



**Stanislaus Valley Groups of Narcotics Anonymous**  
**P.O. Box 578551**  
**Modesto, CA 95357**

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# **Stanislaus Valley Groups of Narcotics Anonymous Public Relations Subcommittee Guidelines**

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74 **A. Definition and Purpose**

75 For our purpose in Narcotics Anonymous, Public Relations (PR) refers to all of the relationships we create and  
76 maintain with each other in our group and service committees, potential members, and the general public. We  
77 strive toward strong PR so that addicts have the opportunity to learn about our program of recovery from drug  
78 addiction. It is our desire for NA to be alive and thriving in every local community, assuring that no addict in a  
79 hospital, institution or related facility seeking recovery need die without having had a chance to find a better  
80 way of life through the program of Narcotics Anonymous, and we provide the necessary services. This  
81 Subcommittee is a part of the Stanislaus Valley Groups of Narcotics Anonymous Area Service Committee (ASC)  
82 and is directly responsible to that committee as well as the fellowship as a whole.  
83

84 **B. Function**

- 85 1. Carry the NA message and fulfill the PR activities as outlined in the Subcommittee guidelines.
  - 86 2. Conduct a minimum of one business meeting monthly.
  - 87 3. Report on PR activities at the ASC meeting monthly.
- 88

89 **C. Administrative Body**

- 90 1. Administrative body shall consist of:
  - 91 a) Chairperson
  - 92 b) Vice-Chairperson
  - 93 c) Secretary
  - 94 d) Literature Person
  - 95 e) Literature Person Alternate
- 96 2. All Members are to be elected by a majority vote of the Subcommittee at large, excluding the  
97 Chairperson, who is elected by the ASC.
- 98 3. Any elected officer voted in by the Subcommittee may be removed, per Section I, from his/her  
99 position by two-thirds (2/3) vote of the Subcommittee.
- 100 4. In case of resignation of any administrative body member, Vice Chairperson shall automatically  
101 assume the vacant position until it is filled.
- 102 5. Vacant positions shall be given first priority at the next Subcommittee meeting.  
103

104 **D. Voting Procedure**

- 105 1. Any NA member who has attended two (2) consecutive Subcommittee meetings is considered an  
106 eligible voting member.
- 107 2. Missing two (2) consecutive Subcommittee meetings will constitute the loss of voting privileges.
- 108 3. Chairperson shall abstain from voting, except in the case of a tie.
- 109 4. All NA members are encouraged to participate in the discussion. Any member may make a motion,  
110 but the motion must be seconded by a voting participant in attendance.
- 111 5. All guideline revisions must be approved at the ASC. A two-thirds (2/3) Subcommittee majority is  
112 needed to make suggested revisions to the guidelines for presentation to the ASC for consideration.
- 113 6. A simple majority is accepted in matters of Subcommittee business.
- 114 7. The current ASC Rules of Order will be used to conduct Subcommittee meetings.
- 115 8. Any matter, that cannot be resolved at the PR level, shall be turned over to our ASC for their  
116 guidance.  
117

118 **E. Attendance**

- 119 1. The Subcommittee Administrative Body, H&I Coordinator, H&I Panel Coordinators, H&I Panel and  
120 Leaders, Public Information Coordinator, Phone Line Coordinator, Outreach Coordinator, Literature  
121 Person, Literature Person Alternate, Web Servant, and Web Servant Alternate shall attend all regular  
122 business meetings. In the event that anyone of these members cannot attend, the Chairperson shall be  
123 notified.
- 124 2. Any member of NA is welcome to attend all regular business meetings.

125 **F. Elections**

- 126 1. All Subcommittee position elections are to be held in July at the Subcommittee meeting. The
- 127 Chairperson shall be elected at the ASC annual elections held in June.
- 128 2. All Subcommittee positions shall be elected by a majority vote of all eligible voting members of the
- 129 Subcommittee at that meeting.
- 130 3. Nominees for election to any Subcommittee position shall be selected from any members having
- 131 previous participation in service to the Subcommittee and meeting suggested requirements.
- 132 4. Nominees must be present at the time of election to qualify and answer any questions.
- 133 5. In the event of a tie, the Chairperson shall break the tie.
- 134 6. An election to fill a vacancy of a position shall occur at the next regular business meetings after the
- 135 vacancy arises.
- 136

137 **G. Qualifications and Duties of the Administrative Body**

138 It is suggested that all members have the willingness and resources to fulfill his/her responsibilities and a  
139 working knowledge of the *Twelve Steps*, *Twelve Traditions*, and *Twelve Concepts for NA Service* as well as  
140 attend all regular Subcommittee meetings and as many NA meetings as possible.

141 **1. CHAIRPERSON**

142 **a) Requirements:**

- 143 (1) A minimum of two (2) years of uninterrupted clean time.
- 144 (2) A minimum of one (1) year active participation at the PR Subcommittee level.
- 145 (3) Willingness to carry out duties of the position.
- 146 (4) One (1) year term of service, with option of two (2) consecutive terms maximum.

