



KTASC Public Information

Guidelines

(Approved Spring 2009)

ARTICLE I – DEFINITION

The Public Information (PI) Subcommittee is an operating subcommittee of the Kings / Tulare Area Service Committee (KTASC) of Narcotics Anonymous. PI is supported by the KTASC and thus fully accountable to that committee.

ARTICLE II – PURPOSE / FUNCTION

SECTION 1: PURPOSE

The purpose of the PI Subcommittee is to provide information about Narcotics Anonymous to the public.

SECTION 2: FUNCTION

- A. To open and maintain lines of communication.
- B. To respond to all requests for information in a timely and effective manner, handled at the appropriate level of service.

SECTION 3: RESPONSIBILITY

All activities shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Service, as well as the Public Relations Handbook of Narcotics Anonymous.

ARTICLE III –PARTICIPANTS

- A. Voting participants are those who attend two (2) consecutive PI meetings, encouraging all members to attend.
- B. Quorum is established as two-thirds (2/3) of the voting participants present when roll is taken.

ARTICLE IV – OFFICERS

All Officers shall have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous Service.

SECTION 1: CHAIR

Qualifications:

- A. Suggested two years clean time.
- B. One year service at Area Service Committee (ASC) or Regional Service Committee (RSC) levels.

Responsibilities:

- A. Arrange times and agendas for meetings.
- B. Initiate correspondence between Narcotics Anonymous and the public.
- C. Delegate responsibilities for vacant officer positions.
- D. Submit a written report including financial statement to regular monthly KTASC meetings.

SECTION 2: VICE CHAIR

Qualifications:

- A. Suggested two years clean time.
- B. One year service at Area Service Committee (ASC) or Regional Service Committee (RSC) levels.

Responsibilities:

- A. To work closely with and assist in all duties of the committee.
- B. Assume the responsibilities of the Chair in his/her absence.

SECTION 3: SECRETARY

Qualifications:

- A. Suggested one year clean time.
- B. Prior service experience.
- C. Ability to develop written material in a clean and concise manner.

Responsibilities:

- A. Record minutes of each meeting.
- B. Read minutes from previous meeting.
- C. Handle correspondence for the Subcommittee.

SECTION 4: WEBMASTER

Qualifications:

- A. Suggested one year clean time.
- B. Prior service experience.
- C. Technical skills necessary to build and maintain a website.

Responsibilities:

- A. Update the KTASC website in a timely manner.
- B. Report to Subcommittee each month.
- C. Maintain KTASC meeting information on NAWs website.

SECTION 5: LITERATURE

Qualifications:

- A. Suggested one year clean time.
- B. Prior service experience.

Responsibilities:

- A. Maintain inventory of IPs.
- B. Stock public literature racks as determined by Subcommittee.

SECTION 6: PHONE LINE LIAISON

Qualifications:

- A. Suggested clean time six months.
- B. Access to a working phone.

Responsibilities:

- A. Regularly Test operation of Area Help Line.
- B. Maintain 12th Step Call phone list with Area Help Line.

ARTICLE V – MEETINGS

SECTION 1: The P.I. subcommittee shall meet at a designated time and place that is well publicized, encouraging all members to attend.

ARTICLE VI – AMENDMENTS

SECTION 1: Any amendments to these guidelines will be reviewed and approved by the KTASC before they become affective.

ARTICLE VII – FUNDING

SECTION 1: The sole source of funding for this committee will be the KTASC.

SECTION 2: The prudent reserve for this committee will be established at \$150.

SECTION 3: When necessary, changes to the prudent reserve will be reviewed and approved by the KTASC.

ARTICLE VIII – MEETING SCHEDULE UPDATES

SECTION 1: Meeting schedule accuracy is dependent upon Narcotics Anonymous Group input.

SECTION 2: Groups who send regular representation to KTASC meetings can be relied upon to provide information on those groups who do not attend regularly.

SECTION 3: Group update information shall be gathered at regular KTASC meetings. This information shall be passed on to the printer and web servant in a timely manner.

SECTION 4: Schedules shall be printed each month, in the week before the regular KTASC meeting, to ensure the latest revision is available for distribution to the groups.