

Public Information (PI) Policy Outline
Subcommittee of South Jersey Area of Narcotics
Anonymous (SJASC) 12/8/2013

A) Purpose

- 1) To open and maintain communication between the public and Narcotics Anonymous (NA) so that the message of recovery is available to all addicts.
- 2) To carry the message in accordance with the Twelve Traditions and Twelve Concepts of NA.

B) Functions and Responsibilities

- 1) To act as a resource and coordinating body for the PI efforts of SJASC.
- 2) To maintain a close working relationship with NJ Regional PI.
- 3) To educate and inform the local fellowship of ongoing PI activities, including presentations, learning days, forums, and conferences.
- 4) To carry the message of recovery through billboards, bumper stickers, posters, radio and TV Public Service Announcements.
- 5) To hold helpline workshops periodically, but no less than annually.
- 6) To hold PI workshops annually.

C) Description of PI Subcommittee of SJNA

- 1) This subcommittee shall consist of two groups, the Administrative Committee and General Membership.
 - i) The Administrative Committee will include the Chairperson, Vice Chairperson, Secretary and the other elected or appointed committee coordinators or representatives, as deemed necessary by the Committee.
 - ii) The General Membership will consist of any individual who attends two consecutive PI Subcommittee meetings.

D) Administrative Committee Election Procedure

- 1) The Chairperson is nominated and elected every November at SJASC. For procedure see SJASC Policy & Guidelines.
- 2) The Vice Chairperson will be selected upon the retirement of the prior Vice Chair by either the Secretary assuming the role or through a nomination and qualification process at a PI Subcommittee meeting.
- 3) The Secretary will be selected upon the retirement of the prior Secretary through a nomination and qualification process at a PI Subcommittee meeting.

E) Voting Requirements

- 1) Administrative Committee

- i) All Administrative Committee members are eligible to vote after being elected.
 - ii) Unexplained absence from two consecutive committee meetings may result in being asked to step down from their commitment at the discretion of the committee.
- 2) General Membership
- i) Any member is eligible to vote after attending two consecutive committee meetings.
 - ii) Unexplained absence from two consecutive committee meetings will result in a loss of voting privileges.

F) Voting Procedures

- 1) All matters before this committee shall be decided by a 51% majority vote before the subcommittee, with the exception of matters affecting a change in policy. All policy matters must be presented at the SJASC as a motion to be brought to the groups.
- 2) In the event of a tie the chairperson will vote the tie breaker.

G) Requirements and Responsibilities of Administrative Committee

- 1) Chairperson – Two year commitment with a midterm “vote of confidence” at SJASC in November.
 - i) Requirements:
 - a) 18 Months continuous clean time defined as abstinence from all mood altering substances including drug replacement and maintenance. Loss of clean time requires immediate resignation.
 - b) Previous service experience, preferably PI, preferred.
 - c) Able to organize, direct and motivate committee members.
 - d) Willingness, desire and ability to serve.
 - e) Understanding of and experience in the 12 Steps, 12 Traditions and 12 Concepts of NA.
 - f) Working with a sponsor and is a member of an NA home group in the SJ area. (motion # 03-11-01)
 - ii) Duties:
 - a) Arrange time for committee meetings.
 - b) Initiates all necessary correspondence, including communication with SJASC and NJ Region.
 - c) Keeps SJASC and NJ Region apprised of all PI activities.
 - d) Is ultimately responsible for all functions of the committee.
 - e) Holds a key to SJASC post office box.
 - f) All inquiries from the public or from NA must be responded to within 48 hours.
 - g) Is responsible for the security and maintenance of the overhead projector. (#12-12-07)

- 2) Vice Chairperson – One year position, elected at PI Committee annually.
 - i) Requirements:
 - a) One year continuous clean time as described above in “G,1,i,a”.
 - b) Previous service experience, preferably in PI.
 - c) Ability to assume the responsibilities of the Chairperson if needed.
 - ii) Duties:
 - a) To work closely with and assist in all the duties of the committee.
 - b) To carry out responsibilities delegated by the Chair and/or committee.

- 3) Secretary – One year position, elected at PI Committee annually.
 - i) Requirements:
 - a) One year continuous clean time as described above in “G,1,i,a”.
 - b) Prior experience, preferably secretarial.
 - c) Ability to develop written material in a clear, concise manner.
 - ii) Duties:
 - a) Record minutes at every meeting.
 - b) Distribute copies of minutes to committee members prior to next PI meeting.
 - c) Handle all correspondence as directed by the Chair and/or the committee.
 - d) Maintain files and records of communication, including lists of activities and commitments to be passed on to committee members.
 - e) Maintain attendance records.

(Note: Until such time as the PI Subcommittee’s growth and effectiveness increases, all duties related to future subcommittees, i.e. Educational Committee, Community Committee, Law Enforcement Committee and Medical Committee, will be handled by the existing PI Committee as a whole.)

H) Presentations

- 1) Requests:
 - i) Requests for information can come from our Help Line, Website or are referred by our H&I Subcommittee. Requests may also come from public presentation or an NA Convention or Committee. All inquiries will be responded to within 48 hours by the Chair or a designated committee member.
 - ii) Requests will be discussed in advance at the the PI meeting.
 - iii) The Administrative Committee can and will decline any request for presentations if in conflict with NA Traditions or Concepts.
 - iv) If the committee cannot commit to presentation with enough experienced members, it is the responsibility of the Chair, Vice Chair or

Secretary to reschedule and ask for support from SJASC, Region or from neighboring PI Committees or decline the request.

- v) If the presentation cannot be announced at the monthly subcommittee meeting, the Chair, Vice Chair, or Secretary must contact the entire committee for suggestions and support.
- 2) Requirements to be a Presenter:
- i) Presenters must have attended one presentation as an observer before they are permitted to speak or present at any PI presentation. Attendance at a mock presentation will suffice.
 - iii) Non committee member presenters must be accompanied by two PI members at all approved presentations.
 - iv) No one with less than one year clean may lead a presentation regardless of the situation.
 - v) Under NO CIRCUMSTANCE is anyone to do a presentation alone.
- 3) Materials:
- i) PI Secretary handles and maintains all PI materials
 - ii) Format:
 - a) All presentation will be in Power Point format, created and reviewed by the PI Committee prior to being viewed at a presentation. Once created and reviewed these will become the “standard” for any presentation material.
 - b) A paper copy of the Power Point Presentation is to be distributed to all attending the presentations. The presenters will lead a discussion and subsequent “question and answer” session with all attendees.

12/8/2013