

# NARCOTICS ANONYMOUS CENTRAL VALLEY NORTH

## PUBLIC RELATIONS GUIDELINES

January 2026

### 1. DEFINITIONS AND PURPOSE OF THE PUBLIC RELATIONS COMMITTEE

The Central Valley North Public Relation Committee is a volunteer group from the fellowship of Narcotics Anonymous, existing for the express purpose of disseminating the Narcotics Anonymous message of recovery. In this document Narcotics Anonymous will be referred to as NA and Public Relations as PR.

### 2. FUNCTIONS FOR THE PR COMMITTEE

- A. To conduct a monthly business meeting.
- B. The communication and distribution of all information to elected panel leaders or secretaries for their assigned facilities to distribute as needed.
- C. The distribution of NA literature to elected panel leaders or secretaries for their assigned facilities to distribute as needed.
- D. Business will be conducted by the present committee members.
- E. All elected and sanctioned members (except Chairperson) will count as a vote to make up a quorum.
- F. Quorum requires a two-thirds ( $\frac{2}{3}$ ) majority vote of all members present at the meeting.
- G. A member will be sanctioned and have a vote after two (2) appearances at the PR meeting and after having received training/orientation. Training and orientation provide a clear understanding of expectations, i.e. DOs and DON'Ts. This is necessary to maintain a level of recovery and professionalism at facilities and when working with the public. Once sanctioned a member stays sanctioned unless clean time is forfeited.
- H. To maintain the [CVNNA.org](http://CVNNA.org) website.
- I. Create and up-date monthly meeting schedules in printed format for distribution to Area and H&I Institutions.
- J. Provide NA literature and literature racks in appropriate institutions and organizations.
- K. Operate 24-hour manned telephone help line.
- L. Provide manned booths at health and community fairs.
- M. Provide presentations to the community and professionals about NA including but not limited to schools, hospitals, recovery houses and rehab centers as needed.

### **3. STRUCTURE OF ELECTED COMMITTEE OFFICERS**

A. Elected officers shall consist of a Chairperson, Vice-Chairperson, Recording Secretary, Literature person, Vice Literature person, Training Coordinator, Meeting Matrix person, Meeting Directory (Schedules) Coordinator, Website Coordinator (Webmaster), Vice-Webmaster, Phone Line Coordinator, Outreach Coordinator, Jail Panel Leader. All officers are to be elected by a majority vote. Elections shall be held in **January** of each year.

B. Candidates for any position must be present to accept nominations. All candidates must briefly qualify, and answer questions posed by the group.

C. Eligible voters include: all officers (except Chairperson), meeting panel leaders, secretaries and special committee members (as determined by the PR committee) who have been in attendance at least two (2) consecutive general committee meetings immediately prior to an election.

D. All officers are elected for a term of one (1) year and will be eligible for re-election for a second term of one (1) year, followed by one (1) year of ineligibility for the previously held position.

E. Any committee officer may be removed during their term by two-thirds ( $\frac{2}{3}$ ) quorum vote from the committee.

F. Inactive members may be removed from office by a two-thirds ( $\frac{2}{3}$ ) majority vote of the sanctioned members present. This applies to all positions. Inactive is here defined as missing more than two (2) consecutive monthly committee meetings without a legitimate excuse and submitting a written report to the Chair or Vice Chair. The Chairperson is responsible for contacting inactive members to inform them of possible removal for inactivity.

G. In the case of resignation by the Chairperson, the Vice-Chairperson shall assume the position of the Chairperson for the remainder of the term, with a vote of confidence from the committee. If the position is declined by the Vice-Chairperson, an election shall be held. In the event of any other elected position being vacated the position shall be open for election. Should no sanctioned member from the fellowship and/or the present committee be willing to serve the vacated position the duties shall be filled by the Vice-Chairperson until the position is filled.

### **4. QUALIFICATIONS AND DUTIES OF OFFICERS**

#### **A. CHAIRPERSON**

1. Three (3) years clean time of recovery centered in NA.
2. Previous experience in PR and a minimum of one (1) years involvement in some capacity in PR, preferably serving one (1) year as PR Vice-Chairperson.
3. Possess the ability to organize and provide direction to the committee in accordance with the PR guidelines.

4. Has a working knowledge of the NA 12 Steps, Traditions and Concepts.

**Responsibilities/Duties include:**

1. Brings pertinent information and issues to the PR committee to be addressed as appropriate from the ASC.
2. Keep the meeting in order.
3. Prepares a monthly agenda and provides it to the Vice-Chairperson prior to the monthly meeting.
4. Appoints special committee members when required, i.e. an ad hoc committee.
5. Ensures that Traditions and Concepts are upheld.
6. Must attend the monthly ASC meeting. If unable to attend, contact the Vice-Chair to attend the Area meeting.
7. Casts the deciding vote in the event of a deadlock within the PR committee.
8. May at any time visit any facility served for purposes beneficial to PR, including offering assistance to the meeting secretary. To attend, where possible, each meeting once annually. (Can split this responsibility with the Vice-Chairperson.)

