Pacific Cascade Region of Narcotics Anonymous
PUBLIC INFORMATION
Sub-Committee Guidelines

ARTICLE I Name

The name of this body shall be the Pacific Cascade Regional Public Information Sub-committee, a Sub-committee of the Pacific Cascade Regional Service Committee for the fellowship of Narcotics Anonymous. Herein called the PCRPISC.

ARTICLE II Purpose & Function

1. The purpose of PCRPISC is to inform the public that Narcotics Anonymous exists. Further, to keep and maintain open lines of communication between NA and the public: Area PI Sub-committees, RSC, and WSO/WSC. To respond to all requests in a timely and effective manner. To be sure that those requests are handled at the appropriate level of service.
2. All functions are guided by the Twelve Traditions of NA, the PR Handbook and WSC Guides to Service, that apply to PI and its successors.

ARTICLE III Meetings

1. The PCRPISC shall meet in confluence with the quarterly meeting of the RSC. (4 times per year).
2. Special meetings may be called by the Chairperson, and/or be called upon written request of three members. The purpose, place, and time of the meeting shall be stated in the call. Except in cases of emergency, at least fourteen (14) days notice will be given.

ARTICLE IV Membership and Consensus decisions

1. General membership in PCRPISC shall be open to all individuals who share the stated purpose of the PCRPISC.
2. Any member of the PCRPISC may make a proposal or participate in discussions.
3. Proposals shall be decided on a consensus basis.

ARTICLE V Officers

1. The officers of the Regional PI Sub-committee shall be a Chairperson, a Vice-chairperson, a Treasure, and a Secretary. Other PI Service positions can include but not limited to an Archivist, a Webhost, an Alt-Webhost, an Alt-Treasure, and a ROATS (Reach out and Touch Someone) Coordinator. These Officers shall perform their duties as designated by these guidelines, the PR Handbook, and the A Guide to Local Services in Narcotics Anonymous and its successors. Website positions shall be governed by the current “Pacific Cascade Regional Website Policy and Guidelines”.
2. The Pacific Cascade Regional Treasurer, PI Chair, PI Treasure and PI alt-treasure or one other PI servant assigned by the PI Chair shall be signers (total of 4) on the checking account of the PCRPISC. The signers shall be able to meet or exceed the below treasure requirements.

3. **Officer General Qualifications:**
    a. Officers and alternates shall have at least 2 years continuous clean time unless specified otherwise in a specific service position qualification.
    b. Officers shall have at least 1 year experience in a PR related ASC subcommittee.
    c. Full terms of officers shall be 1 year in length and not to exceed 2 years for a given position.
4. **Officer Duties:**
    a. **Chair Job Description**
        i. **Qualifications:**
            1. Must have at least 2 years experience in a PR related ASC subcommittee and 1 year experience in this subcommittee.
        ii. **Meeting Duties:**
            1. Arranges an agenda for the PI meeting. The Chairperson presides over the PI meetings and is responsible for keeping business moving in an orderly fashion. The Chairperson needs to have a working knowledge of the PCRSC adopted Rules of Order and a general knowledge of Consensus based decisions.
            2. That the Public Information sub-committees use a standardized accounting and reporting system, provided them by the PCRSC Treasurer, to report the use of PCRSC funds.
        iii. **PI/PR Duties:**
            1. Coordinates and disseminates information to Area PI and PR Sub-committees. Arranges panels and workshops. Maintains contact with Area PI and PR Chairs and assists with any questions or problems that might arise.
            2. Acts as a liaison between WSC and Areas in matters concerning Phone-line activities. Acts as a source of help and information for Area Phone-line Sub-committees.
        iv. **Other Responsibilities:**
            1. Is a co-signer on all bank accounts for PCR PI Subcommittee.
    b. **Vice Chair Job Description:**
        i. **Qualifications:**
            1. Must have at least 1 year experience in a PR related ASC subcommittee.
        ii. **Responsibilities:**
            1. Fills in for vacant PI committee service positions.
            2. Assists Chair in above duties.
            3. Preside over meeting during area reports and collect these reports for the chair.
            4. Be responsible to produce Phone cards that list all Phone/Hot/Info lines and website URL's within the Pacific Cascade Region that wish to be listed.
            5. Performs Chair duties when Chair is absent.

c. **Treasure Job Description:**
    i. Pays PI regional bills, balances checkbook, and keeps accurate financial records.
    ii. The Treasurer shall make a report of contributions and expenditures at every PI business meeting.
    iii. Is a co-signer on all bank accounts for the PCR PI subcommittee.
d. **Alt-Treasure Job Description:**
    i. Assists treasure in above duties.
    ii. Performs treasure duties when treasure is absent.
    iii. Is a co-signer on all bank accounts for the PCR PI subcommittee.
e. **Secretary Job Description:**
    i. Keeps accurate minutes at each PI Subcommittee meeting; types and distributes copies of the minutes within 3 weeks before the next RSC meeting to PCR PI subcommittee members, PCR Area PI/PR chairs or area RCM's. Minutes will be available, at the cost of producing them, to anyone else that requests them.
    ii. The Secretary will answer all correspondence or channel it to the proper person.
    iii. Maintain a contact listing for the subcommittee
    iv. Suggest that secretary have or has access to office equipment to properly complete the above duties.
f. **Archivist:**
    i. The Archivist maintains PI & PR archives to include Proposals, recording of decision outcomes, minutes, website backups etc. providing access and availability of at least the past 5 years archives at any RSC.
g. **ROATS Job Description** (Reach out and Touch Someone):
    i. **Qualifications:**
        1. Must have at least 1 year of continuous clean time
    ii. **Responsibilities:**
        1. Contact and remind PCR area PI/PR chairs, Phone line chairs and/or area RCM's of upcoming RSC's 2 to 3 weeks prior to those regional committee meetings.
h. **Webhost, Alt-Webhost Job Description:**
    i. See current "PCR Website Procedures and Guidelines" for Job information.

ARTICLE VI Elections

The attending members are eligible for nomination to PCRPISC service positions.

1. Nominations will be held during the April RSC and Elections will be held at the July RSC. Officers elected at other times will be considered interim positions.
2. Any member of the PCRPISC may nominate a qualified individual for a PCRPISC position.
3. A consensus of members is required to elect these service members with exception of the Chair who is elected through the regional service committee as defined in the current Pacific Cascade Region By-Laws, Article V.

4. A service member may be removed from their position for non-compliance after written notification at the next meeting. A consensus based decision is required for removal. Non-compliance includes but is not limited to:
    a. Non-fulfillment of the duties of their position.
    b. Non-attendance at regular sessions without prior notification of the PCRPISC Chairperson

ARTICLE VII Spiritual Guidance

1. The PCRPISC shall not make any proposal or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.
2. The PCRPISC shall conduct business within the following documents in precession:
    a. The Twelve Traditions of Narcotics Anonymous
    b. The current publication of these guidelines
    c. PCRSC By-laws
    d. WSCPI Guidelines.
    e. A Guide to Local Services in Narcotics Anonymous and its successors
    f. The current edition of the “Public Relations Handbook”

ARTICLE VIII Task Force Committees

1. The PCRPISC may establish task force committees from time to time to carry on the work of the PCRPISC. These task force committees shall perform their duties as designated in the appropriate Sub-committee handbooks.
2. Standing task force committees shall be formed by the Chairperson.

That the ASC's approve and adopt the procedure for handling the regional PI information board as per the Pacific Cascade Region of Narcotics Anonymous By-Laws, Article VIII, Sections 2 and 3.