

**EDMONTON & AREA
PUBLIC RELATIONS SUBCOMMITTEE
GUIDELINES**

I. Name

The name of this Committee shall be the Edmonton & Area Public Relations Subcommittee of Narcotics Anonymous, hereinafter called the PRC.

II. Purpose of the Public Relations Committee

This section defines our purpose - the reason we exist. Our purpose is based on NA's 5th Tradition, "Each group has but one primary purpose - to carry the message to the addict who still suffers". Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery – that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The Edmonton & Area Public Relations Committee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions, "The final responsibility and authority for NA Services rest with NA groups." (2nd concept)

III. Goals

The goals of the PRC are:

- a. Clarify what services NA can and cannot provide to the community in which we live.
- b. Make NA members aware of their role in NA's Public Image
- c. Aim for the public to recognize NA as a positive and reliable organization
 - Internal
 - Provide education regarding the responsibilities of each service position
 - Encourage and support our trusted servants
 - Demonstrate leadership and training
 - Provide traditions and concepts workshops
 - External
 - Show NA is a effective, reliable and responsive program of recovery
 - Inform professionals and the general public that NA is an effective, reliable and responsive program of recovery
 - Work with professionals and the public to use their services to reach potential members (PSA's, Bus Signs, Meeting Space, etc.)
 - Create solid and reliable relationships via external interactions with the public.
 - Carry the NA message of recovery to addicts with limited or no access to regular NA meetings by providing literature, H&I panel presentations, or other approved means.

IV. Meetings & Membership

The PRC meeting is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA's reputation as a viable program of recovery in our community. It is also an opportunity for any committee member to receive information on public relations related issues they would like guidance on, and for our committee members to report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. The PRC establishes a time and place to meet that accommodates the needs of the groups and current or prospective committee members.

- Business meetings shall be held at least once monthly at the EANA Office at a day and time designated by the members. No business meeting shall last for more than 2 hours, except when a decision to extend this time is made by the members present.
- Any Narcotics Anonymous member or interested person may attend the PRC meeting.
- Any Narcotics Anonymous member may become a committee member by attending at least one PR workshop, (normally held on the 3rd Monday of the month). The workshop is basic knowledge on what PR does and will assist a new member to find their *niche*.

V. Decision Making

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Order as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it ensures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the PRC. The reason all committee members are allowed to vote is the 7th Concept, which states, "All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes."

- Any member, who has attended 2 consecutive PRC meetings, except for the Chair, is eligible to vote at the 3rd PRC meeting. (A PRC Meeting is defined as entire meetings as outlined by the committee agenda, from start to finish.)
- Any PRC member who has missed three consecutive PRC meetings will lose their voting privileges.
- Any member can make a motion using a motion form found in Appendix B, except for the Chair; however, all motions must be seconded by a PRC member.
- Any member may propose an amendment to these guidelines, however all PRC guideline changes are made by the ASC.
- All PRC members have one vote regardless of the number of positions held.

VI. Public Relations Plan

In order to insure the best use of our limited resources, it is essential to use good planning in our public relations efforts. All proposed projects will be submitted to the committee using the public relations plan submission form contained in these guidelines. Using this form allows the committee to thoroughly analyze and prioritize each proposed project. The plan submission form helps insure all our communications and interactions are professional, consistent and mutually beneficial.

- All proposed PRC action plans will be submitted on the plan submission form found in addendum A.
- Each plan will be reviewed and either approved, approved when resources are available, referred to ASC for direction, or rejected by the PRC. In the event the plan potentially affects the groups and/or area as a whole, the plan will be referred to the ASC with recommendation for approval.
- All plan submission forms will be kept by the recording secretary.

VII. Elections

In our election process we use the 4th concept; "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We trust that our committee will select the coordinators, officers, panel leaders, project leaders and alternates best suited to fulfill the responsibilities of the positions.