147 **b) Duties:**

- 148 (1) Prepare a written agenda and facilitate the Subcommittee meeting in an orderly
- 149 manner, ensuring that the *Twelve Traditions* and *Twelve Concepts for NA Service* are
- 150 maintained.
- 151 (2) Prepare a semi-annual written Subcommittee budget for submission to the ASC in
- 152 August and February.

PR Subcommittee ONLY - Budget Cycles Covered	
Submitted in August	September, October, November, December, January, February
Submitted in February	March, April, May, June, July, August

- 159 (3) Attend as many SVGNA, CMSRNA, and NA World Service Learning Days and
- 160 Workshops as possible.
- 161 (4) Maintain an open line of communication between the ASC and the Subcommittee
- 162 with regular attendance to ASC meetings.
- 163 (5) Submit a written report to the Subcommittee and the ASC monthly, including the
- 164 literature inventory.
- 165 (6) Review attendance log and notify absent members, as required by Section I of
- 166 these guidelines.
- 167 (7) Attend monthly ASC meetings.
- 168 (8) Conduct GSR orientations at the monthly ASC meetings.
- 169 (9) Deliver meeting schedules to the ASC every two (2) months.
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## 2. VICE CHAIRPERSON

### a) Requirements:

- (1) A minimum of two (2) years of uninterrupted clean time.
- (2) A minimum of one (1) year active participation at the PR level.
- (3) Willingness to carry out duties of the position.
- (4) One (1) year term of service, with option of two (2) consecutive terms maximum.

### b) Duties:

- (1) In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.
- (2) Maintain current written copies of Subcommittee guidelines.
- (3) Serve as parliamentarian of Subcommittee meetings.
- (4) Submit a written report to Subcommittee monthly.
- (5) Attend monthly ASC meetings.
- (6) Submit a semi-annual written budget to the PR Subcommittee in August and February.

## 3. SECRETARY

### a) Requirements:

- (1) A minimum of two (2) years of uninterrupted clean time.
- (2) A minimum of six (6) months active participation on a Subcommittee level.
- (3) Willingness to carry out duties of the position.
- (4) One (1) year term of service, with option of two (2) consecutive terms maximum.

### b) Duties:

- (1) Record, copy, and distribute the minutes of the Subcommittee meetings monthly.
- (2) Maintain and archive meeting minutes, correspondence, and copies of previous guidelines.
- (3) Create and provide a copy of attendance log to Chairperson monthly.
- (4) Maintain an updated contact list of all Subcommittee Members.
- (5) Submit a semi-annual written budget to the PR Subcommittee in August and February.

## 4. LITERATURE PERSON

### a) Requirements:

- (1) A minimum of two (2) years of uninterrupted clean time.
- (2) A minimum of six (6) months active participation Subcommittee level.
- (3) Willingness to carry out duties of the position.
- (4) One (1) year term of service, with option of two (2) consecutive terms maximum.

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**b) Duties:**

- (1) Maintain, coordinate, and distribute Subcommittee approved NA literature and meeting directories, per agreed upon quantities as determined by the Subcommittee, to the respective Panel Coordinators / Panel Leaders for the facilities.
- (2) Prepare Subcommittee literature order for ASC meeting monthly.
- (3) Stamp all literature and meeting directories with the Subcommittee helpline number and web site.
- (4) Submit a written report of literature distribution and inventory to the Subcommittee monthly and semi-annually.
- (5) Submit literature order to Subcommittee for review and approval monthly.
- (6) Submit a semi-annual written budget to the PR Subcommittee in August and February.

**5. ALTERNATE LITERATURE PERSON**

**a) Requirements:**

- (1) A minimum of two (2) years of uninterrupted clean time.
- (2) A minimum of six (6) months active participation Subcommittee level.
- (3) Alternate Literature person will assume the duties assigned to the Literature person if necessary.
- (4) Willingness to carry out duties of the position.
- (5) One (1) year term of service, with option of two (2) consecutive terms maximum.

**b) Duties:**

- (1) Assist Literature Person as directed.

**H. Qualifications and Duties of Subcommittee Members**

Listed are descriptions of positions within the Subcommittee service structure that meet the current needs of SVGNA ASC. It is suggested that all interested members have the willingness and resources to fulfill his/her responsibilities and a working knowledge of the *Twelve Steps*, *Twelve Traditions*, and *Twelve Concepts for NA Service* as well as attend all regular Subcommittee meetings and as many NA meetings as possible. Although not required, volunteers are welcome to attend the monthly PR Subcommittee meeting. ***Some facilities may have additional requirements. See specific facility guidelines for more information.***

**1. H&I COORDINATOR**

**a) Requirements:**

- (1) A minimum of two (2) years of uninterrupted clean time.
- (2) A minimum of six (6) months active participation Subcommittee level.
- (3) Willingness to carry out duties of the position.
- (4) One (1) year term of service, with option of two (2) consecutive terms maximum.
- (5) Must have access to necessary means of electronic communication and utilize ***handi@svgna.org*** email account for official business.

