

C.C.A.N.A. Policy for Public Relations

1. The primary purpose of the P.R. subcommittee is to serve as a link between NA and the public.
 - We inform the public with special emphasis on the addict who still suffers and about the existence, location and purpose of NA.
 - We take responsibility for establishing contact with all organizations, agencies, educational institutions, businesses, groups and individuals, who through their contact with the active drug user and general public, can help create an awareness of the NA program.
 - We accomplish this task through the following services: mailings, bulletins, public service announcements (PSAs), presentations and the media.
 - We will make every effort to work in concert with all other subcommittees of the C.C.A.N.A. whenever the need arises.
 - We act under the direction of the C.C.A.N.A.A.S.C., within the guidelines of our Twelve Traditions and our P.R. guidelines.

2. Our first objective is to maintain our A.S.C.'s section of the phonelines.
 - We give meeting times and places with brief description's.
 - We have one-on-one conversations with suffering addicts via the phone.
 - We setup in-person twelve step calls with the suffering addict.
 - We make referrals. without endorsement i.e. community services, 911 and other helplines.

3.

We meet the 2nd-THURSDAY of each month at 6 pm unless rescheduled by the Committee Chair, if re-scheduling Occurs it is the P.R. Chairs' responsibility to inform all Trusted Servants and addicts who attended the previous P.R. meeting.

4. Any concerned member of NA may serve on this committee. Every Member present at a subcommittee meeting has an equal right to input information to the subcommittee on decisions that the subcommittee makes
 - Members must attend two consecutive meetings to have a vote.
 - A Member shall have a vote at his/her second meeting.
 - A Member loses their vote should they miss two consecutive meetings.
 - The Secretary shall keep records of members with voting privileges.
 - All Trusted Servants shall have a vote except for the P.R. Chairperson.
 - New Member orientations will be held before the regularly scheduled P.R. committee meeting if necessary.
 - The subcommittee shall consist of the Chair, Vice Chair, Secretary, Phonenumber Coordinator and Panel Coordinator.
 - Trusted Servants who miss two consecutive meetings without informing another Trusted Servant may be asked to step down.

CHAIR (one year commitment)

Duties:

- Prepares an agenda to preside over monthly meetings.
- Reports monthly to A.S.C. on plans, progress of projects, expenditures and any other services performed by the subcommittee.
- Submits a yearly budget to the A.S.C. and keeps records of previous budgets submitted.
- Initiates and maintains contact with other P.R. committees at Area, Region and World levels.
- Attends workshops whenever possible.
- Acts as coordinator of all P.R. projects.
- Will have a vote in committee only to break a tie between eligible voting members
- Pays the subcommittee's rent
- Assumes duties of Phonenumber Coordinator and/or Panel Coordinator should these positions not be filled.
- Keeps record of Subcommittee, Area and Regional minutes.

Qualifications:

- Two years continuous abstinence from all drugs.
- Six months previous service with P.R.
- Completion of the C.C.A.N.A.P.R. orientation
- Willingness to serve.
- Working knowledge of the Twelve Steps and Twelve Traditions.
- Ability to organize and give the subcommittee direction and motivation.
- Cannot be on any drug replacement therapy

VICE CHAIR (one year commitment)

Duties:

- Acts as coordinator for the phonenumber, organizes orientations and maintains active list of volunteers.
- Has regular contact with the phone service.
- Assists Chair with progress and growth of subcommittee.
- Assumes duties of Phoneline Coordinator and/or Panel Coordinator should these positions not be filled.
- Fills in for Chair and/or Secretary in the event of their absence from a subcommittee meeting.

Qualifications:

- Eighteen months continuous abstinence from all drugs.
- Six months previous service with P.R.
- Completion of the C.C.A.N.A.P.R. orientation.
- Working knowledge of the Twelve Steps and Twelve Traditions.
- Willingness to serve.
- Cannot be on any drug replacement therapy

SECRETARY (one year commitment)

Duties:

- Records minutes of subcommittee meetings and provides a copy of same to the Chair.
- Maintains a record of all subcommittee minutes and P.R. work, i.e. poster drives, mail outs, learning days.

Qualifications:

- Six months continuous abstinence from all drugs
- Ability to record meeting minutes
- Completion of the C.C.A.N.A.P.R. orientation
- Willingness to serve
- Working knowledge of the Twelve Steps and Twelve Traditions.
- Cannot be on any drug replacement therapy

PHONELINE COORDINATOR (six month commitment)

Duties:

- Checks phonenumber for messages when the beeper activates.
- Keeps records of all calls to phonenumber.
- Returns calls to any addict that leaves a message on the phonenumber and arranges 12 step calls if necessary.

Qualifications:

- Two Years continuous abstinence from all drugs.
- Completion of the C.C.A.N.A.P.R. orientation.
- Willingness to serve.
- Working knowledge of the Twelve Steps and Twelve Traditions.
- Cannot be on any drug replacement therapy

PANEL COORDINATOR (six month commitment)

Duties:

- Chairs meetings and presentations given by this subcommittee to the public.
- Chooses qualified speakers for above stated meetings and presentations from candidates that have completed the C.C.A.N.A. P.R. orientation.

Qualifications:

- One year continuous abstinence from all drugs.
- Completion of the C.C.A.N.A. P.R. orientation
- Willingness to serve.
- Working knowledge of the Twelve Steps and Twelve Traditions.
- Cannot be on any drug replacement therapy