Elections of all Officers, Resource Coordinators and Panel Leaders will take place as follows:

Elections in November	Elections in May
Secretary	Chairperson
Literature Coordinator	Vice Chairperson
Schedules Coordinator	Treasurer
Public Information Coordinator	Web Coordinator
Hospitals and Institutions Coordinator	Phoneline Coordinator
Outreach Coordinator	Newsletter Coordinator

Workshop/Orientation Coordinator 1

Workshop/Orientation Coordinator 2

General

- Nominations will start 2 months prior to election. Absentee nominees will be notified prior to the next PRC meeting by the PR Chair. Upon accepting, the nominee will be asked to give their intent in person at the next regularly scheduled PRC meeting. Nominations can be given up until the month elections are held.
- The officers of the PRC are the Chair, Vice Chair, Literature, Treasurer and Secretary. They shall perform their duties as described in these guidelines. Holding an officers position excludes the member from holding any other elected position within the PRC.
- The Resource Coordinators for the PRC are; Hospitals & Institutions Coordinator, Public Information Coordinator, Phonenumber Coordinator, Newsletter Coordinator, Outreach Coordinator, Workshop/Orientation Coordinators, Schedules Coordinator, **Website Coordinator** and alternates. They shall perform their duties as described in these guidelines.
- Elections will be decided by a simple majority. Voting will be done by anonymous ballot. In the event of a tie, a vote will be taken with exclusion of the officers. If one person is running for an elected position, a 2/3 majority will be required to be voted into the elected position.

Terms of service

- Terms begin at the end of the meeting where the election was held. If any position is to exceed one term of service, it is to be voted on at the PRC meeting. Each position can only be held for two (2) consecutive terms. Only one elected position shall be held by any PRC member.
- All H+I panel leaders, PI project leaders and alternates will begin and end the same calendar day the member was voted in.

