

**OFF THE WALL AREA SERVICE COMMITTEE (OTWASC)
PUBLIC INFORMATION (PI) GUIDELINES 1-1-2021**

Purpose

The purpose of the OTWASC PI subcommittee is to inform the public that NA exists. NA offers recovery from addiction and information about how and where to find NA. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, Twelve Concepts of Service of NA, and the Public Relations Handbook.

Functions/Responsibilities

The basic functions of this PI subcommittee are:

1. To open and maintain lines of communication between NA and the public.
2. To maintain a website with necessary meeting information and other pertinent data.
3. To operate a 24/7 phoneline to help the still suffering addict and/or to pass along information that could be helpful to the caller.
4. To respond to all requests for information in a timely and effective manner.
5. To be sure those requests are handled at the appropriate level of service: ASC, RSC and WSC.

Meetings and Membership

The PI subcommittee will meet regularly at a designated time and place that is well publicized, encouraging all N.A. members to attend. Members of this PI subcommittee are defined according to one or more of the following.

1. Those assigned to head specific projects as needed.
2. Active members, those who regularly attend PI meetings and have declared themselves as members.
3. Those willing to help on various projects as needed.
4. All elected positions will be up for election annually.

Qualifications and duties of elected subcommittee members:

Chairperson: elected by the OTWASC (See OTWASC requirements and responsibilities in their guidelines.)

Responsibilities include:

Presiding at subcommittee meetings

Preparing an agenda for each meeting

Maintaining order at those meetings

Providing representation of the subcommittee at all OTWASC meetings, supplying a report.

Attending volunteer trainings when applicable to observe and assist in carrying our message and training of volunteers

Creating an annual budget to present to the OTWASC.

Coordinating the efforts of any P.I. projects

Votes only in case of a tie, ideally votes are made by consensus.

Vice-Chairperson: elected by the PI subcommittee.

Clean time requirement of six months is suggested.

Responsibilities to the subcommittee include

Assumes the duties of Chairperson in the case of the Chairpersons absence.

If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected by the OTWASC, or the Vice-Chair is elected chair at the ASC.

Works closely with the Chairperson to become familiar with all aspects of the Chairpersons responsibilities

Responds to all inquiries of members relating to policy and procedure

Secretary: elected by the PI subcommittee.

Clean time requirement of nine months is suggested.

Responsibilities include:

Recording minutes of all meetings of the subcommittee and maintaining archives of prior meeting minutes and related materials

Copies and distributes minutes from subcommittee meetings

Keeps current records of all subcommittee members including addresses, phone numbers, and e-mails.

Webmaster: elected by the PI subcommittee.

Clean time requirement of 1 year is suggested.

Responsibilities include:

Keeping the website – www.otwna.org – current by

Adding/deleting/correcting meeting times for groups as well as the ASC and SC's.

Adding/deleting/correcting links to other NA sites.

Phone Line coordinator(s):

Suggested clean time of 1 year.

Responsibilities include:

Training volunteers in Weld and Larimer counties for our phone line.

- An instructional packet will be supplied to each volunteer hard copy or pdf file consisting of:

- PR phone line guidelines
- Google voice instructions
- A list of Human Services numbers and Colorado Area help lines.

Enlisting the help for volunteers to answer the phone. (970-282-8079)

- Phone volunteers will be renewed every 3 months

Maintaining a list of members who answer the phone and those who might be willing to do 12th step calls, give rides to meetings, etc.

Reports will be due on or before the next sub-committee meeting. Reports can be emailed to the PI chair. Reports will consist of:

- Tallying the numbers and types of calls for reporting to the ASC
- Any changes to volunteers

Voting Participants and Procedures

1. The required quorum shall be consensus based by those members present. If a consensus cannot be reached a simple majority will be taken. Chairperson votes only in case of a tie.
2. PI subcommittee group consciences are open to participation by all members of this SC.

Contacts and Resources

1. The OTWASC and its subcommittees are the primary resource for the PI subcommittee.
2. Contact shall be made with the WSO, informing them of this subcommittee's existence and request information on PI work being done in neighboring areas/regions and a regional contact when available.
3. Contact neighboring areas/regions/Rocky Mountain Zonal Forum to share PI experience.

Ongoing Work

PI workshops will be planned and held on at least an annual basis.

A database/list will be created and continually updated with information on the professional mailings and PI contacts within the community.

In order to accomplish the above, this PI subcommittee will constantly and consistently share information and conduct training workshops, so that area representatives are up-to-date and knowledgeable about PI goals and activities. It is vital to incorporate a good understanding of our Twelve Traditions in all PI activities.

Task Force Projects

The PI subcommittee establishes task force projects, as the need arises, to work on specific projects. Task force leaders are directly responsible to the PI subcommittee. Such projects include but are not limited to:

1. Community events/meetings
2. Poster drives
3. Mass media

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