

# SENANA ASC MEETING

November 5<sup>th</sup>, 2023

## ATTENDANCE:

Chairperson:	Aaron G.	Present
Vice chair:	Bekka H.	Present
Secretary:	Chelsea B.	Present
Treasurer:	Josh H.	Present
RCM:	OPEN	OPEN
RCM-Alt:	OPEN	OPEN
Public Relations:	Cameron G.	Present
Literature:	Doris K.	Present
Activities:	Jordan B.	Present
Policy Chair:	Steven T.	Present
NRCNA 40 Convention Committee:	Bekka (Vice Chair/Proxy)	Present

Sunday Night Solutions	Eli	Present
Monday Hold U Up	Jessica J.	Present
Monday Never Alone	Dan R. (Alternate)	Present
Monday Night Miracles	Chris	Present
Tuesday Recovery at Work	Chelsea B.	Present
Tuesday Let it Out	Howard M.	Absent
Wednesday Night Wild Women	Brittany P.	Present
Wednesday Boys to Men	Zech I.	Present
Wednesday Mission Impossible	Matthew	Present
Thursday One Promise	Doris K.	Present
Friday Happy Havelock	Lori C.	Present
Friday Lost and Found	Sara B.	Present
Saturday Morning Social	John H.	Absent
Saturday Night Live	Jon P.	Present
Saturday F.E.A.R (Falls City)	Bryce	Absent
Fairbury New Hope	Unknown GSR	Absent

Visitors: Donna W., Shane, Seth B.

**Motion to approve Minutes from Previous Month:** Zech I. motions, John P. seconds. Minutes from the previous month are approved.

**Motion to approve Treasurer's Financial Statement:** Jon P. motions, Zech I. seconds. The treasurer's financial statement from the previous month is approved.

**CHAIR:** Nothing to report.

**VICE CHAIR:** Nothing to report.

**SECRETARY:** Nothing to report.

**RCM:** OPEN

**RCM ALTERNATE:** OPEN

**TREASURER:**

You will find an updated September Treasurer Report to reflect a \$0.50 error in recording the monthly lit order expense as well as accounting for the rent auto payment for October that was sent early by the bank (on Sep 29th). Thank you, Josh H.

Sep-23		Sep-23	
INCOME	EXPENSES	INCOME	EXPENSES
Sunday Night Solutions \$ 25.00	ASC	Sunday Night Solutions \$ 25.00	ASC
Recovery At Work \$ 69.70	(Sep & October) Rent \$ 50.00	Recovery At Work \$ 69.70	Rent \$ 25.00
Let it Out \$ 15.00	PO BOX	Let it Out \$ 15.00	PO BOX \$ -
Never Alone \$ 12.00	Reimbursements \$ -	Never Alone \$ 12.00	Reimbursements \$ -
Wild Women	Other \$ -	Wild Women	Other \$ -
Boys to Men \$ 142.00	<b>TOTAL \$50.00</b>	Boys to Men \$ 142.00	<b>TOTAL \$25.00</b>
One Promise \$ 100.00	PR	One Promise \$ 100.00	PR
Lost and Found	Website	Lost and Found	Website
Happy Havelock	Phone Line \$ 113.06	Happy Havelock	Phone Line \$ 113.06
Sat morning social	H&I Literature	Sat morning social	H&I Literature
Monday Night Miracles - S wrd	Zoom	Monday Night Miracles - S wrd	Zoom
Ref of Ovr Pmt - Jordan H \$ 28.00		Unkoman \$ 28.00	
Hold you Up		Hold you Up	
<b>Total from Groups \$391.70</b>	<b>TOTAL \$113.06</b>	<b>Total from Groups \$391.70</b>	<b>TOTAL \$113.06</b>
	Literature		Literature
Literature \$541.40	(Sep & October) Rent \$ 50.00	Literature \$541.40	Rent \$ 25.00
	Monthly Order \$ 409.40		Monthly Order \$ 409.40
	Lap Top \$ 181.25	Refund of over Payment \$28.00	Lap Top \$ 181.25
	Reimbursements \$ -	from Jordan Humphrey	Reimbursements \$ -
	<b>TOTAL \$640.65</b>		<b>TOTAL \$615.65</b>
<b>Total for Deposit \$933.10</b>	Activities	<b>Total for Deposit \$961.10</b>	Activities
	Reimbursements \$ -		Reimbursements \$ -
	Activity Start Up		Activity Start Up
	Other - Laptop \$ 181.26		Other - Laptop \$ 181.26
	<b>TOTAL \$181.26</b>		<b>TOTAL \$181.26</b>
	Policy		Policy
	Reimbursements		Reimbursements
	Other		Other
	<b>TOTAL \$0.00</b>		<b>TOTAL \$0.00</b>
	Miscellaneous		Miscellaneous
	<b>TOTAL 0</b>		<b>TOTAL 0</b>
	<b>TOTAL EXPENSES \$984.97</b>		<b>TOTAL EXPENSES \$934.97</b>
	SUMMARY		SUMMARY
	Previous Balance \$2,724.53		Previous Balance \$2,724.53
	Income this month \$933.10		Income this month \$961.10
	Expenses this month \$984.97		Expenses this month \$934.97
	New Balance \$2,672.66		New Balance \$2,750.66
	Balance from Month Ending Statement \$2,672.66		Balance from Month Ending Statement