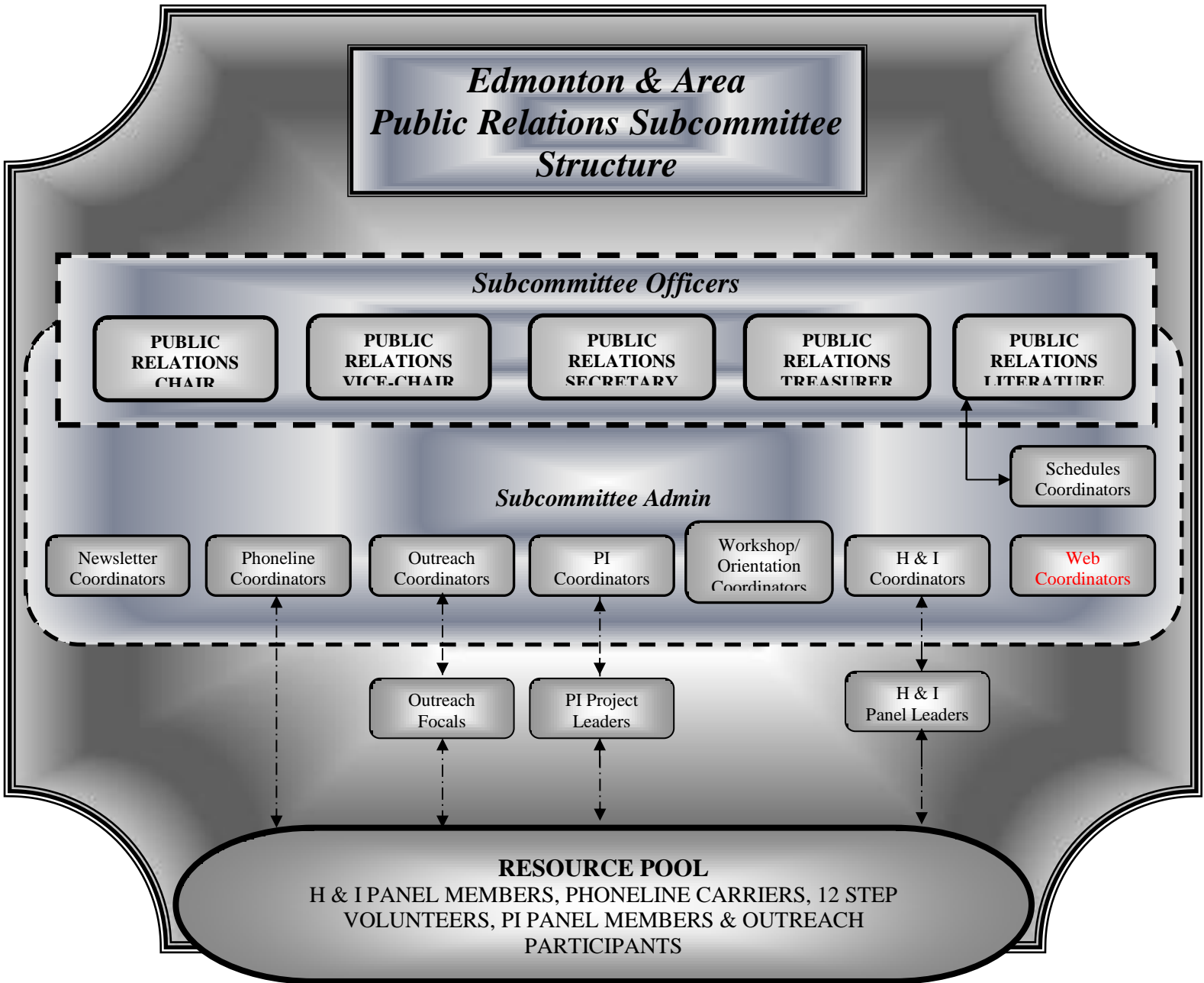
Non-compliance

- The PRC Elected Officers and Subcommittee Administrative Body will be removed from office for non-compliance only after the person has been notified by either letter, phone call, or in person from the PRC Chair. Non-compliance includes, but is not limited to:
 - Loss of abstinence from drugs.
 - Failing to perform the duties of the position.
 - Misappropriation of NA funds or NA materials.
 - Three consecutively missed PRC meetings without accountability.
- Any PRC trusted servant may be removed by a 2/3 majority vote for noncompliance defined as:
 - Failure to submit a written report for two consecutive PRC meetings and/or produce quarterly budget information as defined in Roles and Responsibilities.
 - Inability to meet the outlined qualifications or perform duties as defined in roles and responsibilities.

Moratorium

A six-month moratorium shall be required of PRC officers and admin members removed from their elected position prior to completion of their term unless they resign to fill another position within the PRC and/or ASC.

VIII. Structure



IX. Qualifications and Terms of Service

We recommend that all subcommittee officers and admin members possess the following qualifications:

- **The willingness and desire to serve**
- **Have a thorough understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, the content of the PR Handbook and the EANA PRC Guidelines.**
- **Have the time and resources to be an active participant.**

In addition to the qualifications listed above, further requirements for each service position are as follows:

PR Chair

- 3 years continuous clean time
- Term of Service 1 year
- 1 year previous PRC or other relevant service experience
- Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, H&I Handbook, PI Handbook, and Phoneline Handbook).

PR Vice-Chair

- 2 years continuous clean time
- Willing to move into PR Chair position through election
- Term of Service 1 year
- 1 years previous PRC or other relevant service experience
- Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, H&I Handbook, PI Handbook, and Phoneline Handbook).

PR Secretary

- 1 year clean time
- Term of Service 1 year & 3 month mentoring overlap
- Previous PRC or other relevant service experience

PR Treasurer

- 3 years clean time
- Term of Service 1 year & 3 month mentoring overlap
- Competent in book-keeping and accounting principles
- Previous PRC or other relevant service experience

PR Literature Coordinator

- 1-year continuous clean time
- Term of Service 1 year & 3 month mentoring overlap
- Previous PRC or other relevant service experience.
- Familiarity with NAWS, ASC literature policies.

Web Coordinator

- 2 years continuous clean time
- Term of Service 1 year & 3 month mentoring overlap
- Previous PRC or other relevant service experience.
- Possess the technical ability to update and maintain the area website.
- Familiarity with all internet and website related NAWS handbooks.

Phoneline Coordinator

- 2 years continuous clean time
- Term of Service 1 year & 3 month mentoring overlap
- Previous PRC or other relevant service experience.
- Familiarity with all Phoneline related NAWS handbooks.

H&I Coordinator

- 2 years continuous clean time
- Term of Service 1 year & 3 month mentoring overlap
- Previous hospital and institution panel leader experience.
- Familiarity with the NAWS Public Relations Handbook, all H&I related publications, and all facility guidelines.
- Must be able to be cleared to go into institutions.

PI Coordinator

- 2 years continuous clean time
- Term of Service 1 year & 3 month mentoring overlap
- 1 year previous PRC or other relevant service experience.
- Familiarity with all public information related NAWS handbooks.

Special Projects Coordinator

- 1 year continuous clean time
- Term of Service 1 year.
- Previous PRC or other relevant service experience.

