

# MID-MISSOURI AREA PUBLIC INFORMATION / PHONELINE SUB-COMMITTEE GUIDELINES

## I. PURPOSE

- A. The purpose of the Public Information / Phonenumber Sub-Committee is to inform the public that NA exists. To inform the public that Narcotics Anonymous offers recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, these guidelines, A Guide to Phonenumber Service, and the PI Service Manual.

## II. FUNCTIONS/RESPONSIBILITIES

- A. To open and maintain lines of communication
  1. Between NA and the public
  2. Between the Area and Regional Public Information Committees
  3. Between NA Groups within Mid-Missouri Area
  4. To respond to all requests for information in a timely and effective manner
  5. To be sure that those requests are handled at the appropriate level of service
  6. To establish, maintain, and coordinate the Mid-Missouri Area Phonenumber
  7. Maintaining consistent contact with support services hired to provide Phonenumber Services, such as, the Phone Company, Yellow Page advertising and the answering service, etc...
  8. Providing phonenumber volunteer workshops and continue in-service information for NA Phonenumber volunteers.
  9. Educate the Area Members to the use of the Mid-Missouri Area Phonenumber.
  10. Maintain current updated list of Phonenumber Volunteers
  11. Educate the Area Members about how to do PI presentations
- B. To update, print and supply the Mid-Missouri Area Recovery Schedules in the months of February, May, August, and November. Gathering all changes at the preceding ASC.
- C. To report current activities of the PI Subcommittee to ASC and to RSC PI Sub- Committee

## III. MEETINGS

- A. Regular meetings shall be held each month somewhere in the Area, and/or before each regularly scheduled meeting of the ASC

## IV. TRUSTED SERVANTS AND THEIR DUTIES

**A. Chairperson**- The chairperson is elected by the ASC in accordance with their guidelines. The Chair's duties include:

1. To prepare agenda for and preside over sub-committee meetings
2. To be the coordinator of the functions and responsibilities of the PI Sub-committee
3. To initiate and maintain contact with other PI sub-committees in the Region
4. To maintain the sub-committee's files and records

5. To attend the meetings of the Show-Me Regional PI Sub-committee
6. To verify all bills that can be attributed to this committee with the Area Treasurer
7. To have Phonline workshops throughout the Area for any interested NA members
8. To have PI Presentation workshops throughout the Area for any interested NA members or Entities
9. To make a written and oral report at the monthly ASC meeting regarding PI efforts
10. To prepare for any possible media contact
11. To be the contact person at Cabin Fever Prevention Convention for all media coverage
12. To have produced and distribute the recovery schedules at the appointed ASC's
13. Attend the entire ASC meeting in case anyone has a PI related questions
14. To contact Phonline Volunteers if a problem is reported by the Answering Service
15. To contact Phonline Volunteers if a problem is reported that may prevent them from remaining an active member of the Phonline

#### Requirements

- A. Suggested two years clean time. Previous service at group and area level
- B. Ability to delegate, organize and give the committee direction and incentive
- C. Willingness to give the time and resources necessary to do the job
- D. A working knowledge of the 12 Traditions, Contingency Plan, and the Area Guidelines
- E. To have a working knowledge of the Mid-Missouri Area PI Subcommittee Guidelines and the PI Handbook

**B. Vice-Chairperson-** The Vice-chairperson is elected by a majority vote within the PI sub-committee for a one-year term. The Vice-chairpersons duties include:

1. To work closely with and assist in all other duties of the chairperson. Although the position of the chairperson is elected by the ASC, the vice chair is learning to assume the duties of the chairperson
2. Carry out responsibilities delegated by the chair and/or the sub-committee
3. The vice chair will take minutes of the committee in the absence of the secretary

#### Requirements

- A. One year clean time. Previous service experience at group level
- B. Ability to assume responsibilities in the Chairperson's absence
- C. Willingness to give the time and resources necessary to do the job
- D. A working knowledge of the 12 Traditions, Contingency Plan, and the Area Guidelines

**C. Secretary-** The secretary is elected by a majority vote within the PI Sub-committee to serve a one-year term. The secretary duties include:

1. Record the minutes of each meeting and keep role call for voting purposes
2. Handle all correspondence as directed by the by the PI Sub-committee
3. Maintain records of communication, including list of all activities and contacts to be passed on to subsequent committee members
4. Keep a record of all Literature distribution to Libraries, Schools etc...
5. Organize and maintain an updated list of pertinent facilities in the Area for possible mailings

### Requirements

- A. Six months clean time
- B. Willingness to give the time and resources necessary to do the job

**D. Web-Site Coordinator-** The Web-Site Coordinator is elected by a majority vote within the PI Subcommittee to serve a one-year term. The Web-Site Coordinator duties include:

- 1. Maintains the Area web-site
- 2. Make all updates to the online recovery schedule "**for the Area, Region, and World**"
- 3. Uploads area function flyers to the functions page
- 4. Checks all flyers prior to uploading and removes all personal names, address, and phone numbers
- 5. Forwards any e-mail to the appropriate trusted servant
- 6. Makes only PI committee, or ASC approved changes to the Web-site

### Requirements

- A. One year clean time
- B. Access to, or own a personal computer with Virus protection & a Firewall
- C. Active participant on the Area PI Comm., knowledge about web-site maintenance

### **E. Removal of trusted servants-**

- 1. Relapse
- 2. Voluntary resignation.
- 3. Motion to remove carries by 2/3 majority vote, closed ballot.
- 4. Chairperson can only be removed by ASC but the subcommittee can make a written motion of dismissal to the Area.

## **V. WEB-SITE**

### **A. Purpose**

- 1. Our purpose in putting Narcotics Anonymous information on the Internet is to make information about Narcotics Anonymous available to the addicts who might need Narcotics Anonymous, our current members, and to the public.
- 2. Our on-line information will contain links, or references to information, that will help carry out our primary purpose "Help the Addict who still suffers"
- 3. A Web-Site Coordinator carries out actual work on the Web-Site. To ensure that materials remain available in the event of server or personnel problems, the Web-Site Coordinator will give the PI Chairperson a disk containing all E-mail messages received during the month and a copy of all current files whenever changes are made.
- 4. Privacy - Since information made accessible by the Internet can be accessed from all over

the world, we will not include names, phone numbers, home addresses, e-mail addresses, or account names of individual members but only phone numbers of helplines, hotlines, NA service offices and NA e-mail addresses

**B. The web site will contain**

1. Information about the Narcotics Anonymous Fellowship
2. Meeting information for NA Groups and service meetings in the Area
3. Area NA events and Regional NA events
4. Links to other Areas, Regions, and the WSO (5<sup>th</sup> Tradition)
5. An E-mail link for sending messages to the Area
6. A link to possibly help Family and Friends of Addicts (ASC Aug. 2002)

**C. Disclaimer for the Area web-site Home Page.**

Welcome to the Mid-Missouri Area web-site.

This site was established and is maintained by the Mid-Missouri Area Public Information subcommittee.

This subcommittee reports directly to the Mid-Missouri Area Service Committee.

1. The purpose of this web-site is to provide online information concerning our area meetings, functions, other applicable information, and links to other sites.
2. All contents on this web-site are approved by the Mid-Missouri Area Public Information subcommittee and concerns related to this web-site may be directed to this committee via email, or US mail.
3. This web-site is not endorsed by any Narcotics Anonymous entity other than the Mid-Missouri Area of Narcotics Anonymous. Our intention in posting this information on the World Wide Web is to help fulfill our Primary Purpose to carry the message to the Addict who still suffers.
4. The Mid-Missouri Area does not directly or indirectly endorse any of the facilities that individual meetings are held at. Inclusion of this information is for the purpose of meeting location only.
5. The Mid-Missouri Area also does not endorse any web-site linked to this site nor is it responsible for the contents of any subsequent links from those pages.

**VI. AMENDING THESE GUIDELINES**

1. Any motion that would change these guidelines will have to be presented to this committee in writing at the preceding meeting before the vote is taken. (Example; motion in Aug. vote in Sept.)
2. It will take a 3/4 majority of the PI Committee to pass any motion that changes these guidelines.
3. Any motion that passes changing these guidelines will not take affect until the ASC has been informed of the change and no objections are raised by the ASC.