

HUMBOLDT AREA
NARCOTICS ANONYMOUS

PUBLIC RELATIONS AND
HOSPITALS AND INSTITUTIONS
SUBCOMMITTEE GUIDELINES

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I. PURPOSE

The Public Relations and Hospitals and Institutions (PRHI) Committee is a Subcommittee of the Humboldt/Del Norte Area Service Committee. The purpose of the Public Relations and Hospitals and Institutions (PRHI) Committee is a Subcommittee is to further our primary purpose of carrying the message to the addict who still suffers by informing the public that Narcotics Anonymous exists, works, and is available, and by carrying the message to addicts in correctional facilities, hospitals, and institutions.

II. SUBCOMMITTEE

A. Functions and Responsibilities

1. To maintain lines of communication between NA And the public, so that the message of recovery is readily available to all addicts who seek it.
2. To serve as a communication link between the Subcommittee and the local Area and Regional and World Levels.
3. To respond to all requests for information from the public in a timely and effective manner. To be sure that those requests are handled at the appropriate level of service.
4. To reach out to the community at large, letting them know where we are and how we can be reached.
5. To maintain phone line service for the Humboldt Area. The phone line is intended to provide information so that addicts may find meetings.
6. To inform the public about NA meetings through various services such as posters, speaker engagements for non-addicts, radio, TV and newspaper public services announcements and a web page.
7. To hold presentations as requested for special interest groups, professionals, and other non-addicts who interact with addicts and may refer addicts to NA.
8. To conduct workshops, orientations, and speaker meetings on relevant topics for addicts.
9. To maintain distribution of schedules and selected information pamphlets to facilities within the Humboldt/Del Norte Area as requested (in print or electronic form).
10. To provide training for Phone Line Volunteers and Presentation Speakers on a regular basis.
11. To coordinate H&I panels and speakers in the Humboldt/Del Norte Area.

III.SUBCOMMITTEE MEETING SAMPLE AGENDA

Call to Order and Intro:

Serenity Prayer:

12 Traditions:

2. 12 Concepts:

Birthdays for the month:
Visitors or people new to H&I committee:
Roll Call:

Facility Reports:

Co-Coordinator -Tim-
Co-Coordinator –Ernie-
Volunteer Coordinator- Christina-
Task Coordinator- Eddie-
Regional PR H&I Rep-Garret-
Alt. Regional PR H&I Rep- Kevin filling in for now
Recording Secretary –Cora-
Alt Recording Secretary – Charlie-
Juvenile Hall – Bob-
Detox- Kevin-
Crestwood – Open-
Sempervirens – Gretchen –
Pelican Bay - Open -
Phone Line Coordinator- Melissa-
Phone Line Tech/Validator – Charlie-
Public Literature Coordinator- Jill-
Men’s Jail – John -
Women’s Jail – Karrie-
Web Page Coordinator -Bret-
ASC Vice Chair - Teena-

7th Tradition:

Old Business:

New Business:

Open Forum:

Closing prayer and adjournment

IV. MEETINGS AND MEMBERSHIP

A. Meetings

1. The PRHI Subcommittee will meet at least once a month to conduct business. Any member of NA may attend PRHI Subcommittee meetings.

B. Membership

1. Member of the PRHI Subcommittee are:
 3. a) The Chair and Vice Chairs as elected by the subcommittee and ratified by the ASC.

- b) Those assigned by the subcommittee to head specific PRHI projects as needed.
- c) Those volunteering to help on various projects as needed.
- d) All voting members as defined in Section V.

V. VOTING PARTICIPANTS AND PROCEDURES

A. Voting members are

- 1. An “active member.” An active member is defined as someone who has attended at least two consecutive PRHI subcommittee meetings. Anyone who misses two consecutive meetings will lose voting privileges and need to reestablish. Suspended voting privileges will be reinstated on the second consecutive meeting attended.
- 2. A person elected to a PRHI Subcommittee position except for the Chair or Vice Chair who is facilitating the meeting.