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**b) Duties:**

- (1) Shall maintain open line of communication between PR Subcommittee, Panel Coordinators and Panel Leaders.
- (2) Shall verify that scheduled panel meetings are provided for each facility served.
- (3) Shall submit a monthly written report to the PR Subcommittee detailing scheduled panel meetings provided to facilities and any problems that may have arisen with facilities served.
- (4) Submit a semi-annual written budget to the PR Subcommittee in August and February.
- (5) Submit a written summary of facilities served to the PR Subcommittee at the end of term of service.

**2. H&I PANEL COORDINATORS**

**a) Requirements:**

- (1) A minimum of one (1) year of uninterrupted clean time.
- (2) A minimum of six (6) months active participation Subcommittee level.
- (3) Willingness to carry out duties of the position.
- (4) One (1) year term of service.

**b) Duties:**

- (1) Shall maintain open line of communication between PR Subcommittee and facility served. A PR Subcommittee member shall accompany if physical meeting is necessary with facility.
- (2) Shall ensure that scheduled panel meetings are provided for facility which he/she is coordinator.
- (3) Shall keep all Panel Leaders informed of the rules of the facility being served and any rule changes.
- (4) Will provide each Panel Leader with facility guidelines, guest clearance list and facility contact list.
- (5) Shall submit a written report to the H&I Coordinator for the PR Subcommittee detailing any problems that may arise with facility served; otherwise, a verbal report is sufficient.

**3. H&I PANEL LEADERS**

**a) Requirements:**

- (1) A minimum of one (1) year of uninterrupted clean time.
- (2) A minimum of two (2) consecutive PR Subcommittee meetings and two H&I panels.
- (3) Willingness to carry out duties of the position.
- (4) One (1) year term of service.

**b) Duties:**

- (1) To be familiar with the PR Subcommittee Guidelines and the facility rules and regulations.



- 354 (2) To be responsible for qualifying the Panel Member/guest speaker and reminding  
355 them of the facility rules and regulations.  
356  
357 (3) To select Panel Members/guest speakers who carry a positive NA message of  
358 recovery.  
359  
360 (4) Shall not take an H&I panel meeting into a facility without a Panel Member/guest  
361 speaker.  
362  
363 (5) Shall notify Panel Coordinator if unable to present panel meeting.  
364  
365 (6) Shall notify facility if Panel Coordinator is unable to present panel meeting.  
366  
367 (7) Shall evaluate facility literature allotment to meet budgetary guidelines.  
368

#### 369 4. H&I PANEL MEMBERS/GUEST SPEAKERS

##### 370 a) Requirements:

- 371 (1) A minimum of six (6) months of uninterrupted clean time.  
372  
373 (2) Willingness to carry out duties of the position.  
374

##### 375 b) Duties:

- 376 (1) To be familiar with the PR Subcommittee Guidelines, the facility rules and  
377 regulations, and dress codes applicable to each facility.  
378

#### 379 5. PUBLIC INFORMATION COORDINATOR

##### 380 a) Requirements:

- 381 (1) Two (2) years continuous clean time.  
382  
383 (2) Prior service experience at the ASC level, preferably in Public Information or PR.  
384  
385 (3) Must have sufficient knowledge of written English to communicate effectively with  
386 agencies and organizations outside the Fellowship.  
387  
388 (4) Must have access to necessary means of electronic communication and utilize  
389 *pi@svgna.org* email account for official business.  
390  
391 (5) Must attend the next available ASC Learning Day Workshop.  
392  
393 (6) Willingness to increase knowledge of PR Handbook.  
394  
395 (7) Willingness to utilize the *PR Basics* Booklet to further their service education.  
396  
397 (8) Willingness to carry out duties of the position.  
398  
399 (9) One (1) year term of service, with option of two (2) consecutive terms maximum.  
400

##### 401 b) Duties:

- 402 (1) Single point of accountability to the PR Subcommittee for all information pertaining  
403 to Public Information.  
404  
405 (2) Responds to all necessary correspondence, including communication between  
406 Area, Region and NAWS Inc.  
407  
408 (3) Maintain and organize a current list of contacts comprised of facilities or agencies  
409 that are likely to come into contact with addicts.  
410  
411 (4) Coordinate with Literature Person to obtain and distribute literature packets to  
412 professionals.  
413

- 414 (5) Submit requests for panel presentations to the PR Subcommittee for approval.  
415 Requests made between PR Subcommittee meetings should be directed to the PR  
416 Chair.  
417
- 418 (6) Submit a semi-annual written budget to the PR Subcommittee in August and  
419 February.  
420
- 421 (6) Schedule and coordinate panel presentations with the facility and Presentation  
422 Panel Members, as directed by the PR Subcommittee.  
423
- 424 (7) Relay any new literature or literature rack requests to the PR Subcommittee.  
425
- 426 (8) Keep a log of all contacts made with agencies indicating outcome of call. This  
427 includes all requests for literature or presentations.  
428
- 429 (9) Send out packets containing information as determined by PR Subcommittee to  
430 facilities, agencies or requesting professionals that are likely to come into contact with  
431 addicts seeking recovery.  
432
- 433 (10) Two weeks after mailing contact agency, follow-up to inquire if they received  
434 mailing.  
435
- 436 (11) Provides a written report to the monthly PR Subcommittee.  
437
- 438 (12) Submit a semi-annual budget to PR Subcommittee.  
439
- 440 (13) Submit a written financial and presentation summary to the PR Subcommittee at  
441 the end of term of service.  
442

