

Guidelines for GSMASC Public Information (PI) Subcommittee

Article I Definition

We are an operating subcommittee of the Greater Smoky Mountain Area Service Committee (GSMASC) of Narcotics Anonymous (NA). We are supported by the GSMASC and are accountable to that committee.

Article II Purpose

- A. To carry the message in accordance with the Twelve Traditions of Narcotics Anonymous.
- B. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- C. To open and maintain lines of communication between the Volunteer Region Public Information Subcommittee, Narcotics Anonymous World Services (NAWS), PI Coordinators and World Service Conference (WSC).
- D. To provide a Phone line service to the GSMANA that is consistent with the World Service Conference (WSC) approved Guide to Phone line Service in order to fulfill our primary purpose.

Article III Spiritual Guidance

In all of its endeavors, the Public Information Subcommittee will comply with the following:

- A. The Twelve Traditions of Narcotics Anonymous.
- B. The Twelve Concepts of Service for Narcotics Anonymous.
- C. The current publication of A Guide to Local Service.
- D. The current publication of A Guide to Public Relations Handbook.
- E. GSMANA Guidelines.
- F. Any special rules of order adopted by this subcommittee.
- G. In the case of a conflict, the Public Information Subcommittee will turn to the GSMANA for guidance.

Article IV Responsibilities

- A. To become the resource and coordinating body for all Greater Smoky Mountain Area Public Information efforts, responding to any requests for information within the area.
- B. To maintain phone line efforts for the Greater Smoky Mountain Area
- C. To maintain a close working relationship with other Public Information Subcommittees within the region.
- D. To maintain a close working relationship with other subcommittees within this area, being careful not to interfere with their responsibilities.

Article V Function

To inform the public about Narcotics Anonymous through services including, but not limited to the following:

- A. Coordinating all requests from media.
- B. Providing all radio and television Public Service Announcements (PSA) with the approval of the GSMASC.
- C. Creating, distributing, and maintaining all Narcotics Anonymous Public Information posters and flyers in the Greater Smoky Mountain Service Area. There are to be 4 flier days set annually.
- D. Coordinating all non-Narcotics Anonymous requests.
- E. Providing monthly meeting schedules.

- F. To inform addicts seeking our program of our existence and how to find our meetings.
- G. To guide non-addicts seeking information about our services within our communities to the appropriate service structure.
- H. To hold frequent “Learning Days” and workshops to orient all phone line volunteers in the Greater Smoky Mountain Area.
- I. To coordinate the efforts of all phone line volunteers in the Greater Smoky Mountain Area.
- J. Acts as a liaison between phone line volunteers and the GSMASC, and report on the status of all volunteers in a written monthly report.
- K. Distribute phone line sheets to phone line volunteers and collect them on a monthly basis.
- L. Make available to the secretary all accumulated data pertaining to all current phone line volunteers in the area for database purposes.
- M. Hold monthly subcommittee meetings and report all activities to the GSMASC of NA.

Article VI Meeting/Membership

- A. Membership is open to any NA member.
- B. Any attending member may vote from time of initial attendance of Public Information Subcommittee, with the exception of the chairperson, who may only vote in case of a tie vote. More than three (3) voting (including the chair) are required to pass a motion.
- C. Each Public Information Subcommittee member will have a working knowledge of the 12 Traditions, 12 Concepts, and the most recent publication of the Guide to Phone Line Services, and the Public Relations Handbook.
- D. Each Member is required to have their own copy of A guide to Public Information, A Guide to Phone Line Services, and the Public Relations Handbook.
- E. The committee will meet at least once a month, with a consistent time and place, determined by the Chairperson. The members of the subcommittee shall be notified of any changes in meeting time or location at least one (1) week prior to the meeting.

