

CARNA
Regional Guidelines and Rules of Order
For the Public Relations Subcommittee

11/15/2008

*This manual has been prepared in loving service for use
by the Public Relations Subcommittee of the Central
Atlantic Region of Narcotics Anonymous.*

11/2008

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*All activities directed to these ends shall be carried out in accordance with
The Twelve Traditions and Twelve Concepts of Narcotics Anonymous.*

The purpose of the CARNA Public Relations Subcommittee is to:

- Inform the public that NA exists
- Coordinate and channel PR requests that overlap areas and quadrants within the region
- Support service committees within their geographical locations
- Maintain Regional Website
- Maintain Phone Line Contact List for Areas and act as liaison with Regional Phone service provider
- Hold Workshops on PR subjects and issues
- Serve as the communication link between the WSO, Region, and Areas; The CARNA Public Relations Subcommittee must provide information and material developed at world level to Areas.

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Chairperson Duties

Refer to current year Regional Service Committee Guidelines & Rules of Order in section entitled, "Standing and Adhoc Subcommittee Chair Duties (other than Policy Chair) (117th)

I. Duties within the subcommittee

- a. Compiles pre-arranged agenda
- b. Presides over all meetings
- c. Maintains decorum
- d. Is fair and impartial
- e. Refrains from expressing personal opinions while presiding
- f. Provides written report
- f. Responsible to ensure all duties of the subcommittee are fulfilled
- g. Shall serve 2 year term
- I. Maintain a list of events conducted during the year
- J. The Event Data Sheet (EDS) Book shall be transferred to, maintained and updated by the regional PR Chair, and the subcommittee Secretary shall provide a hard copy of the event sheet(s) in the minutes each subcommittee meeting.
- k. Shall review all upcoming events as an agenda item on the PR Subcommittee meeting agenda 60 to 90 days in advance of event, based on previous year events calendar.

Qualifications:

- a. 3 years clean time.
- b. 2 years regional and/or area experience.
- c. Willingness and desire to serve.
- d. 2 year commitment (standing Subcommittee's only)
- e. A solid foundation of the Twelve Steps, Twelve Traditions, and Twelve Concepts and willingness to answer questions asked by the body concerning this.
- f. Knowledgeable of Regional Guidelines and Rules of Order.

2. Vice Chair Duties:

- a. Performs all duties and responsibilities of the Chair in absence of Chair
- b. Serves as liaison between all adhoc committees and Area Chairs to assure coordinated efforts
- c. Is an automatic nominee for Chair position at the end of the term

Qualifications:

- a. 3 years clean time.
- b. 2 years regional and/or area experience.
- c. Willingness and desire to serve.
- d. 2 year commitment (standing Subcommittee's only)

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r; Knowledgeable of Regional Guidelines and Rules of Order.

3. Regional Subcommittee Member-

- a. All interested NA members within the CARNA Region
- b. All current Areas PR Chairs

4. Secretary Duties:

- a. Distributes minutes of all Regional PR Subcommittee Meetings and other information.
- b. The subcommittee Secretary shall provide a hard copy of the (EDS) event data sheet(s) in the minutes each subcommittee meeting for events during that report period, as provided by the chair.

Qualifications:

- a. 1 year clean time
- b. Computer skills
- c. Access to e-mail
- d. 2 year commitment
- e. Time and resources to serve
- f Active participation in subcommittee meetings

5. Web Servant Duties:

- a. Maintain regional web site
- b. Serve as Point of Contact for webpage and web site
- c. Coordinator activities of web group
- d. Serve as single point of accountability within the web group

Qualifications:

- a. 2 years clean time
- b. Time and resources to serve
- c. Active participation in web group
- d. Active participation in PR Subcommittee
- e. Must have HTML editing experience

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General Duties:

- a. Maintain the most up-to-date copy of the following documents electronically with a back up copy on CD, Floppy, or Thumb Drive:
 - Regional Meeting List Workbook
 - Area's PL Update Sheet to Region
 - Phonline Coordinator Areas Update Chart
- b. Receive all areas' updates to meeting schedules by the 28th of the month
- c. Update the regional meeting list workbook by the 2nd of each month.
- d. Send E-mail to all areas with the most updated copy of
 - Regional Meeting List Workbook,
 - Areas PL Update Sheet to Region.
 - Phonline Coordinator Areas Update Chart by the 2nd of each month.
- e. E-mail the phone service provider the most updated copy of the Regional Meeting List Workbook (only) by the 2nd of each month.
- f. B-mail all areas around the 20th of the month. an "IT'S THAT TIME AGAIN" reminder asking them to send in all UPDATES for the REGIONAL MEETING LIST.
- g. Submit a written report to the Regional Public Relations subcommittee on a bi-monthly basis reporting the actions taken during that period.
- h. Maintain a Regional Group Mailing List including contacts for all Area PR, Regional PR, and our Phone Service Provider on your computer with back up hard copy or other.
- I. Attend Regional Subcommittee meetings.

