

1 **HEART OF NEW YORK AREA**
2 **PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES**
3

4 **FUNCTION AND RESPONSIBILITIES:**

5 To open and maintain lines of communication.

6 1) Between Narcotics Anonymous and the public by:

- 7 a) Community Mailing; Information packets shall include an appropriate cover letter,
8 an NA meeting schedule, Resource in the Community Pamphlet and an appropriate
9 I.P. A minimum of two mailing shall be done per year as resources allow. One in
10 April and one in October. This shall be done in accordance to current conference-
11 approved Public Information Service Guide.
12 b) Conducting presentations for different community organizations who work with
13 addicts or who are interested in our fellowship upon request. Remember if resources
14 don't allow, send an appropriate cover letter declining the invitation. Never ignore
15 the request.
16 c) Conducting Community Workshops/ Presentations and Informational Tables,
17 Example: Public Health Fair, Community Learning Days, Schools, etc.
18

19 2) Between Public Information (PI) Subcommittee and the Heart of New York Area Service
20 Committee (ASC), the Northern New York Regional Service Committee (RSC), and the
21 World Service Committee (WSC) by:

- 22 a) Having the PI Chairperson attend the monthly ASC meeting. The Regional
23 Committee Member (RCM) reports on business conducted at the RSC. The Group
24 Service Representatives (GSR) will report on group business. The PI Chairperson
25 will report back to the PI Subcommittee on all regional, area and group business
26 pertaining to PI work. The PI Chairperson will inform the ASC of PI work within
27 the subcommittee.
28 b) Any NA member knowing of professionals or agencies requesting information
29 about NA should contact the Area PI Chairperson, the Area Chairperson, or a GSR
30 within 24 hours. The PI Chairperson should be notified immediately by GSR, Area
31 Chairperson or any member immediately. Try to get all appropriate contact
32 information from the person making the request, such as name, organization,
33 mailing address, phone number, and the best time to call. This will ensure the most
34 timely response possible.
35

36 3) Responding to all requests:

- 37 a) Mail requests for information from the public shall be forwarded to the PI
38 Chairperson by Area Chairperson on a weekly basis.
39 b) The PI Chairperson working with the PI secretary, will answer all requests in a
40 timely manner.
41

42 4) To ensure that requests are handled at the appropriate level of service.

- 43 a) All request for information addressed to an individual addict or an NA group should
44 be forwarded to the PI Chairperson by either the individual or the group's GSR.
45 b) Requests for NA meeting should be forwarded to the Hospitals and Institutions
46 (H&I) Chairperson after initial contact by the PI Subcommittee. The PI
47 Subcommittee should always work closely with the H&I Subcommittee on these
48 matters. The PI Subcommittee should never commit H&I services.
49 c) Requests which affect other areas, regions, or NA as a whole should be forwarded
50 to the appropriate level of service. In addition, when a request affects neighboring

51 regions, or NA as a whole, the Northern New York Regional PI Subcommittee and
52 WSC PI Subcommittee shall be contacted. PI Subcommittee will follow-up on all
53 forwarded requests.
54

55 **MEETING SCHEDULES:**

56 Updates should be made every three months or at the discretion of the ASC as resources
57 allow.

- 58 1) An update list should be passed amongst the GRS's at the month prior ASC meeting;
59 also GRS's contact PI Chairperson of any necessary changes.
- 60 2) 1,000 schedules every three months should be printed, whereas 300 schedules per
61 Month distributed at ASC, the extra 100 shall be used for PI Subcommittee business. This
62 is subject to change as the fellowship's needs change or at the discretion of the ASC.
- 63 3) The lowest possible price for copies of schedules should be researched and the lowest
64 price utilized.
- 65 4) In order for a group to be put on the meeting schedule, the group must be meeting at a
66 regularly scheduled time and place for a three month period.
- 67 5) Meetings will be removed from the schedule if they are not meeting at a regularly
68 scheduled time and place, or at the request of the ASC.
- 69 6) Meeting schedule format must include the Heart of New York Area of Narcotics
70 Anonymous (H.O.N.Y.A.N.A.) symbol, H.O.N.Y.A.N.A. P.O. Box and address,
71 Regional Phone Line numbers, time and place and name of each regularly scheduled
72 meeting, whether or not the meeting is open to the public and any other information
73 needed which will be reflected in the form of a format key. Monthly committee meetings,
74 "What is the NA Program?" suggestions, and telephone list space, should be provided as
75 space allows.
- 76 7) Any changes made to the schedule format by the PI Subcommittee shall be made in
77 accordance with our traditions, concepts and guidelines.
- 78 8) Other Area meeting schedules should be obtained whenever possible for appropriate
79 requests, i.e. H&I commitments, mail requests, individual member requests, etc.
80

81 **Phone Line:**

82 Phone line shall be updated as needed.

- 83 1) Meetings should be meeting at a specified time and place for a period of two months
84 in order to be included on the phone line.
- 85 2) Information on the phone line should include a brief description of "What is the NA
86 Program", P.O. Box address for written correspondence, time and place of meeting, and
87 the suggested closing statement. (Format provided in the PI archives with the phone line
88 information).
- 89 3) The remote access code shall only be given to the PI Chairperson and provided to
90 other members on a need to know basis. The access code shall be changed by the
91 incoming Chairperson as the member filling this position changes.
- 92 4) In case of answering machine mechanical failure, contact information shall be
93 provided to the incoming Chairperson from the previous Chairperson.
- 94 5) A member of the PI Subcommittee shall call the phone line on a weekly basis to
95 make sure it is opening properly.
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97
98
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101 **Meetings and Membership:**

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103 1) Meetings:

104 PI Subcommittee Meetings must be held once a month at a regularly scheduled
105 time and place. Additional meetings shall be held at the discretion of the
106 Subcommittee as needed.