Newsletter Coordinator

- 1 year continuous clean time.
- Term of Service 1 year & 3 month mentoring overlap
- Familiar with the NAWS "Guide to N.A. Newsletters", "A Guide to Local Service", "Public Relations Handbook", "Edmonton & Area NA Guidelines," and the "PRC Guidelines."
- Have adequate access to a computer and a working knowledge of its operating system.
- Possess a working knowledge of publication or word processing software.

Outreach Coordinator

- 1 year continuous clean time.
- Term of Service 1 year & 3 month mentoring overlap
- Valid driver's license, valid registration and insurance, reliable transportation.
- Previous PRC experience or other relevant service experience.
- Familiar with Public Relations Handbook as well as the Outreach Resource Information Handbook.

Workshop/Orientation Coordinators

- 2 years continuous clean time
- Term of Service 1 year
- Previous PR experience
- Familiarity with the NAWS Public Relations Handbook

Schedules Coordinator

- 1 year continuous clean time
- Term of Service 1 year
- Have adequate access to a computer and a working knowledge of its operating system.

- Possess a working knowledge of publication or word processing software.

H&I Panel Leaders

- Clean time requirement of one year or greater dependent on the facility requirements
- Term of Service 1 year
- Minimum of 6 months previous panel member experience or relevant service experience
- Willingness to become familiar with the NAWS Public Relations Handbook, all H&I related publications, and all facility guidelines.

PI Project Leaders

- Clean time requirement of nine months.
- Term of Service 1 year
- Must attend and complete a full PI orientation
- Willingness to become familiar with the NAWS Public Relations Handbook

Alternate Positions

For each position within the PR body, except for the PR Chair and Vice Chair, each position shall include an alternate. Alternates are trusted servants that are training to serve in a specific position within the PRC.

Alternates should possess the following qualifications:

- Clean time required is 6 months less than specified clean time requirement.
- Term of Service 1 year
- Must work closely and assist the officer or coordinator who's training them.
- Attend each PRC meeting.
- In the absence of the officer or coordinator, will fulfill their responsibilities listed within these guidelines.
- Willing to serve as officer or coordinator and train new alternate when term is complete through election.

X. Roles and Responsibilities

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a PRC trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). Once we select them, we trust our trusted servants.

Chairperson

- Coordinates all public relations efforts.
- Uses PRC assigned email address for all PRC related written communications
- Presides at all regular and special subcommittee meetings.
- Keeps the meeting in order and focused on agenda.
- Makes written monthly reports to ASC on the status of all proposed, current or completed plans.
- Represents PRC at the regular meeting of the ASC and Operating Committee.
- Takes responsibility as a signing officer for PRC bank account.
- May, at anytime, visit any meeting/presentation at any facility within the limits and guidelines of that facility.
- Ensures the Traditions and Concepts are upheld in all matters.
- Responsible for EANA Office Key.

Vice-Chairperson

- In absence of the chairperson assumes all those responsibilities normally carried out by the chairperson until the PRC has an election for that position.
- Uses PRC assigned email address for all PRC related written communications
- Works closely with the chairperson.
- Attends the regular meetings of the PRC.
- Takes responsibility as a signing officer for PRC bank account.
- Works with all Sub-committee coordinators to assure the most effective and efficient use of available resources.
- May, at anytime, visit any meeting/presentation at any facility within the limits and guidelines of that facility.
- If elected officer or coordinator position is vacant, insures the duties of that position are fulfilled and/or delegated.
- Makes written monthly reports to PRC on the status of all proposed, current or completed plans.
- Ensures the Traditions and Concepts are upheld in all matters.

Secretary

- Keeps a complete record in the form of minutes of every PRC meeting.
- Uses PRC assigned email address for all PRC related written communications
- Maintains complete files of all PRC plans, minutes and correspondence.
- Maintain records of attendance at PRC meeting.
- Have available for each Subcommittee officer and admin copies of the previous meetings minutes.
- Submits minutes of every PRC meeting to the PRC Chair and Vice Chair no more than five days after each PRC meeting
- Maintains record of name and contact information for committee members, all resource pool members and their qualifications, preferences and restrictions.
- Ensures the Traditions and Concepts are upheld in all matters.
- Responsible for EANA Office Key.