B. Voting procedures

- 1. A simple majority is defined as 50% of active voting members in attendance plus one (yeses, nos, and abstentions all count in this total.)
- 2. Nominations and Elections:
 - a) Nominations, and elections will be held in December of each year.
 - b) Elections shall be held each year in December. Newly elected people will assume responsibility for their positions in January.
 - c) A simple majority of all active voting members in attendance is required to elect any member to a position within the PRHI subcommittee.
 - d) A two-thirds majority vote of active voting members in attendance is required to remove any elected member from a designated position.
- 3. Motions:
 - a) A simple majority of all active voting members in attendance is required to pass a motion within the PRHI subcommittee.
 - b) Only voting members in attendance of the PRHI subcommittee may make or second a motion.
- 4. Amendments to PRHI Guidelines:

A two-thirds majority vote of active voting member in attendance is required to amend the PRHI Guidelines after a 30-day table.

VI. GENERAL INFORMATION

4. A. Disqualification

1. Any member of the PRHI subcommittee is automatically disqualified from PRHI subcommittee activity upon relapse and may become eligible for PRHI subcommittee service upon meeting the suggested clean time requirements of this committee. "Being clean" is defined as the freedom from the misuse of any mood changing or mind altering substance.
2. Any member who does not conform to these guidelines, or who refuses to abide by the rules and regulations of the facility being served, may be removed from their service position by a two-thirds majority vote of the active voting members in attendance of the PRHI subcommittee.

B. H&I Service

1. No panel member will involve himself or herself with any activity, including employment at any facility being served by this subcommittee which could result in damage or possible conflict with:
 - a) An inmate or patient inside the facility.
 - b) The working ability and the privilege of the PRHI subcommittee to carry the NA message inside the facility. For these same reasons no panel member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, probation officer, or parole officer. Nor will he or she make any comments or promises regarding employment, parole, probation, or medical problems. Fraternizing or engaging in sexual acts with any person in a facility is also prohibited. We carry only the message of Narcotics Anonymous.
2. Narcotics Anonymous personal histories, life stories and/or NA principles or general NA information are the main topics of any Narcotics Anonymous panel conducted within all facilities served by this committee. All panel leader and panel members are asked to confine their sharing to the language and principles of NA.
3. Use of vile or profane language or stories glorifying drugs is strictly prohibited by this subcommittee. All panel leaders must strictly comply with this regulation.
4. Any person elected to a panel position must attend an orientation before taking a meeting into a facility without supervision.
5. These guidelines, the "H&I Dos and Don'ts," and suggested meeting format will be provided to facilities being served by this subcommittee upon request.
6. This subcommittee will make available NAWS approved PRHI literature and schedules stamped with the NA phone line number to facilities upon request.

VII. REQUIREMENTS & DUTIES OF ELECTED OR APPOINTED MEMBERS

A. All elected or appointed members shall have the following:

1. Personal time and abilities to perform their duties.
2. Willingness and desire to serve in the position.
3. Clean time and service experience appropriate for each position.
4. Understanding and practical experience of the 12 Steps, 12 Traditions, and the 12 Concepts, along with a personal desire to live those steps, traditions, and concepts in their lives.
5. Maintenance of clean time throughout term of office of elected or appointed position.
6. Each member holding a position shall attend each subcommittee meeting. Anyone not attending must inform the Chair or Vice Chair ahead of time. Failure to do so for two consecutive months shall result in that servant's position being evaluated by the PRHI subcommittee.
7. At the change of administration positions each year in January, the outgoing administration and incoming administration shall review the the PRHI budget and guidelines.
8. All elected members will train replacements at election switchover.
9. The term of service for all elected positions is from January until December of the following year.
10. No more than two consecutive terms can be served in any elected position, followed by a two-year period of ineligibility for that position.
11. Be willing and able to attend meetings and/or provide information to facilities electronically as needed.

VIII. SUBCOMMITTEE SERVICE POSITIONS

A. Chair

1. Clean time requirement is two-years.
 2. Prior PRHI subcommittee experience requirement is 6 months.
 3. Duties and responsibilities:
 - a) Facilitate the regular PRHI subcommittee meetings while maintaining a business like atmosphere.
 - b) Alternate attendance with the Vice Chair at the monthly ASC meeting representing the PRHI subcommittee. Provide a report of all PRHI activities
- 6.

and decisions each month to the ASC.

