

MANITOBA AREA PUBLIC INFORMATION SUB - COMMITTEE
POLICES & GUIDELINES

1. PURPOSE:
To inform the public that N.A. exists. Who we are, what we do, when and where we can be found.

2. FUNCTIONS:
The basic functions of the P.I, Subcommittee are:
 1. To open and maintain lines of communication
 - a. Between N.A. and the public.
 - b. Between the Groups, A.S.C. and all other sub-committees of the Manitoba Area.
 2. To respond to all requests for information from the above in a timely and effective manner.
 3. To be sure that these requests are handled appropriately.
(see pgs 2-3 in “A GUIDE to PUBLIC INFORMATION”)
 4. To have ongoing orientations for members wanting to do P.I. work.

3. MEETINGS:
 - Regular announced meetings will be held each month before the M.A.S.C. meeting.
 - Special meetings may be called by the committee (2 weeks notice and fixed agenda to be followed.)Meeting participants consist of:
 - a. P. I. Chair
 - b. Elected P. I. trusted servants.
 - c. Appointed P.I. trusted servants.
 - d. Interested members of N. A.

4. VOTING PARTICIPANTS:
 - All P.I. elected & appointed trusted servants.
 - Any interested member of N.A. who has attended at least 3 meetings in the past 4 months.
 - All G.S.R's or Alternates. (must identify their group.)

- 4.1 NON VOTING PARTICIPANTS:
 - Having been recognized by the chair a non voting participant is permitted to debate, question, enter or second motions etc as per the M.A.S.C. polices.

5. QUORUM/ MAJORITY REQUIREMENTS:

- Quorum is when the P.I. chair and at least 3 members are present.
- Majority is when 2/3rds of votes are in the affirmative.

6. TRUSTED SERVANTS & THEIR RESPONSIBILITIES:

- A. Chair – The chair is elected by M.A.S.C. in accordance with their guidelines and their duties include:
 - a. To prepare the agenda for and chair P.I. meetings.
 - b. To coordinate the functions (section 2.0) and responsibilities of the P.I. sub-committee.
 - c. To delegate tasks to their trusted servants.
 - d. To have a working knowledge of the 12 Traditions & Concepts, the M.A.S.C. polices & guidelines and the “A Guide to Public Information”
- B. Vice Chair – (1 year clean time) The Vice chair is elected by the P.I. Sub-committee and their duties include.
 - a. To work closely with and assist the chair in their duties.
 - b. To carry out responsibilities delegated by the chair and/or the P.I. Sub-committee.
 - c. To assume the chairs responsibilities in the chairs absence,
 - d. To have a working knowledge of “d. chairs responsibilities”
- C. Secretary – (6 months clean time) The Secretary is elected by the P.I. Sub-Committee and their duties include:
 - a. Records the minutes of each meeting and keeps a role call of those present for voting purposes.
 - b. Handles all correspondence as directed by the Sub-Committee.
 - c. Keeps a written record of all Sub–committee activities.
- D. Appointed Servants – (6 months clean time) Are appointed by the Sub-committee and their duties can include:
 - a. Coordinating and facilitating information panels or Speakers to go into Schools and Community Centers.
 - b. Coordinating and facilitating information panels or speakers to go to professional seminars.
 - c. Coordinating and facilitating informational panels or speakers for Media presentations.
 - d. Coordinating and facilitating poster and information

drives.

- E. All trusted servants should have the time, ability, desire and willingness to serve in their positions. Open to learning the material that will help them in their positions and work well with others.

7. DO'S & DON'T'S FOR P.I. SERVICE WORK.

- Have a working knowledge of the 12 Traditions.
- Follow established guidelines.
- Be consistent. Follow through with your plan of action
- Make sure that meeting lists, twelve step volunteers and speakers are updated regularly.
- In terms of other 12 step fellowships. Practice cooperation not affiliation.
- Understand and be responsive to those we serve
- Present a good image of recovery (be on time, dress appropriately and avoid the use of obscenities etc)
- Work within the service structure to determine the feasibility of projects and to keep the lines of communication open.
- Make information Packets available.
- Consult with members experienced in P. I. work before talking with the media or public.
- Use discretion when giving out personal information.

Don't:

- * Endorse ,finance, or lend the N.A. name to any related facility or outside organization,
- * Do the work of another committee, such as H&I.
- * Overtax your human power and resources. Burn out on a project before it is completed creates a bad image of N.A. to the community and/or the media.
- * Overstep M.A.S.C.s boundaries.
- * Go it alone, remember Tradition 1

8. P.I. REFERENCES:

- The P.I. Committee and all its members in all its actions with section 6.0 of the M.A.S.C. Polices & Guidelines.

9. ORDER OF BUSINESS AT P.I. MEETINGS:

- New business submitted to Chair.
- Open meeting with a moment of silence, Serenity prayer, 12 Concepts, and the 12 Traditions.

- Sign in, introductions.
- Establish quorum.
- Secretary report.
- Chair report.
- Elections/appointments.
- Appointed servants reports.
- Old business.
- New business.
- Announcements. Close meeting with 3rd step prayer