Treasurer

- Be the custodian of the PRC funds.
- Uses PRC assigned email address for all PRC related written communications
- Takes responsibility as a signing officer for PRC bank account.
- Make an annual financial summary for the June PRC meeting, as well as having the books available for auditing at any time.
- Disburse funds as necessary in accordance with committee decisions.
- Maintain regular communication with sub-committee coordinators.
- Attend all PRC meetings.
- Make a written report including receipts and disbursements for each PRC meeting.
- Ensures the Traditions and Concepts are upheld in all matters.

Literature Coordinator

Purpose: To coordinate the purchasing and distribution of literature to supply the needs of the PRC.

- Attend monthly PRC meeting.
- Uses PRC assigned email address for all PRC related written communications
- Coordinates literature needs for all public relations activities.
- Submit budget/literature report to PRC treasurer monthly.
- Maintains accurate literature inventory using Appendix C.
- Makes monthly written literature report to the PRC.
- Ensures the Traditions and Concepts are upheld in all matters.

Web Coordinator

Purpose: Maintaining a web site for the Edmonton Area of Narcotics Anonymous to make information about the Edmonton Area and about Narcotics Anonymous as a whole available to the public, to addicts who may need NA, and to our current members.

- Attend monthly PRC meeting.
- Uses PRC assigned email address for all PRC related written communications
- Responsible for password to website and reporting any changes to the BOT.
- Coordinates all website activities. Such activities would include:
 - responding to e-mails
 - posting all current activities
 - maintain and update website including downloadable EANA meeting list.
- Makes monthly written report to the PRC on the status of the website.
- Ensures the Traditions and Concepts are upheld in all matters.

Phoneline Coordinator

Purpose: To coordinate phoneline services dedicated to the proposition that no addict seeking recovery need die without having had a chance to find a better way of life. We provide a medium in which a potential member can have immediate contact with a recovering addict for the express purpose of directing them to an NA meeting. We also provide meeting and event information, and we direct questions about our fellowship to the appropriate service member or subcommittee.

- Attend monthly PRC meeting.
- Uses PRC assigned email address for all PRC related written communications
- Coordinates all phoneline activities.
- Maintain current awareness of the telephone services we employ from the local telephone carrier, cellular service providers and back-up paging service; including service plans, equipment, billing, and technical assistance procedures.
- Act as primary representative between the PRC and the service provider(s).
- Shall be available on an “on call” basis to answer questions and concerns by carriers, and to troubleshoot and rectify problems in regards to the ability to answer calls.
- Prepare and submit budget request to PRC treasurer.
- Updates automated voicemail system as required.
- Responsible for ensuring messages left on the voicemail system are forwarded to appropriate service members and requests for services are adequately delegated and reported on in the monthly PR phoneline report to the PRC.
- Makes monthly written report to the PRC on the status of all completed and ongoing phoneline plans.
- Ensures the Traditions and Concepts are upheld in all matters.

Hospitals and Institutions Coordinator

Purpose: To coordinate H&I resources dedicated to the proposition that no addict in a hospital or institution seeking recovery need die without have had a chance to find a better way of life. The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings: i.e. prisons, jails, in-patient treatment centers, psychiatric hospitals, detox centers, etc. H&I meetings/presentations, except for those in longer-term facilities, are intended simply to introduce those attending to some of the basics of the NA program.

- Attend monthly PRC meeting.
- Uses PRC assigned email address for all PRC related written communications

- Coordinates all hospital and institution activities.
- Encouraged to attend quarterly regional FDC committee meeting.
- Serve as a point of contact for all facilities engaged in H+I activities.
- Solicit, receive, review and report on all facility feedback survey's and assessments.
- May, at anytime, visit any meeting/presentation at any facility within the limits and guidelines of that facility.
- Maintains and updates a master list of all facilities engaged in H+I activities with contacts, locations and requirements.
- Works with the panel leader(s) to draft all correspondence to facilities served by the PRC.
- Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or helpline number.
- Responsible for providing, processing and maintaining all correctional facility clearances.
- Keeps in contact and works with PRC officers, workshop/orientation coordinator, and panel leaders regarding all panel presentations.
- Insures regularly scheduled panels are held.
- Works openly with PI and Outreach coordinators when needs overlap.
- Keep panel leaders informed of current facility rules and policies.
- Makes monthly written report to the PRC on the status of all completed and ongoing hospital and institution plans including the execution of all H+I panels.
- Ensures the Traditions and Concepts are upheld in all matters.

