

**Central Western Pennsylvania Area Service Committee
of Narcotics Anonymous
Public Information Subcommittee Guidelines**

(UPDATED 12/17/2015)

**PART 1
GENERAL PI GUIDELINES**

PURPOSE

The purpose of the Public Information Subcommittee is to inform addicts, the general public and specific agencies of the availability of recovery from the disease of addiction in the fellowship of Narcotics Anonymous. This committee will provide accurate information about our fellowship and meeting times. This information will be made available to and distributed to the public. These activities will be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

FUNCTIONS & RESPONSIBILITIES

1. Carry the message of NA recovery.
2. Support the Area Service Committee (ASC) as a committee.
3. To open and maintain lines of communication between
 - a. NA and the Public*
 - b. ASC and RSC*
 - c. ASC and WSC*
4. Respond to requests for information in a timely and accurate manner.
5. Maintain accurate and updated NA meeting schedule information.
6. Report updated NA meeting schedule information to WSO and TSRSCNA.
7. Establish and maintain responsible NA member school panels to deliver NA information to local schools and agencies.
8. Coordinate with local radio and television stations to broadcast formatted NA public service announcements.
9. Provide NA booths at public recovery functions.

10. Keep updated on Regional and World PI activities and current policies.
11. Maintain current local website data.
12. Provide sign-up sheets to GSR's on a regular basis to recruit panel speakers and participants.

COMMITTEE MEETINGS AND MEMBERSHIP STRUCTURE

The Public Information Subcommittee will meet at least once a month each month. The meeting time and place will be announced. All members are encouraged to attend.

The officers of this committee are:

Chairperson
Vice-Chairperson
Secretary
Webservant
Assistant Webservant
Presentation Coordinator

Voting members are defined as those who attend two or more consecutive Public Information Subcommittee meetings. A simple majority of committee members is a quorum. Committee members will read and review these guidelines annually.

QUALIFICATIONS AND DUTIES OF OFFICERS

CHAIRPERSON

1. Requirements

- a. Two years of continuous abstinence from all drugs and a minimum of one-year activity with ASC.*
- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.*
- c. Attend local service meetings on a regular basis.*
- d. Attend Public Information functions.*

2. Duties

- a. Furnish meeting agenda.*

- b. Maintain business-like discipline during the Committee meeting.*
- c. Attend the monthly ASC meeting and furnish minutes and reports.*
- d. Communicate with and assist committee officers to complete their duties.*

VICE CHAIRPERSON

1. Requirements

- a. One year of continuous abstinence from all drugs.*
- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.*
- c. Attend local service meetings on a regular basis.*

2. Duties

- a. Assume the duties of the Chairperson in their absence.*
- b. Assist the Chairperson in the commission of their duties.*
- c. Attend the ASC monthly meeting in the Chairperson's absence*

SECRETARY

1. Requirements

- a. One-year continuous abstinence from all drugs.*
- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.*
- c. Attend local meetings on a regular basis.*
- d. Attend Public Information Subcommittee meetings.*

2. Duties

- a. To record the minutes of all Public Information Subcommittee meetings.*
- b. To type, copy, and provide copies of the minutes to the ASC.*
- c. Provide copies of the minutes to officers and members of this committee.*
- d. Maintain files of the monthly minutes.*

WEBSERVANT

1. Requirements

- a. One-year continuous abstinence from all drugs.*

- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.*
- c. Attend local meetings on a regular basis.*
- d. Attend Public Information Subcommittee meetings.*
- e. The Webservant must have sufficient technical expertise to develop and maintain our Area website.*

2. Duties

- a. Maintain website, related online networks and acts as a contact for the CWPASCNA with ISP. Assures all bills are forwarded to the Area Treasurer for payment in a timely manner. Normally, this means the bills are sent to the ASC post office box.*
- b. Work with Assistant Webservant to prepare for acclamation.*

ASSISTANT WEBSERVANT

1. Requirements

- a. Nine months continuous abstinence from all drugs.*
- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.*
- c. Attend local meetings on a regular basis.*
- d. Attend Public Information Subcommittee meetings.*