## SUBCOMMITTEE REPORTS

**PUBLIC RELATIONS:** Hello. We are currently going into Touchstone and LCC men's and women's. We will be putting a lit order in this month and will be delivering meeting lists to facilities. We will also talk about going to RTC here in Lincoln. Attached (at the bottom of the minutes) are the PR Guidelines that are ready to go back to the groups for approval.

**LITERATURE:** Nothing to report.

**ACTIVITIES:** Hello SENANA, thank you for allowing us to be of service. The rest of the year has been planned out. The next committee meeting we will start working on the tentative schedule and the budget. Last night we had the first bowling event of the year, it was the biggest turnout to date. We are looking for a new home for the activities committee to meet and to store our things. In loving service, Jordan B.

# Activities Treasurer's Report

October

## Income

	Amount
<u>Area Start Up</u>	
<u>Suggested Donation</u>	\$130.48
<u>Drink Sales/Coffee Donation</u>	
<u>Raffle Ticket Sales</u>	\$174.00
<u>7th Tradition</u>	
<u>Bake Sale &amp; Beverages</u>	\$122.00
<u>Other Income:</u>	
Area Check Deposit	\$200.00
Reimbursement for Learning Day venue	\$35.00
Reversed Insufficient funds fee	\$29.50
<b>Total Income</b>	<b>\$690.98</b>

## Expenses

	Amount	Check #
<u>Rent</u>	\$50.00	1510
<u>Venue</u>	\$100.00	1511
<u>Food</u>		
<u>Soda/Coffee/Water</u>		
<u>Decorations</u>		
<u>DJ/Band</u>		
<u>Games</u>		
<u>Misc. Supplies</u>		
<u>Other Expenses:</u>		
-Area Donation		
-NRCNA Donation		
-Literature Order		
Insufficient funds fee	\$29.50	
<b>Total Expenses</b>	<b>\$179.50</b>	

Literature Order (cash)		Previous Balance	-\$20.86
Cash Outlay		Income - Expenses	\$511.48
Bank Deposit	\$690.98	Start Up Money	\$170.00
		Account Balance	\$490.62

**POLICY:**

**NRNCNA 40 CONVENTION COMMITTEE:**

**NOMINATIONS:**

Wild Women nominates Chelsea P. for a second term as Secretary of the Area Service Committee.\*Please note that after the ASC met, Steven and Chelsea realized that the secretary position opened this month (November). This means that nominations should be accepted in December, so you do not need to vote on this nomination at this time.

**ELECTIONS:**

**Lori C. was elected Regional Chair Member.**

**Seth B. was elected Alternate Regional Chair Member.**

**Please note that the following service positions are now open with the following requirements to serve:**

All Subcommittee chair positions are terms of 2 years.