Public Information Coordinator

Purpose: To inform the public of Narcotics Anonymous' program of recovery from addiction, and how and where to find Narcotics Anonymous.

- Attend monthly PRC meeting.
- Uses PRC assigned email address for all PRC related written communications
- Coordinates all public information activities.
- Serve as a point of contact for all facilities engaged in PI activities.
- Solicit, receive, review and report on all facility feedback survey's and assessments.
- May, at anytime, visit any meeting/presentation at any facility within the limits and guidelines of that facility.
- Maintains and updates a master list of all facilities/institutions engaged in PI activities with contacts, locations and requirements.
- Responsible for recruiting and orienting PI project leaders.
- Works openly with H+I and Outreach coordinators addressing overlapping needs.
- Encouraged to attend quarterly regional FDC committee meeting.
- Prepare and submit Public Information budget requests to PRC.
- Makes monthly written report to the PRC on the status of all completed and ongoing public information plans.
- Ensures the Traditions and Concepts are upheld in all matters.

Outreach Coordinator

Purpose: To support meetings in our area, both locally and the surrounding area, in hopes to create more unity within the Edmonton Area.

- Attend monthly PRC meeting.
- Uses PRC assigned email address for all PRC related written communications
- Responsible for planning outreach trips 2 months in advance.
- Responsible for filling out a Group Visitation Report.
- Responsible for following up and maintaining contact information.
- Submit requests for starter kits to the PR body when necessary.
- Works openly with H+I and PI coordinators addressing overlapping needs.

- Able to delegate responsibility for outreach trips.
- Submit accurate literature inventory, budget request and receipts monthly to PRC treasurer.
- Make a written monthly report to the PRC on the status of new, current and ongoing outreach activities.
- Ensures the Traditions and Concepts are upheld in all matters.

Special Projects Coordinator

Purpose: To research, coordinate, and implement any project the PR subcommittee decides to pursue that is not part of the normal responsibilities of one of the committee's coordinators.

- Attend monthly PRC meeting.
- Uses PRC assigned email address for all PRC related written communications
- Initial information presentation of all new public relations sessions external to the EANA Fellowship.
- Have a completed PR Plan submission form for any new PR activities.
- Facilitation of community awareness through relevant media.
- Research for new public relations activities.
- Make a written monthly report to the PRC on the status of new, current and ongoing special projects presentations.
- Ensures the Traditions and Concepts are upheld in all matters.

Newsletter Coordinator

Purpose: Will serve the addicts of the EANA by producing a monthly Newsletter that will inform the addict of fellowship business, happenings, and issues. Newsletter coordinator will strive to create a productive resource for our service area.

- Attend monthly PRC meeting.
- Uses PRC assigned email address for all PRC related written communications
- Serve as editor of newsletter and be held accountable as such.
- Promote and solicit newsletter content within the fellowship including the EANA website.
- Submit budget request to PRC and receipts to PRC treasurer.
- Will manage communications within EANA Newsletter e-mail account.
- Submit a written monthly report regarding newsletter publication.
- Ensures the Traditions and Concepts are upheld in all matters.
- Responsible for receiving and reporting up to date information regarding all EANA events and activities.

Schedules Coordinator

Purpose: To inform the EANA fellowship of all current PRC projects and contact information.

- Attend monthly PRC meeting.
- Uses PRC assigned email address for all PRC related written communications
- Directly responsible to the PRC.
- Responsible for collecting, updating, and printing schedules outlining all new, current and ongoing PR activities.
- Maintains close communication with Web Coordinator regarding out-lying area schedules.
- Submit monthly written report to PRC including printing expenditures and any new budget requests.
- Ensures the Traditions and Concepts are upheld in all matters.

Workshop/Orientation Coordinators

Purpose: To serve and attend to the educational needs of our area in the form of various workshops and orientations. Our goal is provide the information necessary to our members so they are able to serve the fellowship in the most effective manner possible.