Article VII Trusted Servant Structure

- A. This subcommittee shall consist of a Chairperson, Vice Chairperson, Secretary, Schedule Coordinator, phone line volunteers, members, and any task force coordinators or Ad-Hoc chairs deemed necessary by the subcommittee.
- B. The Chairperson with the approval of the subcommittee appoints task force coordinators or Ad-Hoc chairs.
- C. The Committee Chairperson to be decided by GSMASC Nominations and Voting Guidelines, for a one (1) year term.
- D. Vice Chair and Secretary will be elected by the subcommittee to serve a one (1) year term.
- E. Phone line volunteers to be decided on within PI subcommittee meeting, to serve a one (1) month term.
- F. Phone line volunteers must first attend a Phone Line orientation training session.
- G. All nominees for office must be present at the time of nomination.
- H. No officer shall hold more than two (2) consecutive terms of any one position.

Article VIII Removal from Office

Subcommittee officers and coordinators may be removed from office for non-compliance, which includes but is not limited to:

- A. Loss of abstinence.
- B. Non-fulfillment of the duties of their position.
- C. Non-attendance of two (2) or more subcommittee meetings without being excused by the Chairperson.
- D. If by two thirds (2/3) vote of the Subcommittee, the Chairperson is found in noncompliance, a written request to remove that person may then be submitted to the GSMASC Administration.
- E. Upon receipt of said written request, the GSMASC Administration may remove or investigate the officer.
- F. All other Subcommittee officers and coordinators may be removed from office by a two thirds (2/3) vote of the Subcommittee.

Article IX Officer Qualifications and Duties

Chairperson:

- A. Requirements
 1. At least three (3) years abstinence from all drugs.
 2. Previous service experience at a group level.
 3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, A Guide to Public Information, A Guide to Phone line Services, and A Public Relations Handbook.
 4. Willingness to serve, the time and initiative to commit for the length of time involved.
- B. Duties
 1. Arrange times and agendas for subcommittee meetings.
 2. Initiates all necessary correspondence, including communications between areas, regions, and WSC-PI or delegates.
 3. Is ultimately responsible for all files, records, and overall functioning of the Subcommittee.
 4. Check the phone numbers on the resource cards in March and October of each year.
 5. Attends all GSMANA-PI meetings.
 6. Attends all monthly GSMASC meetings.

Vice Chairperson:

- A. Requirements
 1. At least two (2) year abstinence from all drugs.
 2. Previous service experience at a group level.
 3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, and A Guide to Public Information, A Guide to Phone line Services, and A Guide to Public Relations Handbook.
 4. Willingness to serve, the time and initiative to commit for the length of time involved.
- B. Duties
 1. To assume responsibility for the subcommittee in the Chairperson's absence.
 2. To work closely with and assist with all duties of the Subcommittee.
 3. Carryout responsibilities delegated by the Chairperson and/or the Subcommittee.
 4. Attends all GSMASC-PI meetings.
 5. Attends all GSMASC meetings.

Secretary:

- A. Requirements
 1. At least one (1) year abstinence from all drug
 2. Previous service experience.
 3. Willingness to serve, the time and initiative to commit for the length of time involved.
- B. Duties
 1. Record minutes of each Subcommittee meeting.
 2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.
 3. Attends all GSMANA-PI meetings.
 4. Attends all GSMANA meetings.

Schedules Coordinator:

- A. Requirements
 1. At least a year and a half (1 ½) abstinence from all drugs.
 2. Previous service experience at a group level.
 3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service for Narcotics Anonymous.
 4. Knowledge of and access to a computer; printer; word processing software; access to the Internet; and HTML/FTP software.
 5. Willingness to serve, the time and initiative to commit for the length of time involved.
- B. Duties
 1. Producing and distributing periodic meeting schedules to the NA groups at the monthly GSMASC meeting.
 2. Keep schedules updated with meeting information, help line numbers, and upcoming GSMANA events and functions.
 3. Provide updated information regarding meetings and events to GSMASC, Help line Chairperson, PI Website coordinator and Volunteer Regional Directories Chair.
 4. Provide and assists meetings and/or groups with registration and updating information to NAWS using the NAWS approved forms.
 5. Forward any correspondences received from the website to the proper channels.
 6. Attends all GSMANA-PI meetings.
 7. Attends all GSMANA meetings

