

# **Heart of New York Area Public Information Subcommittee Guideline**

## **I. Function and Responsibilities:**

### **A. To open and maintain lines of communication.**

#### **1. Between Narcotics Anonymous and the public by:**

**a). Community Mailing; Information packets shall include an appropriate cover letter, an NA meeting schedule, Resource in the Community Pamphlet and an appropriate I.P A minimum of two mailing shall be done per year as resource allow. One in April and one in October. This shall be done in accordance to current conference-approved Public Information Service Guide.**

**b). Conducting presentations for different community organizations who Who work with addicts or who are interested in our fellowship upon request. Remember if resources don't allow, send an appropriate cover letter declining the invitation. Never ignore the request.**

**c). Conducting Community Workshops/Presentations and Informational Tables, i.e. Public Health Fair. Community Learning Days, Schools, etc.**

**2. Between Public Information (PI) Subcommittee and the Heart of New York Area Service Committee (ASC), the Northern New York Regional Service Committee (RSC), and the World Service Committee (WSC) by:**

**a). Having the PI Chairperson attend the monthly ASC meeting. The Regional Committee Member (RCM) reports on business conducted at the RSC. The Group Service Representatives (GSR) will report on group business. The PI Chairperson will report back to the PI Subcommittee on all regional, area and group business pertaining to PI work. The PI Chairperson will inform the ASC of PI work within the subcommittee.**

**b). Any NA member knowing of professionals-or agencies requesting information about NA should contact the Area PI Chairperson, the Area Chairperson or a GSR within 24 hours. The PI Chairperson should be notified immediately by GSR, Area Chairperson or any member immediately. Try to get all appropriate contact information from the person making the request, such as name, organization, mailing address, phone number, and the best time to call. This will ensure the most timely response possible.**

### **B. Responding to all requests:**

**1). Mail requests for information from the public shall be forwarded to the PI Chairperson by the Area Chairperson on a weekly basis.**

**2). The PI Chairperson working with the PI secretary, will answer all requests in a timely manner.**

### **C. To ensure that requests are handled at the appropriate level of service.**

**1). All request for information addressed to an individual addict or an NA group should be forwarded to the PI Chairperson by either the individual or the group's GSR.**

**2. Requests for NA meeting should be forwarded to the Hospitals and Institutions (H&I) Chairperson after initial contact by the PI Subcommittee. The PI Subcommittee should always work closely with the H&I Subcommittee on these matters. The PI Subcommittee should never commit H&I services.**

**3. Requests which affect other areas, regions, of Na as a whole should be forwarded to the appropriate level of service. In addition, when a request affects neighboring regions, or NA as a whole, the Northern New York Regional PI Subcommittee and WSC PI Subcommittee shall be contacted. PI Subcommittee will follow-up on all forwarded requests.**

**D. Meeting Schedules**

**1. Updates should be made every three months or at the discretion of the ASC as resources allow.**

**A). An update list should be passed amongst the GSRs at the month prior ASC meeting; also GSRs may contact PI Chairperson of any necessary changes.**

**b). 1,000 schedules every three months should be printed, whereas 300 schedules per month distributed at ASC, the extra 100 shall be used for PI Subcommittee business. This is subject to change as the fellowship's needs change or at the discretion of the ASC.**

**c).The lowest possible price for copies of schedules should be researched and the lowest price utilized.**

**d). In order for a group to be put on the meeting schedule, the group must be meeting at a regularly scheduled time and place for a three month period.**

**e).Meetings will be removed from the schedule if they are not meeting at a regularly scheduled time and place, or at the request of the ASC.**

**f). Meeting schedule format must include the Heart of New York Area of Narcotics Anonymous (H.O.N.Y.A.N.A.) symbol, H.O.N.Y.A.N.A. P.O. Box and address, Regional Phone Line numbers, time and place and name of each regularly scheduled meeting, whether or not the meeting is open to the public and any other information needed which will be reflected in the form of a format key. Monthly committee meetings, "What is the NA Program?" suggestions, and telephone list space, should be provided as space allows.**

**g).Any changes made to the schedule format by the PI Subcommittee shall be made in accordance with our traditions, concepts and guidelines.**

**h).Other Area meeting schedules should be obtained whenever possible for appropriate requests, i.e. H&I commitments, mail requests, individual member requests, etc.**

**E. Phone Line:**

**1. Phone line shall be updated as needed.**

**A).Meetings should be meeting at a specified time and place for a period of two months in order to be included on the phone line.**

**b).Information on the phone line should include a brief description of "What is the NA Program", P.O. Box address for written correspondence, time and place of meeting, and the suggested closing statement. (Format provided in the PI archives with the phone line information).**

**c).The remote access code shall only be given to the PI Chairperson and provided to other members on a need to know basis. The access code shall be changed by the incoming Chairperson as the member filling this position changes.**

**d).In case of answering machine mechanical failure, contact information shall be provided to the incoming Chairperson from the previous Chairperson.**

e).A member of the PI Subcommittee shall call the phone line on a weekly basis to make sure it is opening properly.

