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Laurel Mt Highlands Area of Narcotics Anonymous

(Approved 06/19/2004, Updated 02/19/2017)

**PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**

**I. DEFINITION:**

The Laurel Mt Highlands Area of Narcotics Anonymous Public Information Subcommittee is made up of volunteer members from Narcotics Anonymous.

**II. PURPOSE:**

LMHANA Public Information Subcommittee's purpose is to inform the public that N.A. exists & offers recovery from the disease of addiction. LMHANA P.I. offers information about what N.A. is, and how & where to find N.A. meetings. All of LMHANA P.I. activities will be carried out in accordance with the N.A. World Service Guide book "A Guide to Public Information", 12 Traditions of Narcotics Anonymous and the 12 Concepts of N.A. Service.

**III. FUNCTION & RESPONSIBILITIES:**

1. This P.I. subcommittee is directly responsible to LMHANA.
2. To open and maintain the lines of communication between N.A. & the public and between the area, regional, and world levels of N.A.W.S.
3. To respond to all request for information in a timely & effective manner, & to see that those request are handled at the appropriate level of service in accordance with LMHANA P.I. Contingency Plan.
4. To prepare & provide introductory literature packets as the P.I. committee deems necessary.
5. To coordinate three P.I. Learning Day / Workshops annually.
6. To maintain Task Force Committees to work on specific projects such as, but not limited to the following; Informational Packet Mailing, Media PSA's, Posters, Billboards, Health Fairs, and Public Presentations.
7. May at the discretion of the P.I. committee members, agree to be responsible for or assist with, any project not listed, which falls within the boundaries of public information, as determined by these guidelines, LMHANA, & the Narcotics Anonymous P.I. hand book "A GUIDE TO PUBLIC INFORMATION."
8. A Public Information Trusted Servant shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself in a responsible manner.
9. Will have the date and month of print on all meeting lists.

**IV. P.I. SUBCOMMITTEE MONTHLY SERVICE MEETING:**

The LMHANA Public Information Subcommittee will meet regularly on the third Saturday of each month prior to the monthly LMHANA meeting, which shall be well publicized within the local N.A. fellowship, encouraging all N.A. members to attend.

47 **V. P.I. FUNDING:**

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49 This P.I. subcommittee will maintain a separate monthly budget of \$15.00, in accordance  
50 with LMHANA guidelines.

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52 **VI. P.I. MEMBERSHIP**

53 Members of the LMHANA P.I. subcommittee will be defined according to one or more of  
54 the following; Chairperson, Vice Chairperson, Secretary, Task Force Coordinator, Task  
55 Force Member, & any other concerned member of Narcotics Anonymous as a whole.

- 56  
57 1. Trusted Servants of this P.I subcommittee shall have the equal right of input & vote on  
58 decisions made by this P.I. sub-committee with the exception of the Chairperson who  
59 carries a vote only in the case of a tie vote.  
60 2. Any other N.A. member wishing to vote shall have attended the previous LMHANA P.I.  
61 subcommittee meeting.

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63 **VII. ELECTIONS OF TRUSTED SERVANTS:**

- 64  
65 1. Trusted Servants of this P.I. subcommittee are as follows:  
66 (a) Chairperson (c) Secretary  
67 (b) Vice Chairperson (d) Task Force Coordinator.  
68 2. Chairperson: shall be elected in December by LMHANA, and is accountable and subject to  
69 LMHANA guidelines.  
70 3. Regardless of when Trusted Servants are elected all positions are open to nomination in  
71 January, except the P.I. Chairperson who is nominated and elected by LMHANA.  
72 4. Vice Chairperson, Secretary, & Task Force Coordinators: shall be elected in January by this  
73 P.I. subcommittee.  
74 5. No Trusted Servant shall be eligible to serve more than 2 terms consecutively in the same  
75 position.  
76 6. All Trusted Servants of LMHANA P.I. shall:  
77 (a) Attend at least one P.I. Learning Day/Workshop,  
78 (b) Have a N.A. home group.  
79 (c) Have a Sponsor.

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81 **XIII. REMOVAL OF TRUSTED SERVANTS:**

- 82 1. All Trusted Servants shall attend the monthly LMHANA P.I. sub-committee meetings,  
83 three absences constitutes a resignation of P.I. commitment.  
84 2. Relapse constitutes automatic removal from LMHANA P.I.  
85 3. Any P.I. subcommittee member may be removed from service by a two-thirds majority vote  
86 of this P.I. subcommittee, except the P.I. Chairperson who can only be removed by  
87 LMHANA.

