

# **Greater Philadelphia Regional Public Information Subcommittee Policy**

## **I. PURPOSE:**

Narcotics Anonymous is a worldwide organization based on a twelve-step approach to recovery whose primary purpose is to help any individual stop using drugs. "Our message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live." Through our group meetings members learn how to live drug-free and recover from the effects of addiction in their lives. For the purpose of public relations, NA services cooperate with the public by providing information about recovery from drug addiction. Furthermore, we seek to increase awareness of NA's existence through presentations, media exposure, and telephone services. These cooperative efforts enhance our relationships with those outside our fellowship. As a result we further our primary purpose.

## **II. GEOGRAPHIC BOUNDARIES:**

The Greater Philadelphia Region including Philadelphia, Delaware and Chester Counties in Pennsylvania and Camden County in New Jersey.

## **III. FUNCTIONS AND RESPONSIBILITIES:**

1. Help the still suffering addict find the NA program.
2. Help develop the role of NA in the community.
3. Develop and communicate a positive image of the NA program to society at large.
4. Increase the awareness of the individual NA members about their role in NA's public image.
5. Develop cooperative relationships with professionals.

## **IV. MEETINGS:**

The Regional PI Subcommittee meets the first Saturday of each month beginning in June every two years at 1pm at the Regional Service Office.

## **V. VOTING PROCEDURE:**

The following members may vote at Regional PI Subcommittee meetings:

1. All member area PI Chairpersons or designated representative.
2. All elected Regional PI Officers elected by the subcommittee.
3. Regional PI Co-chair, except when acting as Chair.
4. Regional PI Chair votes only in the case of a tie or calls for further discussion.

## VI. TRUSTED SERVANTS:

### 1. REQUIREMENTS:

- a. Chairperson - set by the Regional Service Committee Policy.  
Co-Chairperson – follows the Regional PI Policy, has at least two (2) years clean time and six (6) months prior subcommittee service experience.  
Secretary - follows the Regional PI Policy, has at least two (2) years clean time.  
Presentation Coordinator - follows the Regional PI Policy, has at least two (2) years clean time.  
General Members – any NA members interested in PI, not holding any of the above positions, who regularly attends the subcommittee meeting.
- b. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts, the Guide to Local Service and the current PI Handbook.
- c. A willing ness to serve.

### 2. TERM OF SERVICE:

All elected positions are two (2) year terms.

### 3. DUTIES:

#### Chairperson

- a. Follows all Regional Policy Guidelines for subcommittee chairs.
- b. Arranges subcommittee meeting agenda and presides over meetings.
- c. Handles PI correspondence from the region to each area and outlying regions.
- d. Coordinates all financial matters and answers all inquiries for literature.
- e. Maintains annual budget.

#### Co-Chairperson

- a. Assumes the duties of the Chair and other subcommittee officers in their absence.
- b. Coordinates all activities and works with the committee and its members.
- c. Chairs any Adhoc or Task Force Committees that the subcommittee deems necessary to create.

### Secretary

- a. Records and distributes minutes from each subcommittee meeting.
- b. Gives a secretary report.
- c. Tends all archives.
- d. Assumes duties of the Chair in the absence of both the Chair and Co-Chair.

### Presentation Coordination

- a. Receives and prepares all requests for presentations.
- b. Trains participants in PI presentations.

### General Member

- a. Attend and participate in subcommittee meetings.

## **VII. STANDING SUBCOMMITTEE**

The standing Regional PI Subcommittee is comprised of the following:

1. Chairperson
2. Co-Chairperson
3. Secretary
4. Presentation Coordinator
5. Area PI Chairs or Designated Representatives
6. General Members
7. Other Officers or Positions created and filled as needed.

## **VIII. EMERGENCY TASK FORCE COMMITTEE**

Once approved by the PI Committee, this task force will be formed to accomplish specific tasks within the guidelines established by the PI Committee

## **IX. FUNDING**

All funding is provided by the Greater Philadelphia Region. Area subcommittees may request funding and literature in an emergency.

## **X. MINUTES**

Minutes will be produced, distributed, and archived by the Secretary for each subcommittee meeting. The appointed secretary of adhoc or task force committees will do the same and turn the archives over to the Secretary.

## **XI. POLICY**

When needed the Regional PI Committee will refer to the current PI handbook.

## **XII. GENERAL GUIDELINES FOR PRESENTATIONS**

This guide is meant to help inform our members, who may be new at PI presentations and speaking engagements, of the best possible way of carrying the NA message. Its purpose is to acquaint an NA member with how to present NA to non-NA organizations the media, schools, employee assistance programs, health care and community groups. It is based upon the many years of experience of those addicts who have done this before us. An open mind is invited.

### **1. PREPARATION**

- a. Always go with at least two (2) people, preferably a man and a woman. Many people find it easier to relate to one gender more than the other.
- b. Must be able to meet clean time requirements as outline in the Guide to Public Information.
- c. Must be able to be reached by telephone.
- d. Has to have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- e. A well presented image of recovery, promptness and courtesy goes a long way in carrying the message.
- f. The individuals best qualified to speak in public are those who value anonymity and are willing to serve out of love for the Fellowship, not out of EGO needs.