Alternate Schedule Coordinator:

- A. Requirements
 1. At least one (1) year abstinence from all drugs.
 2. Previous service experience at a group level.
 3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service for Narcotics Anonymous.
 4. Knowledge of and access to a computer; printer; word processing software; access to the Internet; and HTML/FTP software.
 5. Willingness to serve, the time and initiative to commit for length of time involved.
- B. Duties
 1. To assume responsibility for the duties in the Schedule Coordinator's absence.
 2. To work closely with and assist with all duties of the Schedule Coordinator.
 3. Carryout responsibilities delegated by the Schedules Coordinator and/or the Subcommittee.
 4. Attends all GSMANA-PR meetings and.
 5. Attends all GSMANA meetings.

Website Coordinator:

- A. Requirements
 1. At least two (2) years abstinence from all drugs.
 2. Previous service experience at a group level.
 3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
 4. Knowledge and access to a computer, access to the internet, and HTML/FTP software.
 5. Willingness to serve, the time and initiative to commit for length of time involved.
- B. Duties
 1. Keeping updated meeting information, help line numbers, and upcoming GSMANA events and functions.
 2. Maintaining the GSMANA website.
 3. Forward any correspondence received from the website to the proper channels.
 4. Attending all GSMANA-PR meetings and provide a written report.

Phone line Volunteers:

- A. Requirements
 1. At least 9 months abstinence from all drugs.
 2. Willingness and desire to serve.
 3. Willingness to give the time and resources necessary.
 4. A working knowledge of the 12 Traditions, 12 Concepts of Service, A Guide to Phone line Services, A Guide to Public Information, and A Guide to Public Relations Handbook.
 5. Must participate in a phone line orientation.
 6. Must have NA sponsor and NA home group.
- B. Duties
 1. Adhere at all times to Section IV of the WSO Handbook, "A Guide to Phone line Service".
 2. Keep in mind that they may be seen as representatives of NA and conduct themselves accordingly at all times.
 3. Keep in close contact with Subcommittee at all times.
 4. Record accurate data of all calls received from Phone line Provider using phone line log sheet provided by Public Information Subcommittee.
 5. Attends all GSMASC Public Information Subcommittee meetings on a regular basis.
 6. Mandatory attendance when being nominated for a phone line commitment and when sharing one's monthly service report.

Article X Special Guidelines for Directories

The Schedules Coordinator will follow these special guidelines that pertain only to the directories.

- A. Schedules will be printed prior to the GSMASC meeting on an agreed frequency.
- B. Information received after printing will be included in the following periods schedule if applicable.
- C. A new meeting will be added to the schedule when the meeting is represented at the GSMASC by an elected Group Service Representative (GSR) or a home group representative.

- D. If a listed meeting's GSR or other group representative has not attended the GSMASC meeting to complete a group report, or has not been present for roll call, or has not picked up the current meeting schedule, the Schedules Coordinator is responsible to investigate within two (2) weeks and give a written report to GSMASC of their findings.
- E. Only World Conference Approved literature and recovery oriented public domain phrasing that is common usage within the fellowship of Narcotics Anonymous will be placed within the schedule.
- F. Any printed material, which contains copyrighted items, must contain ownership information.
- G. No personal phone numbers shall be listed in the directories.

Article XI Amendments to Guidelines

Any voting member may propose an amendment to these guidelines at a regularly scheduled subcommittee meeting. The proposal must be seconded and only a simple majority vote is needed. The proposed change must then be submitted and approved by the GSMANA.

Article XII Meeting Agenda

1. Open with the Serenity Prayer.
2. Read the 12 Traditions of Narcotics Anonymous
3. Read the 12 Concepts of Narcotics Anonymous
4. Read the Service Prayer
5. Secretary's Report
6. Phone line Volunteer Reports
7. Nominations and elections (when applicable)
8. Old Business
9. New Business
10. Set time and place for next meeting
11. Close with the Serenity Prayer