- c) Be available to carry a vote at the ASC.
- d) Maintain current and updated copy of policies and procedure log.
- e) Work closely with Volunteer Coordinator and Task Coordinator to ensure that we are effectively serving the community as described in our Subcommittee Functions and Responsibilities.
- f) Set-up virtual meeting room, send invites, and facilitate electronically as needed. Delegate this if needed.

B. Vice-Chair

- 1. Clean time requirement is two-years.
- 2. Prior PRHI subcommittee experience requirement is 6 months.
- 3. Duties and responsibilities:
 - a) Assume duties in the absence of the Chair.
 - b) Conduct monthly orientation for new members as needed.

C. Regional PRHI Representative and Alternate Regional PRHI Representative

- 1. Clean time requirement of the Regional PRHI Representative is two years; clean time requirement of the Alternate Regional PRHI Representative is one year.
 - 2. Prior PRHI subcommittee experience requirement is 6 months.
 - 3. Duties and responsibilities:
 - a) Act as liaison to the Regional Service PRHI Sharing Forum.
 - b) Attend the bi-monthly Regional Service PRHI Sharing Forum meeting representing the Humboldt/Del Norte Area PRHI Subcommittee.
 - c) Vote at Regional Service PRHI Sharing Forum on behalf of the Humboldt/Del Norte Area.
 - d) Provide a report from each Regional PRHI Sharing Forum of all activities and decisions made at the regional level to the Humboldt/Del Norte Area PRHI subcommittee.
7. e) In the absence of both PRHI Chair and Vice-Chair, perform the duties of the

Chair.

- f) Train new Regional PRHI Representative and attend PRHI Sharing Forum with the new Regional PRHI Representative.

4. Duties and Responsibilities of the Alternate Regional PRHI Representative:

- a) Be willing to assume the position of the Regional PRHI Representative at the end of current term.
- b) Perform the duties of the Regional PRHI Representative in his or her absence.
- c) Attend the bi-monthly Regional Service PRHI Sharing Forum meeting as an observer at least three times during his/her term.

D. Recording Secretary and Alternate Recording Secretary

- 1. Clean time requirement for Recording Secretary is one year; clean time requirement for Alternate Recording Secretary is 6 months.

2. Duties of the Recording Secretary are:

- a) Keep the minutes of the PRHI meetings.
- b) Provide electronic copies of the previous month's minutes via email and three paper copies at the monthly PRHI meeting.
- c) Keep one copy of the previous month's minutes in the PRHI subcommittee archives.
- d) Maintain a motion log, recording all motions passed during the period of the secretary's term. At the end of each recording secretary's, the current motion log shall be added to the PRHI subcommittee's archives.
- e) Maintain an active member roster by collecting an attendance sheet at each subcommittee meeting listing each attendee their phone number, and email. Keep a current copy of this attendance list available for reference by committee members.
- f) Maintain the PRHI subcommittee archives made up of subcommittee agendas, minutes, flyers, and other paperwork for the proceeding 12 months.
- g) Collect the 7th Tradition funds and reimburse any subcommittee expenses from those funds.
- h) Hold a \$10.00 reserve and turn over the remaining balance of 7th Tradition funds to the Area Service Committee via Chair or Vice Chair.

- 8. i) Keep a record of the 7th Tradition collection, and PRHI monthly expenses.

j) Maintain information on all the H&I facilities being served and keep a list of a contact person at each facility being served.

k) Maintain an ongoing file of subcommittee correspondence.

3. Duties of the Alternate Recording Secretary are:

a) Must be willing to assume the position of Recording Secretary the following term.

b) Performs the duties of the Recording Secretary in his or her absence.

c) Support secretary with administrative tasks as needed throughout term.

