

**PROPOSED GUIDELINES
THE GREATER LOS ANGELES
PUBLIC RELATIONS SUBCOMMITTEE**

PURPOSE:

The purpose of the subcommittee is to inform the public that NA exists and that NA offers recovery from addiction. Public Relations lets the public know how and where to find us. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

FUNCTIONS/RESPONSIBILITIES:

The basic functions of the PR Subcommittee are:

1. To open and maintain lines of communication
 - A. Between NA and the public
 - B. Between the ASC/RSC and WSC/WSO
 - C. Between the area Website, Phonelines, and H&I Subcommittees.
 - D. Willingness to assist any subcommittee when possible.
2. To respond to all request for information in a timely and effective manner.
3. To be sure that those requests are handled at the appropriate level of service. Remember our 9th Tradition states that "*subcommittees are directly responsible to those they serve.*"

To facilitate this purpose this subcommittee will meet once a month. The time and place will be designated at the meeting and the area will be informed at the Area Service Meeting.

Special meetings designated for special projects and Adhoc meetings are not regular PR Subcommittee meetings.

MEMBERSHIP

The subcommittee will be made up of the following members:

COMMITTEE OFFICERS

Chairperson	Elected by the ASC
Vice-Chairperson	Elected by the PR Subcommittee
Secretary	Elected by the PR Subcommittee

Active Members:

Active members are those members who have attended 3 consecutive meetings.

REQUIREMENTS

Chairperson

1. Two years clean time.
2. Six months experience in PR serve and an active member of PR Subcommittee.

Vice-Chairperson

1. One year clean time
2. Active member of PR Subcommittee.

Secretary

1. One year clean time
2. Active member of PR Subcommittee

(Only when there is no active member willing and qualified to hold the position, can the requirements be waived.)

DUTIES

CHAIRPERSON

1. Be an active member of the PR Subcommittee.
2. Prepare agenda for monthly meetings
3. Assist other members in the coordination of special projects
4. Make sure that the subcommittee performs in a productive and orderly fashion.
5. Attend monthly Regional PI meeting and bring report to Area PR Subcommittee meetings.
6. Keep accurate records of money spent and maintain the monthly PR budget of \$100.
7. Keep accurate account of literature, tapes and all subcommittee belongings (who-what-where.)
8. Attend Area Service Meetings and Executive Body Meetings

VICE-CHAIRPERSON

1. Be an active member of the PR Subcommittee.
2. In the absence of the Chairperson, perform all duties of the Chairperson.
3. Coordinate and oversee all PR Adhoc meetings.
4. In the absence of the Secretary, perform all duties of the Secretary.
5. If the Chairperson leaves the committee before term is up, Vice-Chairperson must be elected by the ASC in order to move into the position.

SECRETARY

1. Be an active member of the PR Subcommittee.
2. Keep accurate minutes of all subcommittee meetings.
3. Assist in calling members to inform about PR activities.

REQUIREMENTS AND DUTIES OF ALL MEMBERS:

1. Have personal time and abilities to perform their duties.
2. Have willingness and desire to serve in their position.
3. Have an understanding and practical experience in the Twelve Steps and Twelve Traditions of NA.
4. Have a understanding of the guidelines of Public Relations Subcommittee
5. Attend Regional Quarterly Learning Days
6. Attend 2 consecutive PR meetings to be an active member of PR Subcommittee.

VOTING PROCEDURES

1. Only active members can vote each carrying one vote.
 - A. Chairperson can vote only to break a tie.
 - B. When the Vice-Chairperson is filling in for the Chairperson, he/she only votes to break a tie.
2. All motions require a 2/3 majority.
3. Officers' elections will be held once a year in November.