#### 443 **6. PUBLIC INFORMATION PANEL MEMBERS**

444 Public Information Panel shall consist of two or more members who present information to the public  
445 in accordance with the *PR Handbook*, the *Twelve Traditions of Narcotics Anonymous* and the *Twelve*  
446 *Concepts for NA Service*. Any member of the PR Subcommittee may serve in this position as necessary.  
447

##### 448 **a) Requirements:**

- 449 (1) Six (6) months continuous clean time.  
450
- 451 (2) Must attend the next available ASC Learning Day Workshop  
452
- 453 (3) Willingness to increase knowledge of PR Handbook  
454
- 455 (4) Willingness to utilize the PR Basics Booklet to further their service education  
456
- 457 (5) Willingness to carry out duties of the position.  
458
- 459 (6) Willingness to ask PI Coordinator questions as necessary.  
460

##### 461 **b) Duties:**

- 462 (1) Ensure proper attire is worn. (See **c) Additional Panel Information**)  
463
- 464 (2) Ensure arrival fifteen (15) to twenty (20) minutes prior to scheduled presentation  
465 time to allow time for set-up.  
466

##### 467 **c) Additional Panel Information**

###### 468 **(1) Required Dress Code - Women**

- 469 a) Closed Toe Footwear  
470 b) Dress, Dress Pants or Pant Suit, Good Condition Jeans OK  
471 c) NO Jeans with Holes or Rips  
472 d) NO T-Shirts

- 473 e) NO Shorts
- 474 f) NO Warm-Up or Jogging Suits
- 475 g) NO Tank Tops
- 476 h) NO Message or Advertising Attire, (i.e. company logos)
- 477

478 **(2) Required Dress Code – Men**

- 479 a) Dockers or Dress Slacks, Good Condition Jeans OK
- 480 b) Dress Shirt
- 481 c) Closed Toe Footwear
- 482 d) NO Jeans with Holes or Rips
- 483 e) NO T-Shirts
- 484 f) NO Shorts
- 485 g) NO Warm-Up or Jogging Suits
- 486 h) NO Tank Tops
- 487 i) NO Message or Advertising Attire, (i.e. company logos)
- 488

489 **7. PHONE LINE COORDINATOR**

490 **a) Requirements:**

- 491 (1) Two (2) years continuous clean time.
- 492
- 493 (2) Prior service experience at Area and/or ASC level, preferably in Public Information
- 494 or PR.
- 495
- 496 (3) Working knowledge of *A Guide to Phone Line Service* and the *PR Handbook*.
- 497
- 498 (4) Must have access to a computer with internet access for management of phone
- 499 line software system.
- 500
- 501 (5) Experience with setup and troubleshooting of software systems is helpful but not
- 502 required.
- 503
- 504 (6) Ability to recognize technical difficulties that exceed personal knowledge and
- 505 contact phone line software tech support as necessary.
- 506
- 507 (7) Willingness to carry out duties of the position.
- 508
- 509 (8) One (1) year term of service with option of two (2) consecutive terms maximum.
- 510

511 **b) Duties:**

- 512 (1) Coordinate and conduct Phone Line Volunteers Orientation as scheduled.
- 513
- 514 (2) Maintain and update Phone Line Volunteer information, (selected time block
- 515 commitment, phone numbers, etc.), and make available to the PR Subcommittee upon
- 516 request.
- 517
- 518 (3) Provide the direct dial data files to the PR Chair, including meeting schedule
- 519 information monthly and Phone Line Volunteer numbers quarterly.
- 520
- 521 (4) Willingness to seek assistance of OneBox tech support as necessary. (Request Level
- 522 2 Support for better assistance.)
- 523
- 524 (5) Perform updates to Phone Line Volunteer numbers and respond to voicemail
- 525 messages as needed, within a forty-eight (48) hours.
- 526
- 527 (6) Verify phone line accuracy after meeting schedule changes are performed, and
- 528 ensure phone line meeting schedule matches website downloadable schedule
- 529 monthly.
- 530

- 531 (7) Provide written report of meeting schedule discrepancies to PR Chair.  
532  
533 (8) Submit a semi-annual written budget to the PR Subcommittee in August and  
534 February  
535

## 536 8. PHONE LINE VOLUNTEERS

### 537 a) Requirements:

- 538 (1) Six (6) months continuous clean time  
539  
540 (2) Must attend one Phone Line Volunteer orientation per year to maintain volunteer  
541 status.  
542  
543 (3) Working knowledge of *A Guide to Phone Line Service*.  
544  
545 (4) Willingness to carry out duties of the position.  
546