**Public Relations Chairperson**

- Chairperson must have minimum 1-year continuous clean time with a suggestion of 3 years continuous clean time and 6 months activity in H&I work. The chairperson will be elected by the subcommittee and elected by the subcommittee and approved by the Area Service Committee in accordance with the current guidelines.
- Bring before the general meeting of the subcommittee matters that should be discussed by them.
- Carry out policies and orders for the committee.
- Appoint panel leaders for institution services.
- Attend the Area Service Committee meetings.
- Attend Regional H&I subcommittee meetings.

**Secretary**

- Minimum 1 year continuous clean time.
- Must have working knowledge of the 12 Traditions & 12 Concepts.
- 6 months experience at the ASC.
- Able to keep accurate minutes during each ASC meeting.
- Able to record votes of all elections, nominations, & motions in the ASC minutes by group.

- Distributes previous month’s minutes of the ASC at least 12 Days PRIOR to the next ASC, either by hand delivery, email, or regular postal mail.
- One of the cosigners on the SENANA ASC bank account.
- Must have access to a computer with email and internet capabilities.
- Any submission to the monthly minutes must be received by the ASC Secretary by the end of the day the ASC meets. Anything submitted after that deadline will not be recorded or included in that month’s minutes.
- Any archivable material concerning the SENANA ASC and its accompanying subcommittees is the secretary’s responsibility to collect and store in one centralized location within the Literature Committee storage area.

**EXECUTIVE COMMITTEE TIMELINE**

<b>Executive Position</b>	<b>Service Member</b>	<b>Date Started Position</b>	<b>Ending Date for Position</b>	<b>When Positions Open at ASC</b>
ASC Chair	Aaron G.	April 2023	April 2025	January 2025
ASC Vice-Chair	Bekka H.	May 2023	May 2025	February 2025
Secretary	Chelsea B.	February 2022	February 2024	<b>November 2023</b>
Treasurer	Josh H.	December 2022	December 2024	September 2024
RCM	Lori C.	July 2021	July 2023	April 2023
Alt.-RCM	Seth B.	February 2022	February 2024	November 2023
PR	Cameron G.	December 2022	December 2023	September 2023
Literature	Doris K.	July 2021	July 2023	April 2023
Activities	Jordan B.	October 2022	October 2024	August 2024
Policy	Steven T.	June 2022	June 2024	March 2024

**OLD BUSINESS:**

**Motion #1:**

To waive the 2 years of SENANA ASC experience for the nomination of Lori C. for RCM.

**Intent:** To allow a willing addict to serve. Lori C. has many years of experience at the ENNA ASC.

Submitted by: Steven T.

**Seconded by:** Seth B.

**Financial Impact:** NONE

**Change in Policy:** YES

**MOTION CARRIES**

**Motion #2:**

To add to the policy that the Activities subcommittee treasurer is to take care of the activities laptop.

**Intent:** To ensure that someone keeps the laptop and brings the laptop to the committee.

**Submitted by:** Jordan B.

**Seconded by:** Herman P.

**Financial Impact:** NONE

**Change in Policy:** YES

**MOTION CARRIES**

**Motion #3:**

To remove the old PI and H&I guidelines from the ASC policy and add the new PR guidelines.

**Intent:** To establish new guidelines for the PR subcommittee after combining the PR and H&I subcommittee.

**Submitted by:** Cameron G.

**Seconded by:** Zech I.

**Financial Impact:** NONE

**Change in Policy:** YES

**MOTION TABLED** as the guidelines were not included in the previous month's minutes. **The guidelines can now be found at the bottom of this month's minutes.**

**OPEN FLOOR:**

**Topic #1:** Ledger – David stated that we are using all electronic ledgers, whereas the policy mentions “bound ledger.” Steven stated we should change the policy terminology to reflect “bound or electronic ledger” or just “ledger.”

**NEW BUSINESS:**

**Motion #1:** For the treasurer of the literature committee to be in charge of the laptop for the literature committee and to bring the laptop to the committee.