## **II. Meetings and Membership**

**A. Meetings – PI Subcommittee Meetings must be held once a month at a regularly scheduled time and place. Additional meetings shall be held at the discretion of the Subcommittee as needed.**

**B. Membership - A subcommittee member is any interested addict who is present at the regularly scheduled subcommittee meeting. In order to become a voting member, one needs to attend two consecutive regularly scheduled subcommittee meetings. In order to maintain voting membership, one must attend two subcommittee meetings during each three month period. If need arises to reinstate voting status, member must attend two consecutive regularly scheduled meetings in order to do so.**

### **1. Quorum**

a).Quorum is established at the beginning of each subcommittee meeting.

b).Quorum is set at 2/3's of voting members present.

## **III. Subcommittee Officers**

**A. Chairperson – Elected by majority vote of GSRs present at ASC for a one year term in accordance with, and accountable to the ASC guidelines.**

### **1. Qualifications:**

**A).Minimum one year continuous clean time.**

**b).Willingness to give the time and resources necessary to do the job.**

**c).Previous experience with service in the area of PI.**

**D).A working knowledge of the 12 steps, 12 traditions and 12 concepts of NA.**

**e).A working knowledge of the H.O.N.Y.A.S.C. Guidelines.**

**f).Ability to organize and give the subcommittee directions and imitative.**

**g). A working knowledge of the current PI service manual.**

### **Duties:**

**A).To determines time and place for PI Subcommittee meetings.**

**b).To prepares agenda for, and presides over subcommittee meetings.**

**c). Not to decide, do, take credit for, but to suggest, co-ordinate, organize, delegate, and follow-up, and in general, to help generate enthusiasm for projects planned by the subcommittee.**

**D).To informs the ASC of any major projects and to request and manage funds and literature for subcommittee projects.**

**e).To attends and submits a written report at the monthly ASC meeting informing the fellowship of PI Subcommittee activity.**

**f).To initiates and maintains contact with other PI committees at local regional and world levels.**

**g).To appoints the Vice-Chairperson of the PI Subcommittee.  
H).To oversees completion of all other subcommittee business as needed.**

**I).To retains PI archives.**

**B. Vice- Chair**

**1. Qualifications:**

- A). Suggested minimum one year continuous clean time.**
- b). Willingness to give the time and resources necessary to do the Job.**
- c). Basic knowledge of the 12 steps, 12 traditions and 12 concepts Of NA**
- d). Previous NA service at any level.**

**2. Duties:**

- A). to take active part in the direction of subcommittee, working Closely with the Chairperson staying informed about all Phases of activities and progress and assisting with organ-iaztional duties.**
- b). to be able, in the event of illness or emergency, involving the Chairperson, to conduct subcommittee meetings and to see That all subcommittee responsibilities and projects continue.**
- c).To assist Chairperson in maintaining contact with subcom- mittee members between meetings in order to provide an atmosphere of enthusiasm.**

**C. Secretary**

**1 Qualifications:**

- A). Suggested six months continuous clean time.**
- b). Willingness to give time and resources necessary to do the job.**
- c). Basic knowledge of the 12 steps, 12 traditions and 12 concepts of NA.**

**2 Duties:**

- A). Take minutes of topics discussed and motions made and passed at subcommittee meetings.**
- b). To help other subcommittee members with letter responses and Community mailings.**

**IV. Subcommittee Meeting Format**

**A. Other than the basic format listed below, meeting may be conducted at the discretion of the Chairperson, with or without parliamentary procedure, as long as the meeting runs in an orderly manner and each member is given equal opportunity to speak.**

**1. Basic Format:**

- a). Moment of Silence followed by the “We” version of the Serenity Prayer.**
- b). Reading of the 12 traditions and the 12 concepts.**
- c). Report from the ASC by PI Chairperson.**

- d). Special reports (from contact people or committee members assigned to special tasks).
- e). Old business.
- f). New business.
- g). Close with circle and “We” version of Serenity Prayer.  
Suggestions for maintaining order and saving time.
- A). Raise hand to be recognized before speaking.
- b). Introduce yourself only once.
- c). Try to keep comments concise and avoid rhetoric.
- d). No swearing in a PI meeting.

#### **Guidelines for Posters**

- A. Ask for permission before hanging posters, remember that you are representing NA when you ask  
Dress professionally and be polite.
- B. When asking for permission, ask about specific regulations. Some Questions to ask might be:
  - 1 Are there designated bulletin boards where the posters may be hung?
  - 2 How long can the posters remain on the bulletin boards?
  - 3 Aim for bulletin boards with a significant time span.
- C. Use caution when choosing your location. Look for glass-enclosed Bulletin boards and similar places that are specifically suited for hanging posters.

#### **TARGET AREAS**

- 1. Suggestions:
  - A). College Campuses. Check with Dean of Student Affairs or campus Ministries.
  - b). Community Bulletin Boards (such as Rescue Mission, Salvation Army, Outpatient, Detox Units, Red Cross, etc., etc.).  
Speak with directors or commissioners.
- D. If any of these agencies request further information about NA, contact the PI Chairperson immediately.
- E. It is suggested that members do not do PI work alone.