### 547 b) Duties:

- 548 (1) Answer calls that are received in your selected time block to the best of your  
549 ability. Save phone line number to contact list to easily identify the incoming call.  
550  
551 (2) Make arrangements with Public Information Coordinator to mail literature packets  
552 as necessary.  
553  
554 (3) Notifies Public Information Panel Coordinator in the event that a request for a  
555 presentation is received.  
556

## 557 9. OUTREACH MISSION

558 To identify and support isolated, struggling, and/or newly formed groups by providing information  
559 about NA and it's service structure to assist in carrying the message of recovery to the still suffering  
560 addict.  
561

## 562 10. OUTREACH COORDINATOR

### 563 a) Requirements:

- 564 (1) A minimum of two (2) year of uninterrupted clean time.  
565  
566 (2) Prior experience at the ASC, Regional Service Committee or PR Subcommittee.  
567  
568 (3) One (1) year term of service with option of two (2) consecutive terms maximum.  
569  
570 (4) Must have access to necessary means of electronic communication and utilize  
571 outreach@svgna.org email account for official business.  
572  
573 (5) Willingness to carry out duties of the position.  
574

### 575 b) Duties:

- 576 (1) Prepare a written report for each PR Subcommittee meeting.  
577  
578 (2) Maintain a communication link between the Outreach Representatives and the PR  
579 Subcommittee.  
580  
581 (3) Submit a written financial and project summary to the PR Subcommittee at the end  
582 of term of service.  
583  
584 (4) Submit a semi-annual written budget to the PR Subcommittee in August and  
585 February.  
586  
587 (5) Attend all PR Subcommittee meetings, Area Service Learning Days, and workshops.  
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## 11. OUTREACH REPRESENTATIVES

### a) Requirements:

- (1) A minimum of one (1) year of uninterrupted clean time.
- (2) Willingness to serve in accordance with all duties of the position.
- (3) Attend all PR Subcommittee meetings.
- (4) Willingness to carry out duties of the position.

### b) Duties:

- (1) Represent Outreach with two (2) or more people.
- (2) Be an example; stay in the meeting in order to support the meeting.
- (3) Be mindful of using NA language of recovery.
- (4) Approach groups with sensitivity and love.
- (5) Offer suggestions, when asked.
- (6) Be of support.
- (7) Explain the need for the group to be represented at the ASC.
- (8) Offer any other support to the group that it may need.
- (9) Be open for discussion.
- (10) Inform the group of Outreach Mission, efforts, and function.

## 12. OUTREACH VOLUNTEERS

### a) Requirements:

- (1) A minimum of six (6) months of uninterrupted clean time
- (2) Willingness to serve in accordance with all duties of the position
- (3) Willingness to carry out duties of the position.

### b) Duties:

- (1) Represent Outreach with two or more people.
- (2) Be an example; stay in the meeting in order to support the meeting.
- (3) Be mindful of using NA language of recovery.
- (4) Approach groups with sensitivity and love.
- (5) Offer suggestions, when asked.
- (6) Be of support.
- (7) Explain the need for the group to be represented at the ASC.
- (8) Offer any other support to the group that it may need.
- (9) Be open for discussion.
- (10) Inform the group of Outreach Mission, efforts, and function.

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### 13. WEB SITE PURPOSE

The purpose of the SVGNA web site is to further support the Narcotics Anonymous primary purpose of carrying the message of recovery to the addict who still suffers by providing easily accessible recovery meeting, and other information about NA, within the Area boundaries.

### 14. FUNCTIONS

The basic functions are:

- a) To provide communication;
  - 1. Between this Area and the public;
  - 2. Between the Areas of California Mid-State Region and this Area;
  - 3. Between this Area and its members.
- b) To post current meeting schedules for this Area
- c) To post information beneficial to the area served by the ASC.  
(i.e. event flyers, open ASC & Subcommittee service positions, monthly calendar, etc.)

### 15. WEB SERVANT

#### a) Requirements:

- (1) A minimum of two (2) years of uninterrupted clean time.
- (2) Personal time, abilities, resources, and willingness to perform the duties of the position
- (3) One (1) year term of service with option of two (2) consecutive terms maximum.
- (4) Must have access to necessary means of electronic communication and utilize [webservant@svgna.org](mailto:webservant@svgna.org) email account for official business.
- (5) Willingness to carry out duties of the position.

#### b) Duties:

- (1) The Web Servant will submit a written report to the PR Subcommittee at each regular meeting; including details of all pertinent financial and technical status and developments related to the operation of the website, and any relevant correspondence received, sent, and forwarded.
- (2) The Web Servant is required to attend all regular PR Subcommittee meetings and ASC monthly meetings.
- (3) The PR Chairperson shall be notified in a timely manner when circumstances do not allow attendance, in which a report shall still be submitted.
- (4) Shall have the knowledge and capabilities to maintain a website on a daily basis.
- (5) Maintain the ASC calendar and meeting schedules in conjunction with the ASC Secretary.
- (6) Maintain a webpage for the H&I, PI, and Activities containing pertinent information and contact information.
- (7) Approve flyers according to the criteria set forth in the current Flyer Submission Process.
- (8) Check SVGNA emails on a daily basis for any meeting changes and inform Phone Line Coordinator of all meeting changes submitted on the website and/or to the ASC immediately.