**Intent:** To change the policy to create consistency in laptop usage.

**Submitted by:** Doris K.

**Seconded by:** Eli C.

**Financial Impact:** None  
**Change in Policy:** YES

**GROUP REPORTS**

<b>GROUP</b>	<b>TOTAL ATTENDANCE</b>	<b>TOTAL NEWCOMERS</b>	<b>TOTAL \$ COLLECTED</b>	<b>LITERATURE ORDER</b>	<b>ASC DONATION</b>	<b>RENT PAYMENT</b>
BOYS TO MEN	162	21	\$141.00	\$42.00	\$49.00	\$20.00
RECOVERY AT WORK	177	10	\$186.00	\$50	\$106.00	\$30.00
LET IT OUT	74	17		\$46.00	\$10.00	\$15.00
ONE PROMISE	264	18		\$65.00	\$50.00	
WILD WOMEN	102	9				
SUNDAY NIGHT SOLUTIONS	346	27		\$18.60	\$72.00	\$25.00
NEVER ALONE						
HAPPY HAVELOCK						
HOLD U UP						
LOST & FOUND						
SATURDAY MORNING SOCIAL						
F.E.A.R.						



**Groups that would like to read reports or bring up issues:**

**ANNOUNCEMENTS**

- One Promise is taking pre-orders for hoodies and they are excited for the Thanksgiving Overstuff.
- Wednesday Night Wild Women are looking forward to the Thanksgiving Overstuff.

**FUTURE ASC MEETINGS**

- Sunday, December 3<sup>rd</sup> at 2:30pm – Eastridge Presbyterian Church
- Sunday, January 7<sup>th</sup> at 2:30pm - Eastridge Presbyterian Church

**Area Service Committee Meeting (ASC)  
1st Sunday of the month; 2:30 pm.  
Eastridge Presbyterian Church  
1135 Eastridge Dr., Lincoln NE 68510**

**Subcommittee Meetings:  
Literature: Every month before the ASC meeting at 1:30 pm  
Eastridge Presbyterian Church  
1135 Eastridge Dr., Lincoln NE 68510**

**Public Relations: 2nd Sunday of every month; 2:00 pm  
Two Pillars Church  
4000 Sheridan Blvd. Lincoln, NE 68506**

**Activities: 3rd Sunday of every month; 1:00 pm  
City Impact  
1035 N 33rd (33<sup>rd</sup> St. entrance) Lincoln, NE 68503**

**Policy: 4th Sunday of each month; 4:00 pm  
The Mill Coffee Shop  
330 S. 21<sup>st</sup> St. Lincoln, NE 68510**

[literature@sena-na.net](mailto:literature@sena-na.net)

[handi@sena-na.net](mailto:handi@sena-na.net)

[policy@sena-na.net](mailto:policy@sena-na.net)

[activities@sena-na.net](mailto:activities@sena-na.net)

[chairperson@sena-na.net](mailto:chairperson@sena-na.net)

[vicechairperson@sena-na.net](mailto:vicechairperson@sena-na.net)

[treasurer@sena-na.net](mailto:treasurer@sena-na.net)

[secretary@sena-na.net](mailto:secretary@sena-na.net)

[rcm@sena-na.net](mailto:rcm@sena-na.net)

[rcmalt@sena-na.net](mailto:rcmalt@sena-na.net)

**Southeast Nebraska Area of Narcotics Anonymous  
Public Relations Guidelines**

Created January 2023

## **MISSION STATEMENT**

The PR subcommittee, as well as all Narcotics Anonymous (NA) members are responsible for maintaining a positive public image of NA by increasing public awareness of continued recovery as experienced through our Twelve Steps. The subcommittee will also assist NA groups in their relationships with the facilities where they meet. Maintaining good relationships with these facilities is essential to the survival of NA. Each member of the group bears great responsibility for acting in a way that reflects positively on NA as a whole. The relationship with these facilities is the foundation for our overall community relations effort.

### **I. Definition**

We are an operating subcommittee within the SENANA Area Service Committee (ASC). We are supported by SENANA and thusly accountable to that committee as well as to all the groups in the area.