2. Duties

- a. Assume the duties of the Webservant in their absence.*
- b. Assist the Webservant in the commission of their duties.*
- c. Administrate CWPASCNA Updates Facebook Group.*

PRESENTATIONS COORDINATOR

1. Requirements

- a. One-year continuous abstinence from all drugs.*
- b. Working knowledge of the Twelve Traditions, Twelve Concepts, and the NA service structure.*
- c. Attend local meetings on a regular basis.*
- d. Attend Public Information Subcommittee meetings.*
- e. Ability to interact with the public within the scope of the Twelve Traditions.*

2. Duties

- a. Arrange and coordinate all Public Information panel presentations for schools, hospitals, law enforcement agencies, judicial agencies, recovery houses, social service agencies, and any other outside enterprises.*

- b. Open lines of communication with these agencies telephonically and by email on a regular basis. Schedule walk in appointments as necessary.*
- c. Communicate with each school at least every two months.*
- d. Communicate with each law enforcement agency, judicial agency, and recovery house at least every six months.*
- e. Review, screen, and approve panel members as to clean time, language, and focus of message.*
- f. Maintain a list of availability roster of panel volunteers.*
- g. Provide a list of "Do's and Don'ts" to panel members.*
- h. Coordinate panel times and places with schools and panel members.*
- i. Maintain long version (one hour with Q&A period) and short version (one half hour) panel presentation formats.*
- j. Provide copies of formats to panel participants.*
- k. Provide a monthly report to the PI Chair.*

NOTE: All positions on this committee will be up for re-election in the month of April and end in the month of March.

PART 2

MEETING LIST GUIDELINES

A coordinator is appointed by the Public Information Subcommittee to be responsible for the production of the CWPASCNA meeting schedules. Other responsibilities include:

1. Ensuring that the meeting list adheres to the Twelve Traditions as required by the PI and Area guidelines.
2. Producing and maintaining a soft copy of the meeting list in a commonly available software format.
3. Providing any format or content changes outside of meeting information, to the PI Committee for approval.
4. Make changes to meeting information as needed on a monthly basis.
5. Providing meeting changes to the Webservant in a timely manner.
6. Produces a camera-ready copy (CRC) each month to be printed.
7. Reproduces a quantity of meeting lists as needed by the ASC for CWPASCNA's consumption.
8. Provides the new meeting lists to the PI Chairperson in a timely manner for each month's ASC.
9. Providing meeting changes information to the RCM in a timely manner.

PART 3

WEBSITE GUIDELINES

The Webservant and, in the Webservant's absence, the Assistant Webservant, are responsible for the CWPASCNA's website and webmail accounts. These responsibilities include:

1. Ensuring that the website adheres to the Twelve Traditions as required by the PI and Area guidelines.
2. Ensuring that the website adheres to the preliminary website guidelines of the World PI committee. At such time that these guidelines are ratified, the website will then adhere to those approved guidelines.
3. Produces and maintains the website code in a commonly available computer format.
4. Providing any format or content changes, outside of meeting information, to the PI committee for approval.
5. Making changes to meeting information as needed on a monthly basis.
6. Adhering to the Fellowship Intellectual Property Trust (FITP) to protect all fellowship copyrights and trademarks. This includes seeking, receiving and retaining approval of the WSO Inc., for all fellowship literature or logos used in the website.
7. Protecting the CWPASCNA from association with non-service structure approved websites that may use our name, literature, or in any other way infer affiliation in violation of the Twelve Traditions. When confronted with this situation, a direct, loving correspondence with the other party is first tried. It is in the fellowship's best interest to solve these situations at a local level. When unfavorable results are found, further correspondence with the PI committee for the location of the party's site, the other party's Internet Service Provider (ISP) and, finally if necessary, with WSO, Inc., may be required to intervene. When these situations arise, a loving but firm hand must be used to protect the CWPASCNA and NA as a whole.
8. Assures the ISP provides sufficient service quality and orders any services as required.
9. Maintaining an email box and replying to, or forwarding to the appropriate individual, any electronic correspondence for CWPASCNA PI Committee and Area Service Committee.