706 (9) Submit a semi-annual written budget to the PR Subcommittee in August and  
707 February.

708  
709 (10) Willingness to train the Web Servant Alternate in all aspects of position.  
710

711 (11) **Ensure the ASC Admin Body is informed when the domain ([www.svgna.org](http://www.svgna.org))**  
712 **registration renewal due date is approaching.**

713  
714 **15. ALTERNATE WEB SERVANT**

715 **a) Requirements:**

716 (1) A minimum of two (2) years of uninterrupted clean time  
717

718 (2) Personal time, abilities, resources, and willingness to perform the duties of the  
719 position. Must have access to necessary means of electronic communication.  
720

721 (3) Web Servant Alternate will assume the duties assigned to the Web Servant if  
722 necessary.  
723

724 (4) One (1) year term of service with the option of two (2) consecutive terms  
725 maximum.  
726

727 (5) Willingness to carry out duties of the position.  
728

729 **b) Duties:**

730 (1) Willingness to learn all of the Web Servant duties.  
731

732 (2) The Alternate Web Servant is required to attend all regular PR Subcommittee  
733 meetings.  
734

735 **I. Requirements and Responsibilities of the Web Developer**

736 1) Resources necessary to perform the duties as assigned, i.e. access to a computer with an internet  
737 connection.

738 2) Up-to-date and in-depth knowledge of PHP, HTML, CSS standards, as well as, Internet Protocols and  
739 Network Security.

740 3) Responsibilities can include web design, web content development, writing markup and coding,  
741 client-side/server-side scripting, web server and network security.  
742

743 **J. Finances and Ownership**

744 1) Expenses for web site hosting and domain registration are the responsibility of the Stanislaus Valley  
745 Groups of Narcotics Anonymous Area Service Committee (ASC).

746 2) The Web Servant is responsible for communicating all financial needs and consequences to the ASC.

747 3) The ASC is the owner of the domain name. The Web Servant is responsible for maintaining the  
748 ownership of the domain name for the ASC.

749 4) The Web Servant is responsible for investigating and choosing a vendor for hosting the web site. The  
750 final decision rests with the Stanislaus Valley Groups of Narcotics Anonymous Area Service Committee.

751 5) The Web Servant is responsible for the development and maintenance of the web site. The  
752 development and/or maintenance may be accomplished by:

753 a) The Web Servant performing the work as an unpaid volunteer.

754 b) The Web Servant utilizing the unpaid volunteer services of other members while the Web  
755 Servant remains as the single point of accountability.

756 c) The hiring of a Web Developer, while the Web Servant remains as the single point of  
757 accountability.

758 d) The Web Servant supervising contract services for-hire by a vendor under an agreement  
759 approved by the ASC.

760 6) The Web Servant will ensure that the SVGNA ASC Chair is in possession of all access and contact  
761 information, and all ownership will be held in the name of the ASC and/or the Chair of the ASC if  
762 necessary.  
763

#### 764 **K. General Guidelines**

- 765 1) Web Servant and Web Servant Alternate shall have the knowledge and capabilities to maintain a  
766 website on a day to day basis.
- 767 2) These trusted servants should provide proof of access to a computer that is capable of running the  
768 latest generation of web browsers and has a suitable connection to the Internet. The costs for these  
769 requirements are borne by the trusted servants.
- 770 3) Web Servant and/or Web Servant Alternate will maintain the meeting schedules for the website and  
771 the printed schedule.
- 772 4) Web Servant and/or Web Servant Alternate will maintain the ASC calendar in conjunction with the  
773 ASC Assistant Secretary.
- 774 5) Web Servant and/or Web Servant Alternate will ensure access to the ASC administrative body as  
775 needed.
- 776 6) Web Servant and/or Web Servant Alternate will maintain a web page for the H&I containing  
777 information concerning facilities served, entry requirements and contact information.
- 778 7) Web Servant and/or Web Servant Alternate will maintain a web page for Public Information  
779 containing information for the public and professional community, including contact information.
- 780 8) Web Servant and/or Web Servant Alternate will maintain a web page for the Activities  
781 Subcommittee containing information about Activities, including contact information.
- 782 9) Approve flyers in accordance to the criteria set forth in the current "Flyer Submission Process"  
783 document.  
784

#### 785 **L. Technical Specifications**

- 786 1) Email accounts (PR, H&I, PI, Outreach, Activities etc.) will be created and serviced by the Web  
787 Servant in accordance with current ASC policies.
- 788 2) Personal e-mail addresses are not to be posted on this web site.
- 789 3) External hyperlinks will be approved by the ASC and validated every 30 days.
- 790 4) Meeting directory pages should be checked for updates at least every 30 days.
- 791 5) Any NA group or committee may request to post information on the calendar concerning upcoming  
792 events or service functions. Requests will be approved based on current ASC policy.
- 793 6) Images of any identifiable person, whether a NA member or not, are never used.
- 794 7) Sales of merchandise will not be made on the web site.
- 795 8) If a NA Area Service Committee or Group within the Region has its own web site, the site may be  
796 linked to the ASC web site with approval from the ASC.
- 797 9) Copyrighted material will not be used on the web site without specific permission from the owner.
- 798 10) The Web Servant is responsible for updating the information posted on the NAWS web site  
799 whenever the changes in the ASC are made.
- 800 11) The ASC will establish policies necessary for the operation of the Web Site.  
801