- Responsible for making all necessary workshop materials available for members.
- Uses PRC assigned email address for all PRC related written communications
- Responsible for facilitating PR workshop according to protocol decided by PRC.
- Responsible for taking workshop/orientation attendance and forwarding list to PR secretary.
- Maintain communication and submit dates of workshops/orientations to schedules coordinator.
- Submit budget request to the PRC and receipts to PR treasurer.
- Make sure workshops/orientations start and end on time.
- Submit monthly written report to the PRC on the status of the workshops/orientations.
- Ensures the Traditions and Concepts are upheld in all matters.

Hospitals and Institutions Panel Leaders

- Conducts panel meetings/presentations in facility served according to NA handbooks, service guidelines and facility guidelines.
- Serve as a point of contact for facility.
- Responsible for processing and maintaining all correctional facility clearances.
- Responsible for taking all possible action, exhausting all resources, to ensure the H+I panel is conducted as scheduled. (i.e. contacting all qualified panel leaders prior to cancellation of the meeting/presentation.)
- Informs Facility and the H+I coordinator as soon as possible when unable to conduct meeting.
- Invite panel members to meeting and inform them of all applicable rules of the facilities and procedures for that meeting. It is strongly encouraged that panel leaders utilize new orientees whenever possible.
- Go over “Do’s and Don’ts” with panel members.
- Works closely with H+I coordinators to apprise them of situations involving H+I activities.
- Pick-up and distribute literature for facility from Literature coordinator.
- Maintain communication with facility/institution as required.
- Submit a written report to H+I coordinator prior to the monthly PRC meeting.
- Ensures the Traditions and Concepts are upheld in all matters.

Public Information Project Leaders

- Project Leaders are to include Media, Schools, Healthcare, Community, Post-Secondary Education, Mental Health, Alberta Health Services and CARITAS, Jails and Institutions, Legal Community.
 - Prepare and submit PR Plan submission form to PI coordinator.
 - Communicate effectively and accurately in order to meet the needs of the facilities and institutions.
 - Maintain and update contact information and submit to PI coordinator.
 - Pick-up and distribute literature for facility from Literature coordinator.
 - Submit a written report to PI coordinator prior to the monthly PRC meeting.
 - Ensures the Traditions and Concepts are upheld in all matters.

Resource Pool

All resource pool members must have a minimum of six months continuous clean time, unless otherwise noted. All resource pool members must complete PRC workshop.

1. H+I Panel Members

- Member must meet facility clean time requirements and/or clearance criteria. If facility does not establish clean time requirements, the panel member must meet the PRC panel member clean time requirement of six months.
- Review “Do’s and Don’ts” before entering a facility.

2. **Phoneline Carriers**

- Clean time requirement of 1 year.
- Must have a valid phone number.

3. **Special Projects Participants**

- Member's qualifications and service term are established based on the specific needs of the special project as determined by the Special Projects Coordinator.

4. **Twelve Step Volunteers**

- One member must have 2 years clean.
- Maintain open communication with Phoneline coordinator.
- Must maintain and distribute appropriate literature.
- Must have a stable, operational phone number.
- Must always facilitate 12 step calls in groups of 2 or more addicts.
- Anyone attending with six months or less must only observe.

5. **Outreach Participants**

- Must be a member of Narcotics Anonymous
- Any member of NA may go on an outreach trip, no clean time requirement.
- PR Workshop not required, but encouraged to attend.

XI. Funding

Budgets

In January and June, the PRC holds a bi-annual Administrative meeting to formulate and approve the PRC budget for the following 6 months. All PRC Admin members are required to submit budgetary requests the month before the PRC Admin meeting for approval by the PRC service body. The approval will be signified by a 2/3 majority vote of all PRC service members in attendance. The budgetary requests will be submitted by the PR Chair to the EANASC for approval by the Edmonton Area Service Members.

Budgets are simply a projection of anticipated expenses for the upcoming 6 months and should be prepared the following as appropriate. All funding needs in excess of 10% over the approved budgeted amount for the PRC shall to be brought before the EANA ASC by the PR Chair for approval by the GSR's.

1. Prepare a list of what items require funds.
2. Determine actual costs.
3. Estimate possible revenue (use past experience/history, etc.) if applicable.
4. Remember, a budget is only a "guess" but care should be made to stay under budget and if that is not possible, get full committee's approval before further expenditures.
5. Submit 'Actual' costs to Treasurer after each function for future historical use.

The PRC account shall not exceed the amount of one months budget.

