**NARCOTICS ANONYMOUS**

**UK PUBLIC INFORMATION CHANGES FOR APPROVAL BY REGION JULY 2020**

**SUBCOMMITTEE GUIDELINES March 2020**

# OUR VISION

To maximise the national profile of NA so that everyone in active addiction knows about us, or, knows someone professional who knows about us.

# OUR GOALS

1. To inform the public that recovery is available in NA.

2. To respond effectively to requests for information from the public and the media.

3. To communicate effectively with Group, Area, Region and World Services, with the UK Regional Service Committee, and with other fellowships.

4. To attend UK Region meetings regularly to update them on our activities.

5. To reach out to and build working relationships with Government, media and other professionals at a national level.

6. To be a central resource for PI workers at Group, Area and Regional levels, supplying information, collateral and education.

7. To collate examples of best practice from PI work everywhere and communicate them to PI Committees in the UK.

8. To support Areas in their PI work, especially where the local PI function is weak or non-existent.

9. To act within the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, and in tune with our goals and guidelines.

# The Committee

All Steering Committee positions (including Alternates and Vices) are two-year commitments. Other service positions are one-year commitments.

The Chair, Vice Chair and Treasurer must be nominated and voted on by the committee and then ratified by Region.

OLD VOTING SYSTEM to be deleted [green highlighted area]

Our quorum is three voting members.

Voting members are:

• Elected PI representatives from Groups and Area PI subcommittees (one per group)

• Steering Committee members (Chair, Treasurer, Secretary and Alternates)

• UKPI representatives for services (such as Education, Media, FLO, GLO)

NA members from any group can attend. Only committee members with commitments can vote on committee business unless it is agreed by a majority to open the vote up by CBDM.

NEW VOTING PROCEDURE AS AGREED BY UKPI COMMITTEE

Our quorum for any election of new committee members is 5 voting members.

The following members are eligible to vote at elections for new committee members or committee business [nobody else]:  
• Elected PI representatives of Area PI subcommittees (one per Area sub committee)  
[for example Steering Committee members: Chair, Treasurer, Secretary and Alternates)  
• All elected UKPI committee members: Chair, Vice Chair, Treasurer, GLO, FLO, Media, Social Media, Secretary, Training, Events and any Vice positions which have been filled.

Voting procedure:  
Simple majority is required.  
Abstentions mean: they count towards the majority vote and count also as part of the quorum.  
In case of a tied vote, they count as ‘against’ the vote.  
Present but no voting means: they are not counted as part of the vote and reduce the quorum i.e. if 2 voting members do not vote and there are 6 members present there would no longer be a quorum if we agree to 5 members as a quorum.  
The Chair will not vote unless she or he steps in as a casting vote in a tied vote situation.

We operate consensual decision-making. In the event of an irresolvable difference, Roberts Rules will apply.

The UKPI Committee meets at 19:00 on the first Tuesday of every ~~second (even, starting In February)~~ month online via Zoom or at a venue which has been agreed by the committee.

Membership of this Committee ceases in any of the following situations: [though past committee members are still welcome to attend] : end of service commitment; relapse; resignation; failure to attend three consecutive Committee meetings and a motion to remove (two thirds majority in closed ballot is passed).

All service position requirements are suggestions.

## Chair

• Attend all UKPI committee and steering committee meetings and all but two Region meetings each year [minimum 4].

• Prepare agenda for and preside over committee meetings.

• To be the coordinator of the functions and responsibilities of the UKPI committee.

• Maintain the committee’s files and records, especially resources for PI talks and PI recruitment talks.

• Countersign all payments.

• To make a written and oral report at the bi-monthly UKPI meeting and at Region meetings.

• To liaise with the UK Website committee.

***Requirements***

• Five years’ clean time.

• Previous service at group and area level.

• Ability to delegate, organize and give the committee direction and incentive.

• Willingness to give the time and resources necessary to do the commitment.

• A working knowledge of the 12 Traditions, and the PI [PR] Handbook, UKPI Committee Guidelines and the 12 Concepts.

## Vice Chair

• Attend all UKPI committee and steering committee meetings when the Chair cannot attend.

• To work closely with and assist in all other duties of the chair.

The vice chair is learning to assume the duties of the chairperson.

• Carry out responsibilities delegated by the chair and/or the sub-committee.

• Liaise with the Helpline subcommittee.

***Requirements***

• Two years’ clean time.

• Previous service experience at Group and Area level.

• Ability to assume responsibilities in the Chair’s absence.

• Willingness to give the time and resources necessary to do the commitment.

• A working knowledge of the 12 Traditions, and the PI/PR Handbook, UKPI Committee Guidelines and the 12 Concepts.

## Secretary

• Attend all UKPI committee and steering committee meetings.

• Record the minutes of each meeting and keep roll call for voting purposes.

• Handle all correspondence as directed by the UKPI subcommittee.

• Maintain records of communication, including list of all activities and contacts to be passed on to subsequent committee members.