107 2) Membership:

108 A subcommittee member is any interested addict who is present at the
109 regularly scheduled subcommittee meeting. In order to become a voting member,
110 one needs to attend two consecutive regularly scheduled subcommittee meetings.
111 In order to maintain voting membership, one must attend two subcommittee
112 meetings during each three month period. If need arises to reinstate voting status,
113 member must attend two consecutive regularly scheduled meetings in order to do
114 so.

115 3) Quorum

- 116 a) Quorum is established at the beginning of each subcommittee meeting.
117 b) Quorum is set at 2/3's of voting members present.
118

119 **Subcommittee Officers:**

120 **CHAIRPERSON:**

121 Elected by majority vote of GSR's present at ASC for an one year term in accordance with, and
122 accountable to the ASC guidelines.

123 1) Qualifications:

- 124 a) Minimum one year continuous clean time.
125 b) Willingness to give the time and resources necessary to do the job.
126 c) Previous experience with service in the area of PI.
127 d) A working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
128 e) A working knowledge of the H. O.N.Y.A.S.C. Guidelines.
129 f) Ability to organize and give the subcommittee directions and initiative.
130 g) A working knowledge of the current PI service manual.

131 2) Duties:

- 132 a) To determines time and places for PI Subcommittee meetings.
133 b) To prepares agenda for, and presides over subcommittee meetings.
134 c) Not to decide, do, take credit for, but to suggest, co-ordinate, organize, delegate,
135 and follow-up, and in general, to help generate enthusiasm for projects planned by
136 the subcommittee.
137 d) To inform the ASC of any major projects and to request and manage funds and
138 literature for subcommittee projects.
139 e) To attend and submit a written report at the monthly ASC meeting informing the
140 fellowship of PI Subcommittee activity.
141 f) To initiate and maintain contact with other PI committees at local, regional and
142 world levels.
143 h) To appoint the Vice-Chairperson of the PI Subcommittee.
144 i) To oversee completion of all other subcommittee business as needed.
145 j) To retain PI archives.
146

147 **VICE CHAIR:**

148 1) Qualifications:

- 149 a) Suggested minimum one year continuous clean time.
150 b) Willingness to give the time and resources necessary to do the job.

- 151 c) Basic knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
152 d) Previous NA service at any level.
153 2) Duties:
154 a) To take active part in the direction of the subcommittee, working closely with
155 the Chairperson staying informed about all phases of activities and progress and
156 assisting with organizational duties.
157 b) To be able, in the event of illness or emergency, involving the Chairperson, to
158 conduct subcommittee meetings and to see that all subcommittee responsibilities
159 and projects continue.
160 c) To assist Chairperson in maintaining contact with subcommittee members
161 between meetings in order to provide an atmosphere of enthusiasm.
162

SECRETARY:

- 163 1) Qualifications:
164 a) Suggested six months continuous clean time.
165 b) Willingness to give time and resources necessary to do the job.
166 c) Basic knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
167 2) Duties:
168 a) Take minutes of topics discussed and motions made and passed at
169 subcommittee meetings.
170 a) To help other subcommittee members with letter responses and Community
171 mailings.
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SUBCOMMITTEE MEETING FORMAT:

174 Other than the basic format listed below, meeting may be conducted at the discretion of the
175 Chairperson, with or without parliamentary procedure, as long as the meeting runs in an orderly
176 manner and each member is given equal opportunity to speak.
177

- 178 1) Basic Format:
179 a) Moment of Silence followed by the “We” version of the serenity Prayer.
180 b) Reading of the 12 traditions and the 12 concepts.
181 c) Report from the ASC by PI Chairperson.
182 d) Special reports (from contact people or committee members assigned to special
183 tasks).
184 e) Old Business
185 f) New Business
186 g) Close with circle and “We” version of Serenity Prayer.
187 Suggestions for maintaining order and saving time.
188 a) Raise hand to be recognized before speaking.
189 b) Introduce yourself only once.
190 c) Try to keep comments concise and avoid rhetoric.
191 d) No swearing in a PI meeting.
192

GUIDELINES FOR POSTER:

- 194 1) Ask for permission before hanging posters, remember that you are representing NA when
195 you ask.
196 2) Dress professionally and be polite.
197 3) When asking for permission, ask about specific regulations. Some Questions to ask might be:
198 a) Are there designated bulletin boards where the posters may be hung?
199 b) How long can the posters remain on the bulletin boards?
200 c) Aim for bulletin boards with a significant time span.

201 4) Use caution when choosing your location. Look for glass-enclosed Bulletin boards and
202 similar places that are specifically suited for hanging posters.
203

204 **TARGET AREAS**

205 1) **Suggestions:**

- 206 a) College Campuses. Check with Dean of Student Affairs or campus Ministries.
207 b) Community Bulletin Boards (such as Rescue Mission, Salvation Army, Outpatient,
208 Detox Units, Red Cross, Etc., etc.). Speak with directors or commissioners.
209 c) If any of these agencies request further information about NA, contact the PI
210 Chairperson immediately.
211 d) It is suggested that members do not do PI work alone.
212