

Washington County Narcotics Anonymous PR Subcommittee Guidelines

March 2024

I. Purpose

- A. To carry the message of NA to the public through PR work as described in the Public Relations Handbook.
- B. All participants shall conduct themselves in accordance with internal subcommittee guidelines and decisions, ASC policy, our Twelve Steps, Twelve Traditions, and the Twelve Concepts for Service in NA.

II. Vision

- A. Our vision is that the message of NA will be more available to addicts in treatment centers, government and non-government agencies in Washington County
- B. We strive to make NA a "household name" and the name of Narcotics Anonymous to be synonymous with the positive values of recovery to the public.

III. Structure

- A. PR Chair - Elected by and accountable to the WCNA. See WCNA guidelines for requirements.
- B. PR Vice Chair - Selected and vetted by and accountable to the WCNA PR Subcommittee. 1 year suggested clean time.
- C. PR Secretary - Selected and vetted by and accountable to the WCNA PR Subcommittee. 6 month suggested clean time.
- D. PR Contacts Coordinator - Selected and vetted by and accountable to the WCNA PR Subcommittee. 1 year suggested clean time.
- E. Website Coordinator Selected and vetted by and accountable to the WCNA PR Subcommittee. 1 year suggested clean time.
- F. IP Rack Coordinator Selected and vetted by and accountable to the WCNA PR Subcommittee. 6 month suggested clean time.
- G. Committee Project Coordinators - Selected by and accountable to the WCNA PR Subcommittee. Clean time determined on project needs and responsibilities.
- H. Committee Members - Any NA member who is willing to show up, uphold committee decisions and regularly help in PR projects.

IV. Decisions

- A. All committee decisions are made by consensus. Consensus means that all members agree to the decision made or if not, abide by the decision. Consensus is not a "vote" or "straw poll".

V. Meetings

- A. The committee holds regular monthly meetings as scheduled by the Chair.
- B. Extra meetings are held whenever they seem necessary to accomplish particular projects.

VI. Projects

- A. All projects are planned with a budget and submitted to WCNA for approval. Projects not listed on annual PR budget need to be submitted and approved by the WCNA.
- B. A detailed report on ongoing projects is submitted to WCNA by the chair at regularly scheduled WCNA meetings.