copy of the meeting directory and is made available to the Area Office Subcommittee, ASC, RSC and website.
8. To ensure a group will have a sixty (60) day stabilizing period for new meetings or changes in already listed meetings before printing it on the BLASCNA meeting schedule.
9. To Maintain a web presence for the BLASCNA area using the domain names purchased in Feb. 2012 (natoledo.org; natoledo.com; blasna.org)

IV. Membership:

1. The subcommittee membership shall consist of a Chairperson, Vice-chair, Secretary and any other interested members.
2. Each subcommittee member shall be encouraged to have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA Service.

V. Voting:

1. Any member of Narcotics Anonymous is welcome to vote at the Public Relations subcommittee meeting, after their 2nd consecutive meeting.

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2. Failure to attend three (3) consecutive Public Relations subcommittee meetings shall result in the loss of voting privileges.

VI. Subcommittee Structure and Meeting:

1. The Chairperson shall be nominated and elected by the ASC, according to BLASCNA Policy.
2. All other officers shall be nominated and elected by the Public Relations Subcommittee to serve a one (1) year term.
3. All nominees for office shall be present at the time of nomination.
4. No officer shall hold more than two (2) consecutive terms of any one (1) position.
5. The subcommittee shall meet once a month with a consistent time and place determined by the subcommittee. Currently the subcommittee meets the third (3<sup>rd</sup>) Sunday of the month at 3:00pm along with Phonelines and Outreach at the ASC location.
6. The members of the subcommittee shall be notified of any changes in the meeting time and location at least one (1) week prior.
7. The PR subcommittee budget expenses shall be for but not limited to typeset, copy and print of directories, flyers, meeting supplies, website domain name and hosting expenses and workshop expenses.

VII. Committee Officers Qualifications and Duties:

1. Elected trusted servants are recommended to have one year clean time in NA.
2. Elected trusted servants will participate in workshops every six months.
3. Elected trusted servants will attend all subcommittee meetings, unless excused.

Chairperson

1. Shall have a minimum of two (2) years abstinence from all drugs.
2. Shall have a minimum of one (1) year service experience at any level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

Duties:

1. Attends and prepares a report for each monthly BLASCNA ASC meeting, makes all motions on behalf of the committee and is the voice of the Public Relations subcommittee at the ASC.
2. Prepares agenda for workshops and subcommittee meetings.
3. Schedules and conducts workshops.
4. Conducts committee meetings in an orderly fashion.
5. Assures the Website Coordinator and Meeting Directory is up to date and available.
6. Assures accurate meeting listings with the RSC and the WSC.

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7. Attends scheduled area (P&A) Ad-hoc meetings.
8. Assess and distributes tasks to volunteers and officers.
9. Submit a written, itemized, operational subcommittee budget bi-annually, in April and October, to the ASC.
10. Manages expenditures for the operation of the Public Relations subcommittee.
11. Votes only in the event of a tie.

**Vice-Chairperson**

1. Shall have a minimum of one (1) year abstinence from all drugs.
2. Shall have previous experience at the group level.
3. Shall have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts for NA Service.
4. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

**Duties:**

1. To assume responsibility for the subcommittee in the Chairperson's absence.
2. To work closely with the chairperson and assist with all duties of the subcommittee.
3. Carryout responsibilities delegated by the Chairperson and/or the subcommittee.
4. Attend all BLASCNA Public Relations subcommittee meetings.
5. Attend monthly BLASCNA ASC meeting in the absence of the Chairperson.

**Secretary:**

1. Shall have at least six (6) months abstinence from all drugs.
2. Shall have previous service experience at a group level.
3. Shall have the willingness to serve, the time and initiative to commit for the length of time involved.

**Duties:**

1. Record minutes of each subcommittee meeting.
2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.
3. Attends all BLASCNA Public Relations subcommittee meetings.

**VIII. Operational Guidelines:**

1. Subcommittee officers serve a 1-year term. They may succeed themselves in office, but may not serve more than 2 consecutive terms in a particular office.
2. Any subcommittee member or officer may be removed during their term by a majority vote of the subcommittee.
3. Officers will be removed from office for: Loss of Abstinence. Misuse of funds. Falsification of financial records. Acts of theft and violence. Repeated Tradition violations. See procedure below.
4. Policy/Guidelines may be amended at any time by a two-thirds vote from the Public Relations subcommittee and with the approval of the ASC.

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5. The subcommittee operates within the budget approved by the ASC. Additional funds may be requested, but must be approved by the ASC.
6. The subcommittee will function in accordance with the Twelve Traditions of NA and Twelve Concepts of NA Service.
7. This subcommittee will operate within the parameters set forth in the current edition of the Public Relations Handbook, published by the WSO and the current ASC policy.
8. All Public Relations Subcommittee meetings are open to any NA member, but closed to the general public.
9. Every November, the subcommittee shall hold a "Group Inventory" meeting to review what was achieved in the previous year.

**IX. Removal From Office:**

Subcommittee officers and coordinators may be removed from office for noncompliance, which includes but is not limited to:

1. Loss of abstinence.
2. Non-fulfillment of the duties of their position.
3. Non-attendance of two (2) consecutive subcommittee meetings without being excused by the Chairperson.
4. If by two-thirds (2/3) vote of the subcommittee, the Chairperson is found in non-compliance, a written request to remove them may be submitted to the ASC executive body.
5. Upon receipt of said written request, the ASC executive body may remove or investigate the officer.
6. All other subcommittee officers or coordinators may be removed from office by two-thirds (2/3) vote of the subcommittee.

**X. Meeting Agenda Template (Amendable by chair and committee):**

1. Opening Prayer (Serenity Prayer).
2. Service Prayer.
3. Read 12 Traditions.
4. Read 12 Concepts of NA Service.
5. Review and Approval of Agenda and Previous Minutes (Secretary Report).
6. Administrative Reports.
7. Prior Month's Activities (Task/Project Reports).
8. Old Business.
9. Elections.
10. New Business.
11. Review of upcoming subcommittee activities and motions for the ASC.
12. Announcements (Set Next Public Relations Subcommittee Meeting).
13. Closing Prayer.

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