### **2. DELIVERY**

- a. Preferably stand while speaking.
- b. Avoid WAR and SHOCK stories.
- c. Do not use slang or profanity in your presentation.
- d. Always remember, we are a program of recovery, not prevention.
- e. Don't break your anonymity by referring to where you live or your profession.
- f. Leave ample time for questions and answers.
- g. Reschedule a presentation if both speakers are not present leaving literature as a reference.

### **3. CONTENT**

- a. Stick to your personal experience, strength , and hope in NA. We are not experts.

- b. Stress that NA is a group of addicts who meet regularly to help each other stay clean from all drugs, including alcohol.
- c. Emphasize that NA is open to anyone seeking recovery from the disease of addiction. There are no fees or dues.
- d. Experience shows that detailed stories about using and other non-NA or prior to NA stories tend to sensationalize drug use rather than emphasize recovery.
- e. In addition to the story of how you got into recovery, describe the length of your personal experience in the program. Cover those things which are most helpful for listeners to hear. The following topics are ideal:

- How you found NA.
- The hotline number 215-NA WORKS, the website [www.naworks.org](http://www.naworks.org), the RSO number 215-483-5154 and fax 215-531-7832.
- How you felt at your first meeting.
- The only requirement for membership is the desire to stop using.
- What doing service means to personal growth.
- How being apart of a group helps to work through the desire to get high.
- What the 12 Steps, 12 Traditions, and 12 Concepts mean to you and how they've become tools to maintain your recovery.
- Express that the spirituality of the program is based on principles, NOT religion.

#### 4. QUESTIONS AND ANSWERS

- a. Do not argue with those whose views of addiction differ from those of NA.
- b. Use discretion when giving out personal phone numbers.
- c. Be familiar with what NA is NOT: a religious movement, an employment agency, or social service organization. NA does NOT: run hospitals, recovery houses, other outside enterprises, have paid social workers, prescribe medications, or pay for treatment.
- d. Become familiar with Chapter 2 of the Basic Text, "What is the Narcotics Anonymous Program?"
- e. Do not accept contributions from those outside of NA.
- f. Don't be afraid to answer a question with "I don't know". Consult with experienced PI members when this situation arises.

#### 5. SUMMARY

- a. Main points of CONTENT:

- Keep to your personal experience, strength, and hope in NA.
- Stress that NA is open to anyone with a desire to stay clean.
- The use of personal stories prior to NA does not have a place in PI presentations.

b. Main points of QUESTIONS AND ANSWERS:

- Do not argue with those whose views of addiction differ from those of NA.
- Be cautious of Tradition violations.
- Become familiar with “What is the Narcotics Anonymous Program?”
- Be familiar with what NA is NOT.

**\*\*\*\*ANY MEDIA CONTACT SHOULD BE IMMEDIATELY REFERRED TO THE REGIONAL PI CHAIRPERSON BEFORE ANY RESPONSE IS GIVEN\*\*\*\***

### **XIII. PUBLIC INFORMATION WEB POLICY**

1. PURPOSE:

- a. To provide an Internet presence for the Greater Philadelphia Region of NA to promote recovery and carry the message to the addict who still suffers.

2. GUIDING PRICIPLES:

- a. 12 Traditions and 12 Concepts
- b. Common Sense
- c. Good Taste
- d. To improve communication and enhance the Greater Philadelphia Region of NA community

3. TRUSTED SERVANTS:

- a. Webmaster

1. Qualifications

- Five years clean

- Two years PI experience
- The necessary computer skills to facilitate maintaining the regional website and achieving the committee's goals. Responsibilities include website and internet navigational skills, knowledge of HTML, PERL, PHP, FTP, Database management skills, graphic design skills and website/network security experience
- Resources to fulfill the position i.e. Internet access, availability to a computer

## 2. Duties

- Administer and maintain the site
- Remain current with Internet technologies to facilitate any changes necessary to the site.
- Implement changes approved by the committee
- Attend and report to the Regional PI subcommittee and the RSC. Report to include progress on any outstanding projects of the committee
- Work with and train the Co-Webmaster to maintain service continuity
- Be available as a resource to other Regional and Area Service Committee's for technical advice on website functions
- Maintain up to date information on Areas in the region, meeting list information, Phonenumber numbers, and other Area/Regional links, and various NA events
- Maintain an archive of all website material as a backup
- Follow all Regional Policy Guidelines

### b. Co-Webmaster

#### 1. Qualification

- Three years clean
- One year PI experience
- The necessary computer skills to facilitate maintaining the regional website and achieving the committee's goals. Responsibilities include website and internet navigational skills, knowledge of HTML, PERL, PHP, FTP, Database management skills, graphic design skills and website/network security experience
- Resources to fulfill the position i.e. Internet access, availability to a computer

## 2. Duties

- Assumes the role and duties of the Webmaster in their absence
- Coordinates all activities and work with the committee and its members
- Chairs any Ad-Hoc web committee's that may be created