Qualifications:

- a. 2 years clean time
- b. Excel experience with spreadsheets
- c. Access to a computer and e-mail
- d. Time and resources to serve
- e. Active participation in the subcommittee

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The Central Atlantic Region of Narcotics Anonymous (CARNA) Public Relations Subcommittee shall be a point of contact between the Region and the Regional Phonenumber Service Provider and the Areas' Phonenumber Coordinators.

The Public Relations Subcommittee shall be responsible for providing the most up-to-date meeting information and contact numbers to ensure communication of accurate information to all incoming callers.

Functions and Responsibilities:

A. Operate and maintain a Regional Phonenumber Service provided by a professional answering service. This committee functions utilizing NA conference-approved suggestions as put forth in "The Public Relations Handbook" .

B. Maintain a toll-free number available 24-hour, 7-days a week through the provider.

C. Develop and maintain an instructional package of procedures, policies and guidelines for Phonenumber operation by the answering service. This package contains special language, a script of procedures to follow when interacting with a caller, meeting lists, a spreadsheet of resources and a statement of anonymity

D. Conduct periodic presentations for orientation of the answering service personnel.

E. Maintain a roster of contacts of Regional Administrative and Standing Committee Trusted Servants, which shall include committee position held, first name with last initial, and phone number(s). Keep the answering service informed as changes occur monthly,

F. Maintain communication with the answering service to ensure availability of the most current information.

G. Maintain a listing in various directories for those seeking the toll-free number.

H. Provide to the Regional Outreach Committee a current list of all additions, deletions, and/or changes as reported to the answering service monthly.

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Website address: www. car-na.org

Purpose: The Region's webpage serves as a media for information to be accessed over the internet.

Function: The webpage provides information primarily about the CARNA Region and all of the service structures associated with the Region.

Responsibilities:

1. The Region's PR Subcommittee serves as the point of contact for all requests regarding information to be posted on the webpage.
2. The webpage should only reflect requests that have been approved for posting by the RSC, Regional Subcommittees and/or ASCs.
3. The webpage is to be updated on a monthly basis with established deadlines for receipt of information especially events. All flyers must be received in pdf format and three weeks prior to the event to give one week for posting.
4. Request all participating Areas with their own Web Pages to provide their Area's PR Chairs with an e-mail contact address to be located on their website to facilitate better communications between Regional Areas PR Subcommittees regardless to elections of a new Chairperson ...

Information. which may be found on the Webpage:

1. Homepage
2. Area Resource Sheet
3. List of recognized Areas within the Region
 - a. Links to Areas' websites within the Region
 - b. Printable version of each Area's meeting list who have no websites
4. Other Sites:
 - a. Regional Calendar of Events with Links to flyers
 - b. RSC Contact information
 - c. Autonomy Zonal Forum ofNA
 - d. NAWS the World Service Office ofNA
 - e. Other approved sites (if applicable)
5. Links to:
 - a. Events
 - b. Public Relations
 - c. H&l
 - d. Outreach
 - e. Policy
 - f Conference Minutes
 - g. Regional Delegate team
 - h. Contact

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1. The Name of the home page.
2. The NA symbol
3. Map of Meeting Locations
4. Area Links
5. Regional Web Address
6. World Web Address
7. View Meeting Schedules
8. Print Meeting Schedules
9. Information for Professionals
10. PR Statement Link
11. Regional Poster(s)

Objective of Web Page:

- 5th Tradition
- Develop a simple site
- Easy to maintain and train future trusted servants
- To inform the public that NA exist; Plus. how and where to find us.

Regional PR Workshops

Purpose:

To attract, inform, encourage and assisting NA members in Public Relations Work.

Workshop Schedule:

Conduct or participate in a quadrant workshop each quarter

- January - March
- April - June
- July - August
- October - December

World Goal:

- Assist NA WS in fulfilling Public Relations requests in our region.