E. Phone Line Coordinator

1. Clean time requirement is two years.

2. Duties and responsibilities:

a) To be responsible for the functioning of the Humboldt Area phone line.

b) To maintain the volunteer list for the phone line, ensuring the phone line is available twenty-four hours a day.

c) To regularly schedule and organize phone line and 12-Step call volunteer workshops to provide training to the phone line and 12-Step call volunteers.

d) To ensure that the Humboldt Area phone line number is listed in the business pages under Narcotics Anonymous.

e) Obtain schedule changes from schedule coordinator and update phone line quarterly.

f) To be responsible for Phone Line Technician duties if Phone Line Technician position is not filled.

3. Any of these duties, with the exception of overall responsibility, may be delegated.

F. Phone Line Technician / Validator

1. Clean time requirement is six months.

2. The phone line technician must have sufficient technical skills required to update phone line recording.

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3. Duties and responsibilities:

- a) Call the phone line every day to ensure that it is working properly and check the live addict choice of phone line to ensure the phone is being answered. Report problems to the phone line coordinator.
- b) Check meeting listings on phone line against the schedule quarterly to ensure correctness and report any inconsistencies to phone line coordinator.
- c) Assist Phone Line Coordinator in smooth operation of the phone line.

G. PRHI Literature Coordinator

1. Clean time requirement is one year.
2. Prior PRHI Subcommittee experience is 6 months.
3. Duties and responsibilities:
 - a) Maintain a list of all facilities addresses, phone numbers, and contacts that request literature and schedules. Oversee the distribution of literature to those facilities.
 - b) Maintain a list of how many schedules and information packets are needed at each facility.
 - c) Label and prepare schedules and Information Pamphlets in bundles according to address to be presented at our monthly PRHI subcommittee meeting.
 - d) Check in yearly, with another addict if in person, with each site to ensure their needs are being met. Update any changes for that site.
 - e) Determine best mode of delivery for each facility (eg. fax, mail, personal delivery, or download from the website). Update delivery needs once each year.
 - f) When visiting facilities in person, remember you are representing NA. Be respectful and dress in clean, neutral attire.
 - g) Supervise a pool of volunteers that assist in delivering literature, and accomplishing other tasks as needed.
 - h) Work closely with facility coordinators.
 - i) Submit a literature order to ASC Literature Coordinator on a monthly basis or as needed.
 - j) Maintain a literature inventory for H&I panels served.
 - k) Include in monthly report amount of literature order for Chair (or Vice Chair) to request from ASC.

H. Web Page Coordinator

1. Clean time requirement is one year.
2. Web page coordinator must have sufficient technical expertise to develop and maintain an Area web page.
3. Duties and responsibilities:
 - a) Post the current Humboldt/Del Norte NA schedule on the website **as needed**.
 - b) Maintain current information on the website.
 - c) Remove outdated links and information from the website.
 - d) Coordinate with the Webmaster of the NA World Service Office to maintain current Humboldt/Del Norte meeting schedule information on the www.na.org Meeting Locator.

I. Volunteer Coordinator

1. Clean time requirement is one year.
2. Prior PRHI subcommittee experience requirement is 6 months.
3. Duties and responsibilities:
 - a) Create and maintain sign-up sheets which record potential volunteers' contact information, clean date, and service areas of interest.
 - b) Actively recruit local members to add their names to the volunteer pool.
 - c) Contact pool volunteers quarterly to update contact information and service interests.
 - d) Work with Task Coordinator and PRHI Chair and Vice Chair to help ensure sufficient volunteers are available to perform tasks designated by the PRHI Subcommittee.

J. Task Coordinator

1. Clean time requirement is three years.
2. Prior PRHI subcommittee experience requirement is one year.
3. Must have completed presentations training within the last year and must be able to train volunteers who will be interacting with professionals and facilities. Requires a clear concept of what NA is and isn't according to the 12 Traditions.