XII. Grievance Procedure

The first item of new business on the agenda at each regularly scheduled PRC monthly meeting will be Grievances. This will be a standing item and is provided for anyone having a grievance against the PR Subcommittee or its members.

Format

To be heard, a grievance must:

- a. Be written.
- b. Clearly state the problem.
- c. Propose a resolution.

Discussion

PRC will discuss and attempt to resolve the grievance.
A time limit to discuss grievance will be set by the Chair.

Review

In the event, that the aggrieved party is not satisfied with the PRC’s actions, they may present the grievance to the EANASC as stated in the EANASC guidelines.

Appendix A
Edmonton Area PRC Plan Submission Form

Name of plan: _____

Is this plan one time or recurring? _____ If recurring, how frequent? _____

Describe plan:

NA member responsible to communicate with public contact: _____

Public contact name and phone: _____

Did public contact request this plan from NA? _____ If yes, when? _____

Is ongoing contact necessary or recommended? _____ If yes, how frequently and for what purpose?

What human resources are needed? (For example how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?)

Is NA literature needed? _____ If so, what: _____

Lit. Cost: _____

Are there specific project resources other than literature (such as a meeting room or microphone) needed? If so, what are they and what are the financial costs?

Does the public contact or facility have any special rules or conditions for this plan?

Does the plan adhere to NA’s traditions and concepts? _____

How does this project specifically fulfill NA’s primary purpose?

Is any special research or planning needed to implement this plan? _____
If so, what? _____

Are there any special considerations of dress or language which will help our message be better received?

Should this plan be referred to the Area and/or Groups for their approval? _____

Total approximate cost: _____ **Total approximate hours:** _____

PLAN STATUS: ___ APPROVED ___ APPROVED WHEN RESOURCES ARE AVAILABLE ___ REJECTED
___ REFERRED TO AREA WITH RECOMMENDATION TO APPROVE
RESOURCE COORDINATOR ASSIGNED TO REPORT ON PLAN TO PRC: _____

Appendix B

EANA PUBLIC RELATIONS MOTION FORM **Date:** _____

Motion _____

Intention _____

Motioned by _____ Seconded by _____

Motion # _____ **For** _____ **Against** _____ **Abstain** _____

Carried _____ **Failed** _____ **Tabled to:** _____

EANA PUBLIC RELATIONS MOTION FORM **Date:** _____

Motion _____

Intention _____

Motioned by _____ Seconded by _____

Motion # _____ For _____ Against _____ Abstain _____

Carried _____ Failed _____ Tabled to: _____

Appendix C

PUBLIC RELATIONS
LITERATURE INVENTORY

	H & I	PI	OUTREACH	\$ ea.	# copies	\$ total
IP #1 Who, What, How, and Why				.50		
IP #2 The Group				.50		
IP #5 Another Look				.50		
IP #6 Recovery and Relapse				.50		
IP #7 Am I an Addict?				.50		
IP #8 Just For Today				.50		
IP #9 Living the Program				.50		
IP #11 Sponsorship, Revised				.50		
IP #12 The Triangle of Self-Obsession				.50		
IP #13 Young Addicts, For Young Addicts				.50		
IP #14 One Addict's Experience...				.50		
IP #15 PI and the NA Member				.50		
IP #16 For the Newcomer				.50		
IP #17 For Those in Treatment				.50		
IP # 19 Self-Acceptance				.50		
IP #20 H&I and the NA Member				.50		
IP #21 The Loner				.50		
IP #22 Welcome to NA				.50		
IP #23 Staying Clean on the Outside				.50		
IP #24 "Hey! What's the Basket For?"				.50		
IP #25 Self-Support: Principle and Practice				.50		
IP #26 Accessibility for Those with Additional Needs				.50		
IP #27 For the Parents or Guardians of Young People in NA				.50		
NA White Booklet				1.00		
In Times of Illness				1.00		
Behind the Walls				1.00		
NA: A Resource in Your Community				.45		
An Introductory Guide To NA				2.50		
Basic Text – Hard Cover				14.50		
Basic Text – Soft Cover				14.50		
It Works: How and Why - Hard Cover				11.00		
It Works: How and Why – Soft Cover				11.00		

Just For Today				11.00		
Step Working Guide				10.50		
Group Readings						
Starter Kits				18.00		
Meeting lists (bundles of 20)						