

SFVANA PUBLIC INFORMATION SUB-COMMITTEE GUIDELINES

I. SFVAVA Public Information Sub-Committee Objective

The purpose of the Public Information Sub-Committee is to inform the public about Narcotics Anonymous and recovery from the disease of addiction. The Public Information Sub-Committee members will help educate the public as to where and how to find NA, as well as how the program works. Most importantly, we want the public to know about NA's three major attractions: it's available, it's free and it works!

II. Requirements and Responsibilities of Sub-Committee Officers

A. Chairperson

- Minimum two years clean, with previous experience at the area level and one year's participation on the PI Subcommittee
- Organize, Update and maintain Subcommittee Guidelines
- Set Subcommittee Meeting Agenda
- Preside over the regular monthly PI Subcommittee meeting
- Attend all SFVASC meetings and all Southern California Regional PI (SCRPI) meetings
- Communicate all information from the SCRPI SC to the SFVASC PI Subcommittee
- Assist in the organization and implementation of all Subcommittee activities
- Coordinate and provide feedback and updates from and about all PI presentations
- Delegate responsibilities and oversee all activities of the Subcommittee members
- Elected annually at the area level by participating GSRs and, for no more than 2 consecutive terms
- Responsible for prioritizing tasks, educating newer PI members, and strictly adhering to the 12 traditions and Concepts of NA, in addition to the guidelines set forth in the handbook "A Guide to Public Information"

B. Vice-Chairperson

- Minimum two years clean, with previous experience at the area level and six month's participation on the PI Subcommittee
- Attend all SFVASC PI Sub-Committee meetings
- Attend the SCRPI SC meetings in the Chair's absence
- Attend a minimum of four (4) Regional PI Sub-Committee meetings, with two (2) of those meetings occurring during the last quarter of their term.
- Report to the SFVASC in the Chair's absence

- Preside over the regular monthly PI Subcommittee meeting in the Chair's absence
- Facilitate the Literature needs of the Subcommittee, including development of the budget

C. Secretary

- Minimum one year clean, with previous experience at the group level
- Record accurate minutes of the PI Subcommittee meetings and distribute them to the members in a timely fashion, at least one week prior to the next meeting
- Report to the SFVASC in the event both the Chair and Vice-Chair are unable to attend

D. School/Project Coordinator

- Minimum one year clean. Must also have experience and knowledge regarding appropriate language, manner, appearance and personal conduct in public speaking events
- Research and maintain database of Potential PI Presentation leads and contacts
- Communicate information from PI panels, other Subcommittees and the fellowship as necessary
- Assist the Chair and/or Vice-Chair in the scheduling and coordinating of PI Presentations
- Coordinate Public Information Presentation with contacts, as directed by the Chair or Vice-Chair
- Work with other Sub-Committee members in the development of appropriate PI presentation formats
- Recruit the appropriate speakers for such presentations

E. Member

- Minimum of 90 days clean for speaking at a presentation
- Attend monthly Sub-Committee meetings regularly, with no more than 2 consecutive absences
- Personal time and ability to perform their duties
- Willingness and desire to serve in the position
- Willingness to apply the principles of the 12 Traditions and 12 Concepts in the execution of all Sub-Committee service work
- Maintenance of clean time throughout term of office or participation

III SFVANA PI Meeting Information

The Public Information Sub-Committee currently meets on the last Tuesday of the month at 7:00 PM.