Bergen Area Public Relations (PR) Subcommittee Policies and Guidelines

I. Purpose of the BASCNA PR Subcommittee

A. The purpose of the BASCNA PR Subcommittee is to increase the public awareness and credibility of NA in order to support its primary purpose.

B. This subcommittee is directly responsible to the Bergen Area of Narcotics Anonymous (BASCNA).

II. Goals of the BASCNA PR Subcommittee

A. Inform the public that NA exists and is a credible program of recovery.

B. Establish and maintain the links between NA and the general public.

C. Make NA members and groups aware of their role in maintaining NA's public image.

D. Clarify what services NA can and cannot provide to the community.

III. Responsibilities of the BASCNA PR Subcommittee:

A. Provide relevant information about NA's message and purpose to the public; That an addict, any addict, can stop using, lose the desire to use, and find a new way to live.

B. Provide information about where to find NA in the Bergen County area.

C. Initiate contact with the public in order to create PR opportunities.

D. Prepare to provide professional and effective presentations within public settings.

E. Inform and collaborate with the BASCNA fellowship about PR efforts.

F. Refresh literature racks placed in Bergen County that are not being overseen by BASCNA H&I.

G. Regularly inventory resources and identify the needs of the community so that PR can most effectively reach new members.

H. Identify and plan projects that align with the goals of the PR subcommittee.

I. Coordinate with fellowship development and H&I in order to educate the fellowship on traditions and concepts.

IV. Meetings

A. The BASCNA PR subcommittee will meet in person monthly.

B. The BASCNA PR subcommittee agenda is as follows:

1. Open with moment of silence followed by the serenity prayer
2. Reading of Traditions
3. Reading of Concepts
4. Chairperson Report
5. Vice Chair Person Report
6. Secretary Report
7. Old Business (current project planning)
8. Open Forum / Discussion (brainstorm)
9. New Business (new project proposals)
10. Close with the serenity prayer

V. Trusted Servants

A. Chairperson Responsibilities

1. Facilitates the monthly BASC PR subcommittee meeting.
2. Acts as the primary point of contact for external organizations to reach Bergen Area NA.
3. Regularly checks the PR email and responds to inquiries promptly and sends out the monthly informational email to interested NA members.
4. Attends NNJRSC PR subcommittee meetings.
5. Attends one H&I and fellowship development subcommittee meeting monthly. In the event that they cannot attend, they delegate this responsibility to another active PR member.
6. Assists the Vice Chairperson in fulfilling the responsibilities of vacant service positions.
7. Provides a report at the monthly BASC meeting including an update on PR activities from the month prior and relevant information from regional PR, Bergen H&I, Fellowship development.

B. Chairperson Qualifications

1. The Chair is elected at the November BASC meeting, and begins serving the following January. The term length is 1 year, and it has a 2 year clean time requirement.
2. A working knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. Has administrative capabilities, and has the ability to read, count, and write legibly.

C. Vice Chairperson Responsibilities

1. Fulfills the responsibilities of the Chairperson if the Chairperson is absent.
2. Fulfills the responsibilities of vacant service positions.
3. Attends the Northeast Zonal Forum meetings once monthly.
4. Keeps an accurate record of literature donation budget and current inventory levels.
5. Gives a report on relevant zonal information, and budget and literature inventory at each subcommittee meeting.

D. Vice Chair Qualifications

1. The secretary is elected at the PR subcommittee meeting. The term length is 1 year, and it has a 2 year clean time requirement.
2. A working knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. Has administrative capabilities, and has the ability to read, count, and write legibly.

E. Secretary Responsibilities

1. Records minutes at each PR subcommittee meeting.
2. Records inventory, planning, and project goals.
3. Takes accurate attendance records.
4. Recites previous minutes at each subcommittee meeting.

F. Secretary Qualification

1. The secretary is elected at the PR subcommittee meeting. The term length is 6 months, and it has a 6 month clean time requirement.
2. Has the ability to read, count, and write legibly.

VI. Voting Procedures

A. Any NA member who attends a PR subcommittee meeting may vote on proceedings.

VII. BASCNA PR Membership

A. Any member of NA may join the BASCNA PR subcommittee, regardless of clean time.

B. Training and mentorship will be provided to each new member.

C. Any member of Narcotics Anonymous can volunteer to table any public facing events; No clean time requirement but it is highly suggested a more experienced member be present to guide the newcomer.

VIII. Email

A. The email address for the BASCNA PR subcommittee is pr@bergenarea.org. This address is published on the website. Prompt response to all inquiries is required.

B. A once monthly email will be sent out to interested NA members with relevant PR information, monthly PR meeting minutes, subcommittee meeting time/location information, and surveys when applicable.

IX. Literature Racks

A. The BASCNA PR subcommittee may distribute NA literature racks to locations where potential new members may congregate. Care must be taken to ensure that these racks are placed in secure locations where they are welcomed and protected.

B. The racks will be checked regularly, at least once every three months, to ensure that they are being properly stocked with IPs and current meeting lists.

C. The following list of items is the suggested literature for stocking in public literature racks and PR tabling events:

1. Most recent version of BASCNA meeting list
2. #1 Who, What, How and Why
3. #22 Welcome to Narcotics Anonymous

4. #6 Recovery and Relapse
5. #7 Am I an Addict
6. #8 Just for Today
7. #9 Living the Program
8. #11 Sponsorship
9. #16 For the Newcomer
10. #17 For Those in Treatment
11. #29 Introduction to NA Meetings
12. By Young Addicts for Young Addicts
13. For Parents or Guardians of Young People in NA
14. #30 Mental Health in Recovery

D. Each rack can be supplied with a label containing NA contact info (PR email address, QR code)

E. An IP rack location list is created and will be kept up to date by the entire PR subcommittee.

X. Presentation Materials

A. The PR subcommittee possesses a folding tabletop display. The Chairperson will be responsible for updating and storing this display.

B. The PR subcommittee possesses a digital projector. The Chairperson will be responsible for upkeep and storage of the projector.