#### 802 **M. Contingency Plan**

- 803 1) The Stanislaus Valley Groups of Narcotic Anonymous Area Service Committee must have a copy of  
804 the software, images, and files used to create the web site. They will be provided with a minimum of  
805 quarterly backups and major website modifications on disk.
- 806 2) If the Web Servant and Web Servant Alternate are removed or resign from their positions their  
807 responsibilities fall to the PR Vice-Chair or as decided by the ASC.
- 808 3) If the PR Vice-Chair is unable or unwillingly to assume the duties, the ultimate responsibility rests  
809 within the Stanislaus Valley Groups of Narcotic Anonymous Area Service Committee.  
810



811 **N. Privacy Policy**

812 1) The privacy policy on communications with the Narcotics Anonymous service structure is an  
813 important aspect of our Twelfth Tradition of anonymity. The Website Workgroup will apply the *12*  
814 *Steps, 12 Traditions, and the 12 Concepts for NA Service* when practicing our privacy policy.

815 2) The following is the current privacy policy:

816 a) Our Twelfth Tradition states, "Anonymity is the spiritual foundation of all our traditions,  
817 ever reminding us to place principles before personalities."

818 b) We believe in supporting the spirit of our tradition of personal anonymity on the Internet by  
819 stating clearly that we do not employ any technical means to track or identify any individual  
820 visitor to this website, except for a visit counter, which will be used solely to monitor the  
821 success of the SVGNA website.

822 c) Any communication submitted to [www.svgna.org](http://www.svgna.org) e-mail accounts will be treated with  
823 confidentiality and anonymity in mind. We will delete all communications received on a  
824 regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the  
825 senders of e-mail, or feedback forms, take their own precautions if they desire to remain  
826 anonymous.

827 d) All communications considered to be official NA business may require some level of  
828 identification for the purposes of responding to those communications. All efforts will be made  
829 to pass on communications in a timely manner to a responsible trusted servant.

830 e) Under no circumstances will we forward e-mail of a personal nature to any NA member  
831 here in the SVGNA area. This is an official website of the Stanislaus Valley Groups of Narcotics  
832 Anonymous and we do not acknowledge anyone's membership in Narcotics Anonymous.  
833

834 Thank you for respecting this policy. This policy may evolve in the future as the guidelines and policies for our  
835 website are changed at the direction of the Stanislaus Valley Groups of Narcotics Anonymous Area Service  
836 Committee.  
837

838 **O. Removal from Service Position**

839 1. Any officer or member of the Subcommittee is automatically disqualified from the position upon  
840 relapse.

841 2. Any officer or member, in an elected position, that is absent from two (2) consecutive  
842 Subcommittee meetings will be contacted by the Chairperson. Upon the third (3) absence, the  
843 deficiency shall be reviewed by the Subcommittee and the delinquent person may be removed from  
844 his/her position.

845 3. Any voting member not in compliance to the foregoing requirements or to any other amendments  
846 which may hereafter be comprised, or who refuses to cooperate in adherence to the *Twelve Traditions*  
847 and *Twelve Concepts of NA* may be relieved of Subcommittee assignments previously established,  
848 pending review by the Subcommittee.  
849

850 **P. Important Information**

851 1. All new Subcommittee panel members must observe a panel meeting prior to sitting on a panel.

852 2. Any NA member who is involved with a facility, on any level, should not participate on the panel  
853 serving addicts in that facility. This is intended to not convolute the NA message, avoid damage to the  
854 inmate or client, and maintain the privilege of the Subcommittee to carry the message inside the  
855 facility. Of course, these members may participate on panels serving other facilities.

856 3. Subcommittee members will not interfere with or use influence in any facility, court or hospital, nor  
857 with any judge, doctor, and probation or parole officer. Furthermore, members will not make or  
858 engage in any comments or promises regarding employment, parole, probation, or medical difficulties.

859 4. We carry only the message of NA: recovery from addiction through our spiritual program.  
860 Subcommittee members are encouraged to share their experiences responsibly.