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89 **VIII TRUSTED SERVANTS:**

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91 **A P.I. CHAIR**

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93 Elected by majority vote of GSRs present at LMHANA for a one year term in accordance  
94 with and accountable to LMHANA guidelines.

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96 **Qualifications;**

- 97  
98 1. Suggested minimum Two years continuous abstinence.  
99 2. One year previous involvement in Public Information.  
100 3. A working knowledge of the 12, 12 & 12 of N.A.  
101 4. A working knowledge of LMHANA guidelines & policy  
102 5. The ability to organize & serve this LMHANA P.I. subcommittee.  
103 6. The willingness to give the time & resources necessary to conduct the business of  
104 this LMHANA P.I. subcommittee.

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106 **Duties:**

- 107  
108 1. Coordinates all LMHANA P.I. subcommittee business.  
109 2. Prepares the monthly subcommittee agenda, bringing before the subcommittee  
110 matters they should act upon.  
111 3. To make regular monthly reports to LMHANA on the status of area P.I. projects and  
112 other services, Regional P.I. business meeting, or any other responsibility of this P.I.  
113 subcommittee.  
114 4. To rigorously maintain P.I. subcommittee archives that are to be given to the next  
115 P.I. Chairperson.  
116 5. To establish and maintain contact between this P.I. sub-committee and other P.I.  
117 subcommittees on a Area, Regional and NAWS  
118 6. To attend Regional P.I. subcommittee business meetings.  
119 7. Is responsible for all correspondence with the general public, and with in NA  
120 pertaining to Public Information.

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122 **B P.I. Vice Chair:**

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124 Elected by majority vote of this P.I. subcommittee for a one year term

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126 **Qualifications;**

- 127  
128 1. Suggested minimum one year continuous abstinence.  
129 2. Willingness to give the time and resources necessary.  
130 3. A working knowledge of the 12, 12 & 12 of N.A.  
131 4. A working knowledge of LMHANA guidelines & policy.  
132 5. Six months previous P.I. experience or previous service experience at any level.

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134 **P.I. Vice Chair continued:**

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136 **Duties:**

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- 138 1. To take an active part in the direction of this P.I. subcommittee, working closely  
139 with the Chairperson, assisting with organizational duties.  
140 2. In the absence of the P.I. Chairperson will chair the P.I. subcommittee business  
141 meeting.  
142 3. In the event of the inability of the P.I. Chairperson to perform or upon the  
143 resignation of the P.I. Chairperson, the P.I. Vice Chairperson will receive an  
144 automatic nomination for P.I. Chairperson in accordance with LMHANA  
145 guidelines.  
146 4. To act as a Lead Task Force Coordinator and assist the P.I. subcommittee in any  
147 way possible.  
148 5. Suggested attendance at the Regional P.I. subcommittee business meeting and  
149 LMHANA business meeting.  
150

151 **C P.I. SECRETARY**

152 Elected by majority vote of this P.I. subcommittee for a one year term

153 Qualifications:

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- 155 1. Suggested Nine months continuous abstinence.
  - 156 2. Willingness and desire to serve.
  - 157 3. Willingness to give the time and resources necessary.
  - 158 4. A working knowledge of the 12, 12 & 12 of N.A.
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160 Duties:

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- 162 1. To keep a complete record of minutes of every regular, and special P.I.  
163 subcommittee meeting.
  - 164 2. To maintain minutes and give them to the P.I. Chairperson no later than one week  
165 following each monthly P.I. subcommittee meeting.
  - 166 3. To keep an accurate archives of minutes and make them available to any N.A.  
167 member upon request.
  - 168 4. To keep a continuing roster of monthly attendance at the LMHANA P.I.  
169 subcommittee meeting.
  - 170 5. Assist This P.I. subcommittee in developing or creating an informational database  
171 for use in LMHANA P.I. efforts.
  - 172 6. Assist This P.I. subcommittee with any typing needed for correspondence used in  
173 LMHANA P.I. efforts.
  - 174 7. Keeps a record of all P.I. subcommittee members' names, phone numbers, and  
175 addresses.
  - 176 8. Maintains all necessary stationary supplies needed.
  - 177 9. Keeps in close contact with the P.I. Chairperson.
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179 **D TASK FORCE COORDINATOR**

180 Elected by majority vote of this P.I. subcommittee for a one year term

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