### **II. Purpose & Function**

The PR subcommittee will serve as the primary point of public contact for NA within (SENANA). In doing so, they will maintain area meeting lists, website, helpline, media and community contacts, and coordinate projects to facilitate public awareness of NA.

A. To carry the NA message of recovery in accordance with the Twelve Steps, Twelve Traditions, And Twelve Concepts of NA and to disburse literature to all facilities currently being served by PR.

B. Open and maintain lines of communication between the public and NA so that the message of recovery is readily available to all addicts.

- To inform the public about Narcotics Anonymous by, but not limited to:
  - Operating and maintaining an area website.
  - Facilitating all Corrections/Treatment and all other Public Relations type efforts.
  - Facilitating Narcotics Anonymous Phonenumber with the SENANA Area
  - Coordinating all requests from the media.
  - Providing any radio and television public service announcements for use within the SENANA Area.

- Creating, distributing and maintaining everything between SENANA and anything outside of Narcotics Anonymous
- Coordinating NA booths at selected professional and community events.
- Presenting information to community-based organizations about NA and maintaining ongoing relationships with these organizations.
- Providing meeting lists to SENANA and all outside entities as needed.
- Updating meeting lists

C. Open and maintain lines of communication with the PR Coordinators of the Nebraska Regional Service Committee (NRSC) and World Service Office (WSO) Fellowship Services.

D. Strengthen the unity within the SENANA community.

E. To conduct a monthly business meeting.

F. To provide a PR service representative at the Area Service Committee.

G. To hold at least 1 workshop per year

I. Develop and maintain active and ongoing communications with facilities and agencies within SENANA including, but not limited to, churches and religious organizations, treatment & detoxification facilities, homeless shelters, hospitals, service organizations, professional associations, other 12 step fellowships, other self-help groups, various government branches including police departments, military facilities, and university and school educational facilities to ensure that they are aware that the SENANA PR subcommittee offers specialized literature to students, parents, and staff and all addicts seeking recovery.

### III. **List of Elected Positions (IN BOLD) & Non-Elected Assistants**

- **Chairperson** (Only position decided by the SENANA Groups at the ASC)
- **Vice Chairperson**
- **Treasurer**
- **Secretary**
- **Outreach Coordinator**
- **IT (Meeting List Creation) Coordinator**
- **Corrections Coordinator**
- **Treatment Coordinator**
- **Phoneline (Meeting List Distribution) Coordinator**
  - Phoneline Volunteers (Non-Elected Positions)
  - Meeting List Distributors (Non-Elected Positions)

Keeping in mind the sensitive nature of Public Relations, all elected servants will be required to complete training within two months of election in and become familiar with their role as outlined in these guidelines and any other NA Informational Material the committee uses.

### IV. **Description & Duties of Executive Officers**

- **CHAIRPERSON**
  - Term Duration 2 years
  - Minimum 2 years continuous clean time.

- Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
  - 1 Year service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.
  - A stated willingness to serve.
  - Facilitates and sets up the monthly subcommittee meeting agenda.
  - Uses the PR Format to create and maintain a structured smooth running committee meeting.
  - Responsible for overall functioning of the subcommittee.
  - Develops a written format for conducting a structured subcommittee meeting.
  - Responsible for communications with the facility where the PR committee meets. Arriving 15 minutes early to set up the meeting space.
  - Attends SENANA ASC and keeps them informed of all ongoing activities within the PR Subcommittee.
  - Works with Outreach Coordinator to be the public spokesperson(s) for NA in communications with the community. Can also recruit spokesperson(s) from the subcommittee with prior committee approval.
  - To attract and recruit new PR Subcommittee Members.
  - An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
- **VICE CHAIRPERSON**
    - Term Duration 2 years
    - Minimum of 2 years continuous clean time.
    - Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
    - A stated willingness to serve.
    - Able to run the PR Subcommittee in the Chairperson's absence.
    - Vice-Chairperson is in training to become Chairperson upon committee and ASC approval.
    - Six months service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.
    - Assist the Chairperson in PR Subcommittee meeting setup.
    - Work closely with and assist the Chairperson in duties as designated by the subcommittee.
    - Assists with attracting and recruiting new PR Subcommittee Members.
    - Assist Chairperson in training incoming servants.
    - An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
- **TREASURER**
    - Term Duration 2 years
    - Minimum 2 years continuous clean time.

- Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
  - A stated willingness to serve.
  - Maintains monthly ledger and provides a monthly copy to Chair to inform the SENANA ASC.
  - Prepares annual budget for ASC approval
  - Responsible for maintaining the monthly ledger for all budgeted expenses.
  - Prepares a final year-end financial report for the purposes of auditing as well as the incoming treasurer.
  - Works with the ASC during audits.
  - Assists with attracting and recruiting new PR Subcommittee Members
- **SECRETARY**
    - Term Duration 1 year
    - Minimum 1 Year continuous clean time.
    - Secretary experience preferred but not mandatory.
    - A stated willingness to serve.
    - Keep accurate minutes of the PR Subcommittee meetings. Provides them to the chairperson to formulate a report to the SENANA area.
    - Distributes copies of those minutes to PR subcommittee members prior to the beginning of the next meeting.
    - Is responsible to maintain records, files, and archives of the subcommittee. This includes storage of each all minutes from any meeting.
    - Maintains records of all committee positions, coordinators, volunteer contact information, training records, and any other pertinent information.
    - Assists with attracting and recruiting new PR Subcommittee Members.
- **Outreach Coordinator (Inside and Outside of SENANA)**
    - Term duration 2 years
    - Minimum 4 years continuous clean time.
    - Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
    - A stated willingness to serve.
    - 2 Years' service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.
    - **Responsible for training for all PR committee members and all volunteers.**
    - Term Duration 2 years
    - Develops and maintains all training materials to be used in the SENANA area and setting the standard for all public interactions.
    - Creates & maintains and updated and accurate ledger of records of all outside facilities where N.A. can be a resource to the community. These can include but not limited to treatment centers, correctional institutions, treatment centers, halfway

houses, ¾-way/oxford houses, behavioral programs, and community-based programs.

- The ledger of facilities will also be used as a vital resource to distribute SENANA meeting lists. This information will be available at each subcommittee meeting.
  - Works with PR Chairperson to be the public spokesperson(s) for NA in communications with the community. Can also recruit spokesperson(s) from the subcommittee with prior committee approval.
  - Conduct PR meeting/presentations to any facility being served or inquiring about Narcotics Anonymous according to acceptable procedures of NA and the respective facility guidelines.
  - Actively pursue any new contacts for meeting list distribution and report to the PR subcommittee.
  - Outreach will also be responsible for contacting all present N.A. meetings in the SENANA area to maintain an accurate meeting list. This will be done annually or as the need arises. This information will be presented to the IT/Meeting List Creation Coordinator.
  - Outreach will be the only contact for any new N.A. meetings who wish to become a part of the SENANA area.
  - An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
  - Ability to delegate responsibilities to additional members upon the discretion of the PR subcommittee as a whole
- **Information Technology (IT) / (Meeting List Creation) Coordinator**
    - Term Duration 2 years
    - Minimum 3 years continuous clean time.
    - Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
    - A stated willingness to serve.
    - Working knowledge of web design principles and ability to maintain web pages on a remote web server.
    - Maintain the entire SENANA website.
      - Includes meeting information, activities within SENANA, ASC minutes and guidelines, all subcommittee information, NA resources, links to regional website, and anything else the committee deems necessary.
    - Assists with attracting and recruiting new PR Subcommittee Members.
    - An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
    - Ability to delegate responsibilities to additional members upon the discretion of the PR subcommittee as a whole
    -
  - **Corrections Coordinator**