• Keep a record of all Literature stocks.

• Upload all relevant UKPI documents to Basecamp

• To organize and maintain the database of PI workers.

***Requirements***

• One year’s clean time.

• Willingness to give the time and resources necessary to do the commitment.

• Access to a computer and email.

## Alternate Secretary

Cover for the Secretary when she or he is unable to attend or carry out tasks as above. Same requirements otherwise as Secretary.

## Treasurer

• Attend all UKPI committee and steering committee meetings.

• Maintain financial records, pay in donations from Region and pay out monies as approved by UKPI subcommittee or according to budget.

• Track performance against budget.

• Prepare the budget each year for presentation to Region in November.

• Maintain the bank account and keep all records.

• Report to each UKPI subcommittee meeting on financial status.

***Requirements***

• Five years’ clean time.

• Willingness to give the time and resources necessary to do the commitment.

• Access to a computer and email.

• Good financial manageability and financially sound personally.

A working knowledge of the 12 Traditions, and the PI/PR Handbook, UKPI Committee Guidelines and the 12 Concepts.

## Alternate Treasurer

Cover for the Treasurer when she or he is unable to attend or carry out tasks as above. Same requirements as Treasurer otherwise.

## Media Representative

• Attend all UKPI committee meetings.

• Handle all incoming requests from media.

• Filed all incoming communication via UKPI email and deliver to the appropriate person on the UKPI subcommittee or to an Area.

• Create a press pack and maintain a stock at UKSO.

• Be trained in media and train others who have to deal with interviews.

***Requirements***

• Three years’ clean time.

• At least two years’ previous experience in PI work.

• Must have attended at least one PI education day.

• Willingness to give the time and resources necessary to do the commitment.

• Access to email.

A working knowledge of the 12 Traditions, and the PI/PR Handbook, UKPI Committee Guidelines and the 12 Concepts.

## Social Media Representative

Create and maintain UKPI accounts on social media such as Facebook and Twitter.

Requirements

Three years’ clean time.

• At least two years’ previous experience in PI work.

• Must have attended at least one PI education day.

• Willingness to give the time and resources necessary to do the commitment.

• Access to email.

A working knowledge of the 12 Traditions, and the PI/PR Handbook, UKPI Committee Guidelines and the 12 Concepts.

## Fellowship Liaison Officer (FLO)

• Attend all UKPI committee meetings.

• Keep regular contact with Area PI Committees to promote unity and communication.

• Field all incoming requests via UKPI email, find the answers, deal with the enquiry or deliver to the appropriate person.

• Keep the contact list of Area PI Chairs and UKPI committee up to date.

• Handle all incoming requests for education days from Area PI subcommittees.

• Arrange for training people to train (with TO).

• Maintain a central stock of education materials, in hard and soft copy (with Education Officer).

• Liaise with local contacts about training organisation (with TO).

• Organise UKPI education facilitators (with TO).

***Requirements***

• Three years’ clean time.

• Willingness to give the time and resources necessary to do the commitment.

• Uninterrupted access to phone, web and email.

A working knowledge of the 12 Traditions, and the PI/PR Handbook, UKPI Committee Guidelines and the 12 Concepts.

## Education Officer (EO)

• Attend all UKPI committee meetings.

• Maintain a central stock of education materials, in hard and soft copy (with FLO and CO).

• Liaise with local contacts about education days (with FLO).

• Organise UKPI education facilitators (with FLO).

• Facilitate all education days wherever possible.

• ***Requirements***

• Three years’ clean time.

• Willingness to give the time and resources necessary to do the commitment.

• Access to email.

A working knowledge of the 12 Traditions, and the PI/PR Handbook, UKPI Committee Guidelines and the 12 Concepts.

## Events Coordinator

• Attend all UKPI committee meetings.

• Create and maintain a database of relevant events for UKPI to attend or otherwise engage with.

• Propose budgets to allow us to optimise the effect of engaging with these events.

• Attend events or arrange for a team to do so as agreed in your plan.

• Manage event literature , maintaining stocks, keeping it safe and budgeting for its management.

• Diligently follow up contacts from events and add them to the relevant UKPI databases.

***Requirements***

• Three years’ clean time.

• Willingness to give the time and resources necessary to do the commitment.

• Access to email.

A working knowledge of the 12 Traditions, and the PI/PR Handbook, UKPI Committee Guidelines and the 12 Concepts.

## Government Liaison Officer (GLO)

• Attend a minimum of four UKPI committee meetings a year.

• Manage all communication with Central Government, Civil Service, and national Governmental organisations.

• Keep contact list of all of the above target groups up to date.

• Produce a monthly report in time for the UKPI committee meeting.

***Requirements***

• Five years’ clean time.

• Two year’s previous experience on UKPI.

• Willingness to give the time and resources necessary to do the commitment.

• Access to email.

A working knowledge of the 12 Traditions, and the PI/PR Handbook, UKPI Committee Guidelines and the 12 Concepts.