**B. VICE-CHAIRPERSON**

1. Two (2) years clean time of recovery centered in NA.
2. Previous experience and a minimum of one (1) year involvement in some capacity in PR.
3. Willingness to become Chairperson at the end of term.
4. A working knowledge of the NA 12 Steps, Traditions and Concepts.

**Responsibilities/Duties include:**

1. Fulfills Chairperson's responsibilities in their absence.
2. Keep the meeting in order when necessary.
3. Ensures that Traditions and Concepts are upheld.
4. Attend Area Meeting if the Chairperson is unable to attend.
5. Cover open or neglected committee positions where possible during the monthly meeting.
6. May at any time visit any facility served for purposes beneficial to PR, including offering assistance to the meeting secretary. To attend, where possible, each meeting once annually. (Can split this responsibility with the Chairperson.)

**C. RECORDING SECRETARY**

1. One (1) year clean time of recovery centered in NA.
2. Ability to develop written material in a clear and concise manner.
3. A working knowledge of the NA 12 Steps, Traditions and Concepts.

**Responsibilities/Duties include:**

1. To record the minutes of all PR meetings.
2. To provide prior months minutes to Chairperson and Vice-Chairperson before the next monthly meeting.
3. Read previous minutes during the meeting aloud for approval.
4. In cooperation with the Chairperson, maintain log of policy motions that have passed or altered to the current guidelines to be noted and updated in current guidelines.
5. Up-date guidelines in **January** each year.
7. Maintain a google drive with archives and current approved meeting minutes and other materials.

#### **D. LITERATURE PERSON**

1. One (1) year clean time of recovery centered in NA.
2. Ability to track and maintain NA literature inventory for the PR subcommittee.
3. A working knowledge of the NA 12 Steps, Traditions and Concepts.

#### **Responsibilities/Duties include:**

1. Maintain an up-to-date inventory of literature.
2. Disperse NA literature to meeting panel leaders and secretaries.
3. Prepares order form for ASC.
4. Delivers a monthly report to the PR subcommittee
5. Stamp all literature with AREA stamp and Hotline number.

#### **E. VICE LITERATURE PERSON**

1. One (1) year clean time of recovery centered in NA.
2. Willingness to become Literature person and the end of the current term.
3. Ability to track and maintain NA literature inventory for the PR subcommittee.
4. A working knowledge of the NA 12 Steps, Traditions and Concepts.

#### **Responsibilities/Duties include:**

1. Assist literature person in the performance of their duties.

#### **F. TRAINING COORDINATOR**

1. Two (2) years clean time of recovery centered in NA.
2. Minimum of one (1) year experience in PR.
3. Ability to coordinate training with a working knowledge from the PR and H&I handbooks.
4. A working knowledge of the NA 12 Steps, Traditions and Concepts.

#### **Responsibilities/Duties include:**

1. Provide panel leaders, meeting secretaries and all newly sanctioned members with the necessary information to carry a clear PR and or H&I message to institutions and facilities.
2. Provide a monthly report at the PR subcommittee meeting.
3. Provide training for PR members in proper procedures and etiquette when presenting information to the public.
4. Obtain updated facility procedures from Outreach Coordinator, panel leaders and secretaries to ensure procedures, guidelines and rules are followed. Reorient all PR members when changes are made at facilities and institutions.

#### **G. MEETING MATRIX COORDINATOR**

1. One (1) year of clean time of recovery centered in NA.
2. Ability to track and maintain Matrix spreadsheets.
3. A working knowledge of the NA 12 Steps, Traditions and Concepts.

#### **Responsibilities/Duties include:**

1. Provides updated matrix to all members at monthly meeting.
2. Provides information on current open positions.
3. Keep an active list of all meetings, days and times. Make changes and corrections to matrix spreadsheets promptly.
4. Keep an updated list of secretaries email addresses and phone numbers.
5. Keep a list of current eligible speakers.

#### **H. MEETING DIRECTORY / WEBSERVANT COORDINATOR**

1. One (1) year of clean time of recovery centered in NA.
2. Preferred experience in PR (H&I/PI) or as a GSR.
3. Access to a computer with computer literacy.
4. Extreme attention to TIME SENSITIVITY of this project.
5. A working knowledge of the NA 12 Steps, Traditions and Concepts.

#### **Responsibilities/Duties include:**

1. Receives schedule updates from ASC via PR Chairperson after monthly ASC meeting.
2. Receives request updates via CVNNA webservant email and makes updates and adds flyers promptly.
3. Prepares updated directory from BMLT, sends file to Printer for monthly distribution to ASC.
4. Provide invoice to PR chair to bring to ASC treasurer.
5. Provide a report at the monthly PR meeting of all updates made and requests not filled.