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- Develop cooperation and support from the Areas' service structures in fulfilling PR requirements in their areas and quadrants.
- Attract, motivate, inform and train Area members to participate in PR service work at the Regional level.
- Help Areas' PR subcommittees grow and resolve challenges.
- Present information from NAWS to the Areas.
- Assist Areas in attracting, motivating, informing and training members to participate in PR service work at the Area level.
- Identify Regional PR needs at Area level and provide instructions and training.

Regional Wide Task List of Desired Events / Activities

- Coordinate and plan activities in conjunction with:
 - National Recovery Month - September
 - National Drug and Drunk Driving Month - December
 - Conduct workshops and/or information meetings at all CARNA REGIONAL CONVENTIONS AND AREA conventions hosted by member areas.

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- The Regional PR subcommittee shall maintain a list for events conducted during the year and a backup copy maintained and updated to include correspondence with event coordinators and subcommittees.
- This list shall be transferred to, maintained and updated by the regional PR Chair. The subcommittee Secretary shall provide a hard copy in the subcommittee minutes.

The list will contain the following information for all events:

- 1) Name of event _____
- Name of organization hosting the event _____
- Service requested for event _____
 - Point of contact for event
 - Name _____
- Phonenumber _____
- E-mail address _____
 - Faxnumber _____
- .2) Address of event:
 - Address _____
 - City or County _____
 - Zip Code _____
- 3)Date(s) of event: _____
- 4)Timeofevent: _____
- 5)Purpose of event _____
- 6)Target audience _____
- 7) Resources needed for event:
 - World
 - Regional
 - Area-Local
- 8)Quadrant in which event is to take place: _____
- 9)Name of Area(s) asked to provide support for event _____
- 10)Cost associated !Budget _____
- 11)Volunteer Schedule. _____

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I . types of Motions

- a. Guideline Motion is to change the guidelines and will need to go back to home groups for approval.
- b. Procedure Motion is to change the procedures and can be passed on the Subcommittee's floor.

2. Voting on Motions

- a. A quorum is not required to conduct business at the Region's PR Subcommittee meeting
- b. A simple majority (50/10 and 1 vote) of voting members in attendance is needed to pass/fail a motion at the Region's PR Subcommittee meeting.
- c. How votes count
 - i. Yes - member agreed with motion
 - ii. No- member disagree with motion
 - iii. Abstention - votes will not count as "cast votes."

iv. Blank - a vote not to vote, the member removes themselves from the final total of votes and goes with the conscience of the subcommittee.

3. Who can vote, make a motion or second a motion.

- a. Each recognized Area of the Region can cast only one vote for each motion.
- b. Each trusted servant of the Region's PR Subcommittee, except the Chairperson, can cast only one vote for each motion.
- c. Any NA member of the Region in attendance can make a motion or second a motion
- d. The motion and the intent of the motion will be written on a motion slip by the motion-maker and given to the Secretary.
- e. The Chairperson may vote only in the case of a tie.

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Public Relations Sub-Committee
Agenda
(Meeting Date/Area Location)

- I. Open meeting with prayer
- II. Readings: Traditions/Concepts/Purpose
- III. Welcome Attendees
- IV. Open Forum
- V. Approval of minutes from the _____ meeting
- VI. Reports:

Chair
Vice-Chair
Secretary
Webmaster
Phoneline Coordinator
Area Reports:
Almost Heaven
Appalachia
Blue Ridge
New Dominion
Sell" River Valley

Outer Limits
Peninsula
Piedmont
Rappahannock
Richmond
Roanoke Valley
Shenandoah Valley
Southside
Tidewater
Tri-Cities
Ad Hoc (if applicable)

- VII. Review Event Data Sheet(s)
- VIII. Old Business
 - a.
 - b.
- IX. New Business
 - a.
 - b.
- X. Announcements
- XI. Schedule Next Meeting
- XII. Close Meeting

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h.

(PROPOSED)

CARNA PR Budget Template

Updated annually 10 reflect yearly budget cycles

i.

COST	DESCRIPTION
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PROJECTED ANNUAL EXPENSES	
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	Increase the membership of PR, and the diversity of that membership. so that we are better able to achieve our
\$0.00	Coordinate Region Wide Projects with all participating Areas
\$0.00	Coordinate Region Wide Library Donation Project with all participating Areas
\$0.00	Create calendar of events tor Region - see Attached Purpose and Defined Activities.
\$0.00	Establish and train pool ofNA members to speak to the public about Narcotics for and activities
\$600.00	Printing material needs - reports, training and presentations
\$360.00	Professional conferences and community events to educate the public about NA
\$500.00	Anonymous
	<i>Total</i>
<i>\$1,360.00</i>	

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