4. Duties and responsibilities:

- a) Bring to the PRHI Subcommittee potential PR tasks for approval (such as presentations, events, public PSA opportunities, or other contact with professionals or facilities.)
- b) Respond to requests for PR tasks which come to the PRHI subcommittee by way of main, phone lines, or other means.
- c) Work with PRHI Chair and Vice Chair and Volunteer Coordinator to ensure that appropriate volunteers are matched with tasks as needed, as well as an appropriate number of volunteers for each task.
- d) Ensure that volunteers who interact with facilities or professionals have at least two years clean time and have completed presentations training within the last year.
- e) Coordinate volunteer training sessions, or train volunteers as needed.
- f) Work with PRHI Chair and Vice Chair and Volunteer Coordinator to find members willing to perform the tasks required of vacant positions (both PR and H&I) either temporarily as volunteers or as elected members holding positions.
- g) Maintain contact with members currently volunteering for PRHI tasks to maintain accountability and to ensure that the 12 Traditions, 12 Concepts, and PRHI guidelines are being followed.
- h) Keep a log of tasks which have been completed or are in progress, conducting follow-up communication with professionals or facilities to ensure that we are maintaining effective service relationships within the community.

K. H&I Panel Coordinator

1. Clean time requirement is one year unless the facility requires more.
2. Prior PRHI subcommittee experience requirement is 6 months.
3. If the facility being served is a CDCR facility, must have been cleared to go into a CDCR facility and have attended a CDCR NA meeting within the past 6 months.
4. Has the ability to communicate with the contact person at the CDCR facility.
5. Has a clear understanding of the facility rules and regulations, including the parts of the Prison Orientation Module that apply to NA members if the facility is a CDCR facility.
6. Has a willingness to enforce rules on Panel Leaders and Panel Members.

7. Duties and Responsibilities:

- a) Attend monthly PRHI subcommittee meetings.
- b) Acts as a liaison between the facilities being served and the PRHI subcommittee to ensure that the NA message is being carried at all times.
- c) Selects and trains Panel Leaders to be approved for election by PRHI subcommittee for that specific facility.
- d) Attends PRHI subcommittee panels randomly or as needed.
- e) Makes sure all potential Panel Leaders have copies and are following the H&I Dos and Don'ts and the rules of the facility are being followed.
- f) Keeps copies of all correspondence and most current gate clearance to and from the facility (except for social security numbers and birth date of Panel Leaders and Panel Members) to be turned over to the new Panel Coordinator at end of term. This correspondence should also be made available to the subcommittee, and copies kept in archives.
- g) Trains replacement at election changeover and introduces replacement to contact person at facility. Provide list of panel leaders, along with all other pertinent contact info, etc. Also, goes into facility with the replacement one time after the switchover.
- h) New Panel Coordinators will check with the facility to make sure requirements and responsibilities are updated and will forward changes to the Secretary.

L. H&I Panel Leaders

1. Suggested clean time requirement is one year unless the facility requires more.
2. Prior PRHI subcommittee experience requirement is 6 months.
3. Approved by PRHI subcommittee and the facility being served.
4. Duties and Responsibilities:
 - a) Leads or chairs panel, or appoints approved Panel Member to chair panel.
 - b) Starts and ends the meeting on time.
 - c) Conducts panel according to chosen H&I meeting format consistent with these guidelines.
 - d) Ensures new panel members are trained for facility before going into that specific facility, including H&I Dos and Don'ts.

e) Any Panel Leader who is unable to attend the facility meeting should contact Panel Coordinator (or facility directly if appropriate if Panel Coordinator is unavailable) if unable immediately.

f) Attend H&I Subcommittee meeting at least once every six months.

M. H&I Panel Members

1. Suggested clean time requirement is 6 months unless the facility requires more.
2. Can be chosen by the Panel Leader.
3. Has a working knowledge of the H&I Dos and Don'ts and the rules of the facility being served.
4. Duties and Responsibilities:
 - a) Carries a clear message of recovery in Narcotics Anonymous.

IX. Hospitals & Institutions

A. Facilities Served (List can be modified at any time to best serve local community)

1. Humboldt County Juvenile Hall
2. Detox
3. Crestwood
4. Sempervirens (Humboldt County Mental Health Facility)
5. Humboldt County Men's Jail
6. Humboldt County Women's Jail
7. Pelican Bay (CDCR)

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