## **I. VICE-MEETING DIRECTORY / VICE-WEBSERVANT COORDINATOR**

1. One (1) year of clean time of recovery centered in NA.
2. Preferred experience in PR (H&I/PI) or as a GSR.
3. Access to computer with computer literacy.
4. Extreme attention to TIME SENSITIVITY of this project.
5. A working knowledge of the NA 12 Steps, Traditions and Concepts.

### **Responsibilities/Duties include:**

1. Assist Meeting Directory / Webservant Coordinator in the performance of their duties.

## **J. PHONELINE COORDINATOR**

1. One (1) year clean time of recovery centered in NA.
2. Preferred experience with the PR subcommittee (H&I/PI) or as a GSR.
3. A working knowledge of the NA 12 Steps, Traditions and Concepts.

### **Responsibilities/Duties include:**

1. Maintain an updated list of Phonline volunteers.
2. Provide bi-annually training on phonline procedures.
3. Organize a bi-annually event to recruit more volunteers.
4. Delivers a monthly report to the PR subcommittee.

## **K. OUTREACH COORDINATOR**

1. Three (3) years of clean time of recovery centered in NA.
2. Preferred experience in PR (H&I/PI) or as a GSR.
3. Ability to train incoming trusted servants.
4. A working knowledge of the NA 12 Steps, Traditions and Concepts.

### **Responsibilities/Duties include:**

1. If requested, contact possible new health and community organizations for PR outreach projects including schools.(Note: Keeping with the NA Traditions, i.e. attraction rather than promotion).
2. . Provide Literature Chair with literature order to provide literature for outreach organizations as needed.
3. Attend all PR subcommittee meetings and submit a written report.
4. Train committee members to staff H&I/PI booths at NA events in the CVNNA area.
5. Train and participate in newcomer workshops at different groups throughout the CVNNA area.

## **L. NEWCOMER WORKSHOP FACILITATOR**

1. Two (2) years of clean time of recovery centered in NA.

2. Preferred experience in PR (H&I/PI) or as a GSR.
3. Ability to provide NA information in a clear and concise manner to newcomers.
4. A working knowledge of the NA 12 Steps, Traditions and Concepts.

**Responsibilities /Duties include:**

1. Coordinate with area groups to host newcomer workshops.
2. Updates and maintains workshop presentations.
3. Attends monthly PR subcommittee meeting and submits written report.

**M. JAIL PANEL LEADER**

1. Two (2) years of clean time of recovery centered in NA.
2. Preferred experience in PR (H&I/PI) or as a GSR.
3. A working knowledge of the NA 12 Steps, Traditions and Concepts.
4. Must pass jail clearance.

**Responsibilities /Duties include:**

1. Maintain contact with the jail program person(s).
2. Provide clearance forms to all members willing to serve as secretaries or speakers.
3. Coordinate meetings at jails.
4. Create, update and maintain a list of current sanctioned PR members and eligible speakers with clearance. The Jail will not release this information; we must rely on those approved to give us this information.
5. Attends monthly PR subcommittee meeting and submits written report.

**N. PANEL LEADERS**

1. One (1) year of clean time of recovery centered in NA.
2. Preferred experience in PR (H&I/PI) or as a GSR.
3. A working knowledge of the NA 12 Steps, Traditions and Concepts.

**Responsibilities /Duties include:**

1. To act as the liaison to a specific facility where access is limited to regular NA meetings.
2. Maintain contact with all secretaries committed to the assigned facility on a weekly basis to ensure commitment is being filled.
3. To fill in when a secretary cannot fulfill commitment.
4. Contact facility for updated rules yearly and in the event changes were made.
5. To ensure all secretaries abide by PR guidelines and specific facility rules (i.e. cleantime requirements, clear NA message).

6. Attends monthly PR subcommittee meeting and submits written report including meeting attendance from the previous month and any issue brought to them by secretaries.
7. Ensures all secretaries complete training before starting commitment.
8. Receive literature at monthly meeting and disperse as needed to the facility.

#### **O. SECRETARIES**

1. Six (6) months of clean time of recovery centered in NA (unless facility requirements differ).
2. Preferred experience in PR (H&I/PI) or as a GSR.
3. A working knowledge of the NA 12 Steps, Traditions and Concepts.

#### **Responsibilities /Duties include:**

1. Abide by PR guidelines and specific facility rules (i.e. cleantime requirements, clear NA message).
2. Brings speakers with a minimum of six (6) months cleantime and clear NA message (unless facility requirements differ).
3. Provides speakers with any facility rules or PR guidelines as needed, to ensure presenting a clear NA message.
4. Completes training before starting commitment.
5. Contact the panel leader after commitment with attendance and any issues or feedback from the meeting.