- Term Duration 2 years
- Minimum 2-year continuous clean time.
- Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
- 1 Year service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.
- A stated willingness to serve.
- Coordinator will be the single point of accountability as the contact person for all Correctional facilities or institutions that host any current or future PR meetings.
- Responsible for scheduling weekly/monthly PR meetings at each individual facility we serve.
- Reports on monthly PR meetings to include attendees, literature needs, and other needs.
- Works in cooperation with Treatment Coordinator to schedule and facilitate at least one annual volunteer training along with any individual trainings.
- Assists with recruiting/training all volunteers for each facility within the SENANA area that we serve.
- Will require any new volunteer to go in with an experienced volunteer in order to maintain that a true message of N.A. is carried with our language.
- Coordinator cannot be under any restrictions that conflict with any facility we serve. Such as but not limited to probation, parole, etc.
- Coordinator will remain current with any additional specific facility training and ensure that all volunteers are up to date on their training.
- An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
- Ability to delegate responsibilities to additional members upon the discretion of the PR subcommittee as a whole
- 

- **Treatment Coordinator**

- Term duration 2 years
- Minimum 2-year continuous clean time.
- Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
- 1 Year service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.
- A stated willingness to serve.
- Coordinator will be the single point of accountability as the contact person for all Treatment/Behavioral facilities or institutions that host any current or future PR meetings.
- Responsible for scheduling weekly/monthly PR meetings at each individual facility we serve.

- Reports on monthly PR meetings to include attendees, literature needs, and any other needs.
- Works in cooperation with Corrections Coordinator to schedule and facilitate at least one annual volunteer training along with any individual trainings.
- Assists with recruiting/training all volunteers for each facility within the SENANA area that we serve.
- Will require any new volunteer to go in with an experienced volunteer in order to maintain that a true message of N.A. is carried with our language.
- Coordinator cannot be under any restrictions that conflict with any facility we serve. Such as but not limited to probation, parole, etc.
- Coordinator will remain current with any additional specific facility training and ensure that all volunteers are up to date on their training.
- An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
- Ability to delegate responsibilities to additional members upon the discretion of the PR subcommittee as a whole
- 
- **Phoneline / (Meeting List Distribution) Coordinator**
  - Minimum 2-year continuous clean time.
  - Working knowledge of the Narcotics Anonymous program. Continued work in the NA steps and traditions.
  - 1 Year service experience in a public facing position or committee such as a PR/PI/H&I/Phoneline volunteer.
  - A stated willingness to serve.
  - Responsible for all things regarding the phoneline.
  - Provide the PR Chair with a monthly report of Helpline activity.
  - Distribute printed or electronic Helpline Handbooks and activity information to volunteers as needed.
  - Communicate with the IT Coordinator and Outreach Coordinator to ensure that the information given out over the Helpline is current and up to date.
  - Verify all volunteers listed on the Helpline regularly to ensuring willingness to continue being of service and accuracy of phone numbers.
  - Provides access to current meeting schedule to helpline volunteers as needed.
  - Check the Helpline regularly to ensure that it is operational.
  - Train new & existing phoneline volunteers
  - Schedule & facilitate annual phoneline training.
  - Recruit volunteers for meeting list distribution to SENANA groups and all outside agencies or facilities
  - Works with Outreach Coordinator for accurate N.A. meeting information within the SENANA area.
  - Actively pursue any new contacts for meeting list distribution and report to Outreach Coordinator and the PR subcommittee.



- An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
- **ALL Committee Members – Volunteers**
  - A stated willingness to serve.
  - Time, resources, and the ability to serve.
  - In order to qualify for any of the above offices/positions; a member shall come to the PR monthly meeting and inform the subcommittee of their desire to serve. Also, a member involved in PR must attend a minimum of one workshop per year.
  - Current with any and all training required by this committee and the specific facility in which they are associated with.
  - Keeping in mind the sensitive nature of PR, all elected positions will be trained by the Outreach Coordinator and become familiar with their role as outlined in these guidelines within 3 months of being voted in.
  - Always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct themselves responsibly.
  - Must attend one annual PR workshop or learning day and facility orientation as appropriate.
  - Complete abstinence is a requirement. Anything other than complete abstinence constitutes an automatic resignation (NA has no opinion regarding medications).
  - Any member shall be considered inactive if absent two consecutive meetings without prior arrangement. Any inactive member shall be considered active upon attending their second consecutive meeting.
  - An ability to interact with the public while abiding by the Twelve Traditions and Twelve Concepts of NA.
  - Attract and recruit new subcommittee members