10. Maintaining all software and instructions necessary to develop, maintain, and otherwise support Area website and webmail accounts.

CWPASCNA's Facebook Group Guidelines

(Revised 6/12/2015)

PURPOSE

The purpose of this group “CWPASCNA Updates” is to make CWPASCNA information available to public through Facebook and will be used as an extension of CWPASCNA.com. More specifically the public within the geographic area that CWPASCNA covers: Meadville, Conneaut Lake, Titusville, Franklin and Oil City PA areas. This group is not a NA meeting. CWPASCNA Updates is a closed Facebook group. Facebook defines a closed group as a group that only admins can approve members and only group members can see posted content.

CONTENT

In addition to these set of guidelines, the 12 Traditions of NA in conjunction with CWPASCNA’s guidelines and policies will be guideline for “posts” made to this group. Examples of informational posts are the dates, times and locations of NA events, activities, subcommittee meetings and other NA related announcements. There will be no non NA related announcements posted to this group.

Administrators

Administrators of this group are trusted servants. There will always be 2 PI committee members serving as administrator. All subcommittee chairs or a representative of that committee should also be made administrators at the discretion of the PI committee.

GROUP SETTINGS

Group settings can only be changed with a PI group conscience decision and not by individuals. Current settings:

Group name- CWPASCNA Updates

Description- We provide updates from the Central Western PA Service Committee of Narcotics Anonymous: Announcements, events, subcommittee meetings & workshops.

Cover photo- NA related Picture, non-copy written. (Suggested picture of the NA symbol)

Privacy- Closed

Admins Approve Requests- Yes

Only Admins Can Post- Yes

Admins Approve Posts- Yes

Pinned Post-

Visit our website Cwpascns.com to find even more info such as NA meeting lists and driving directions.

Welcome to Cwpascna Updates! The fastest way to receive updates on events, subcommittee meetings, & workshops in our area. This committee serves NA groups in is Meadville, Conneaut Lake, Franklin, Titusville & Oil City PA area.

The Facebook Group “Cwpascna Updates” is not an NA meeting. It is informational only. The 12 Traditions of NA in conjunction with Cwpascna’s guidelines and policies will be guideline for posting on this group. This is a closed group, admins must approve members and only group members can see posted content, however we guarantee no anonymity to persons in the group.

PART 5

PI SPEAKER POOL GUIDELINES

The PI Speaker Pool is a resource composed of individuals specifically qualified by the PI Subcommittee to carry the message of recovery through Narcotics Anonymous to the public. The purpose is to ensure that speakers represent recovery through Narcotics Anonymous, rather than personal recovery, to the general public. The function is to maintain an adequate supply of speakers readily available for PI presentations.

Responsibilities & Requirements for Participants

1. Attend an initial PI Subcommittee meeting.
2. One year clean to begin training, eighteen months clean to make presentations.
3. Working knowledge of the Twelve Traditions.
4. Accompanies another trained speaker pool member to a presentation.
5. Provide a mock presentation to the PI Subcommittee.
6. Provide a presentation with a trained PI speaker pool member present.
7. Train prospective PI speaker pool members
8. To be available upon reasonable request by the PI Subcommittee to provide presentations.

Presentations

Nothing will produce a negative effect in a presentation more quickly than inconsiderate personal conduct. Each personal action that we take may well have an influence in how Narcotics Anonymous is received by the public.

Personal Conduct

1. Members must pay attention to their personal hygiene.

2. Be prompt. If possible, show up 5 to 10 minutes early.
3. Be congenial. Sullen attitudes will not endear the public towards NA.
4. Be courteous and thoughtful. Open doors for others or in other ways demonstrate politeness.

Presentation Information

1. Present the message of recovery through Narcotics Anonymous.
2. Refrain from personal anecdotes, especially war stories.
3. When possible, redirect personal questions toward how the fellowship deals with the matter at hand.
4. Be prepared. Have information readily available.