861 5. Subcommittee members shall be responsible for their conduct in any facility, and they shall take  
862 responsibility to become informed, in advance, regarding the regulations of the facility.  
863

864 **Q. Meetings**

865 1. The Subcommittee shall meet at least once per month at a designated time and place that is well  
866 publicized, encouraging all members to attend.  
867

868 **R. Amendments**

869 1. Any amendments to these guidelines will be reviewed and approved by the SVGNA ASC before they  
870 are implemented.  
871

872 **S. Funding**

873 1. Funding shall come from the ASC per approved budget.  
874

875 **T. Dos and Don'ts of PR**

876 We are grateful to be able to carry the message of recovery and can acknowledge the presence of a  
877 power greater than ourselves. In the spirit of the hard-won experience of our predecessors we present  
878 the following:  
879

880 **1. Do:**

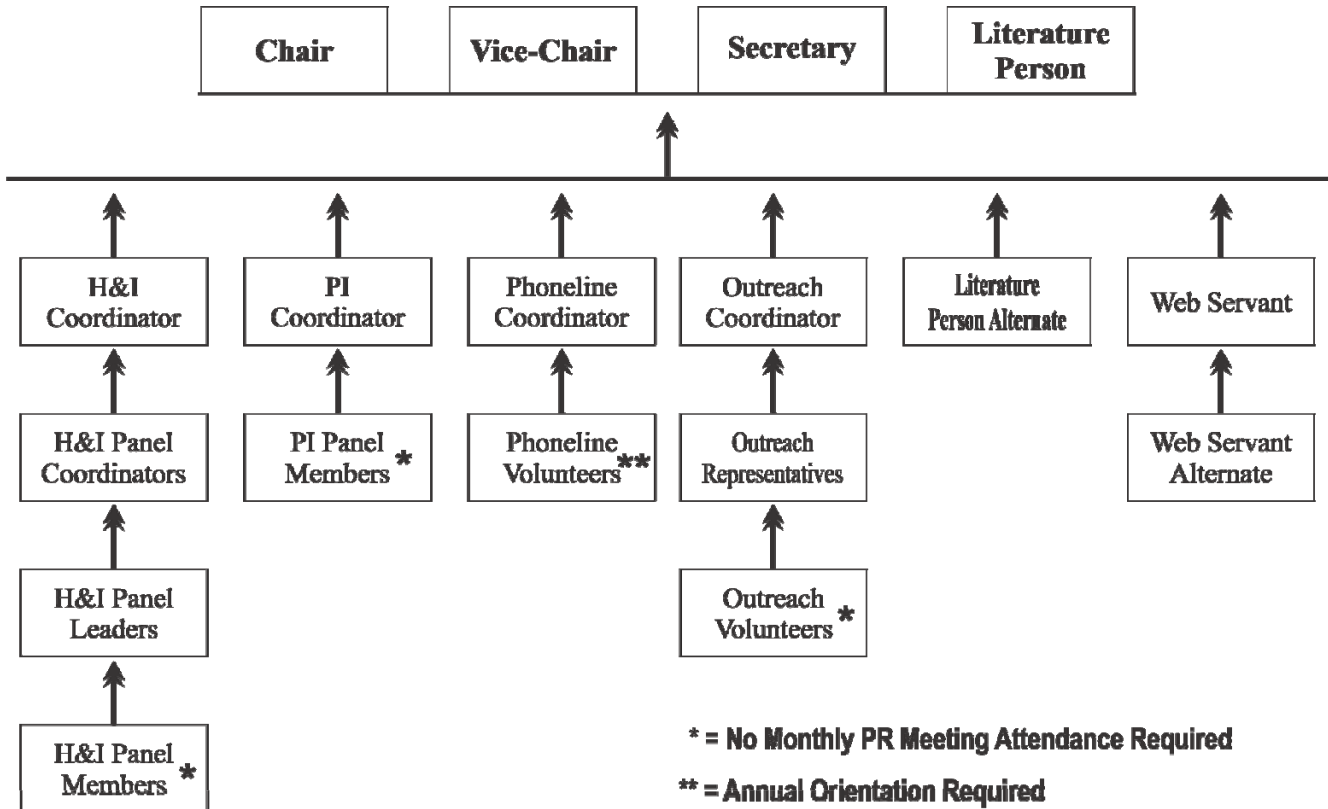
- 881 a) Consistently follow our *12 Traditions, 12 Concepts for NA Service*, and PR Guidelines.
- 882 b) Consult with members experienced in PR prior to contacting the media.
- 883 c) Emphasize our common welfare and the importance of unity.
- 884 d) Emphasize the only requirement for membership is the desire to stop using.
- 885 e) Make directories of outside meetings available to clients and inmates.
- 886 f) Open and close meetings on time.
- 887 g) Conform to all dress codes and exercise appropriate judgment.
- 888 h) Inform staff of your whereabouts at all times.
- 889 i) Stamp all literature brought into facilities with the Subcommittee helpline number  
890 and web site address.

900 **2. Don't:**

- 901 a) Do anything alone in regards to PR
  - 902 b) Express an opinion on any controversial topic
  - 903 c) Break anyone's anonymity
  - 904 d) Debate acceptable drugs because NA is a program of complete abstinence
  - 905 e) Discuss conditions or opinions of facilities and/or staff members
  - 906 f) Distribute personal addresses and/or phone number
  - 907 g) Do Outreach efforts alone.
  - 908 h) Participate in cross-talk or socialize during the meeting.
  - 909 i) Bully or condemn or act superior.
  - 910 j) Attempt to force group to do anything.
  - 911 k) Criticize or shame.
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**[www.svgna.org](http://www.svgna.org)**

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