## V. Voting & Membership

- The following shall be voting members:
  - Each PR member with voting rights will have one vote each.
  - NA members must attend 2 consecutive subcommittee meetings to obtain PR voting rights.
  - Voting rights are lost if 3 or more consecutive absences occur.
  - The Chairperson will vote only to break a tie.
- How to make a motion:
  - A motion can be made by any member of the PR subcommittee.
  - A voting member must second a motion. If no second is made the motion dies.
  - Motions should be in written form to aid the secretary with accuracy as well providing an intent.
  - A simple majority vote decides the question.

## VI. Nominations & Elections

- Chairperson election takes place at the ASC.
- Recommendations for Chairperson from within the PR Subcommittee is preferred.

- Nominees for Chairperson will provide a written service resume to the ASC that focuses on:
  - i. Amount of clean time.
  - ii. Service experience.
  - iii. Willingness and time to do the job.
  - iv. Make mention of the progression in their lives regarding the NA steps, traditions, and concepts.  
(This is to give the voting body an accurate representation of who they're voting in).
- Nominee shall be present at the ASC to answer any questions they may have.
- If the Vice Chair desires to step into the Chair position, a vote of confidence must be taken from the PR subcommittee to the ASC.
- All other elected committee positions will be conducted from within the PR committee.
- Any person(s) nominated for any Public Relations service position will provide a written service resume during the PR Subcommittee meeting that focuses on:
  - v. Amount of clean time.
  - vi. Service experience.
  - vii. Willingness and time to do the job.
  - viii. Make mention of the progression in their lives regarding the NA steps, traditions, and concepts.  
(This is to give the voting body an accurate representation of who they're voting in).

## **VII. Finances & Budget**

- The PR Annual Budget will be created by the PR subcommittee and submitted to the SENANA ASC for approval each year.
- The budget shall be determined each budgeting cycle based on previous years expenses as well as any future endeavors the committee expects to take on for the year.
- The PR subcommittee shall be solely responsible for the administration of the budget.
- The budget shall include an itemized list of expected expenditures throughout the fiscal year.
- Any budgeted PR monies will be held with the ASC Treasurer and can be accessed during the ASC with a Financial Request Form.
- When possible, any regular scheduled payments and expenditures will be paid directly by the SENANA ASC Treasurer using ACH or other methods approved by the ASC.
- Any portion of the budget not spent will always be held by ASC and will continue to remain available to the PR sub-committee throughout the end of the fiscal year.
- At the end of the budget cycle, remaining funds will be moved back to the SENANA general fund.
- The SENANA ASC must approve any changes to the current budget.
- Any expenditure exceeding the budget limit must have prior approval from the SENANA ASC.
- Any special PR related projects must be submitted in detail to the ASC in an effort to get prior approval of funds.

## **VIII. Other Requirements**

- These GUIDELINES and PROCEDURES are submitted for the guidance of the PR subcommittee so that a smooth and consistent program can be maintained for the benefit of addicts being served within a facility or agency.

- The PR subcommittee will schedule at least one annual interactive PR Workshop/Learning Day for the SENANA area.
- Any unusual situations that might arise should be discussed with the elected officers of PR who, in turn, will take steps to obtain clarification from the facility authorities.
- Individual members of PR should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question.
- Communications regarding the above issues with any facility or agency is the responsibility of the chair, vice-chair, and outreach coordinator.
- Adherence to these guidelines will minimize confusion and misunderstanding within the PR committee and the facilities we serve.
- Failure to comply with any facility's regulations could result in the cancellation of the meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violation of regulations could bring legal action against violators and put N.A. in a bad light.
- Remember----your actions reflect on N.A. as a whole. More importantly; adverse performance could well deprive an addict of the miracle of the Narcotics Anonymous message