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**PRIMARY PURPOSE AREA SERVICE COMMITTEE (PPASC)
PUBLIC INFORMATION (PI) GUIDELINES
Revised January 2008**

ARTICLE I: Purpose

The purpose of the PPASC PI subcommittee is to inform the public that N.A. exists. N.A. offers recovery from addiction and information about how and where to find N.A., and activities directed to the end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Service of Narcotics Anonymous and the resources of A Guide to Public Information.

ARTICLE II. Functions and Responsibilities

Section 1. The basic functions of this PI subcommittee are:

1. To open and maintain lines communication between N.A. and the public.
2. To respond to all requests from information in a timely and effective manner.
3. To be sure those requests are handled at appropriate level of service: A.S.C., R.S.C., and W.S.C.

ARTICLE III. Meetings and Membership

Section 1. The PI subcommittee shall meet regularly at a designated time and place that is well publicized, encouraging all members to attend. Members of this PI subcommittee are defined according to one or more of the following.

- A. Chairperson
 1. Chairperson elected by the PPASC – see **Article V, Section 2, Sub Section C**, of the Primary Purpose Area Guidelines.
 2. Responsibilities of the Chairperson to the PI subcommittee include
 - a. Presides at the subcommittee meeting
 - b. Prepares an agenda for each meeting
 - c. Maintains order at the subcommittee meeting
 - d. Provides representation of the PI subcommittee at the monthly ASC and supplies the area with a report
 - e. Attends volunteer training when applicable to observe and assist in carrying the message and training of volunteers
 - f. Coordinates the efforts of the Task Force projects
- B. Vice-Chairperson
 1. Requirements & election
 - a. Elected by the PI subcommittee.
 - b. Requires completion of speakers training.
 - c. Clean time requirement of one year.
 2. Vice-Chair responsibilities to the PI subcommittee include
 - a. To assume the duties of the Chairperson in case of Chairpersons absence.
 - b. Should the office of Chairperson become vacant, the Vice-Chair assumes the duties until a Chairperson is elected or appointed by the PPASC.

- c. Works closely with the Chairperson to become familiar with all aspects of the Chairpersons' responsibilities.
 - d. Responds to all inquires of members relating to policy and procedure.
- C. Secretary
- 1. Requirements & election
 - a. Elected by the PI subcommittee.
 - b. Clean time requirement of nine months is suggested.
 - 2. Responsibilities of position include
 - a. Records minutes of all meetings of the subcommittee
 - b. Maintains addresses, phone numbers and e-mail addresses of all subcommittee members.
 - c. Prints copies of fliers.
 - d. Keeps a record of those assigned to head specific projects as needed.
 - e. Keeps a record of active members, those who attend PI meeting regularly and have declared themselves as members.
 - f. Keeps a record of those willing to help on various projects as needed.

ARTICLE IV. Voting Participants and Procedures

- 1. Active membership is considered after attending 2 (two) consecutive sub committee meetings.
- 2. Those addicts who have been defined as members of this PI subcommittee are eligible to vote on matters concerning PI work within the Area Service Committee.
- 3. The required quorum shall be consensus based by those members present at the time of the decision. If a consensus cannot be reached a simple majority will be taken.
- 4. PI subcommittee group consciences are open to participation by all members of this subcommittee.

ARTICLE V. Nominations and Elections

Nominations and election will be held yearly in accordance with Primary Purpose Area Service Committee. Refer to **Article V, Section 2, sub section C.**

ARTICLE VI. Contacts and Resources

- 1. PPASC and its subcommittee's are the primary resource for the PI subcommittee.
- 2. Contact shall be made with the W.S.O., informing them of this subcommittee's existence and request information on PI work being done in the neighboring areas/regions and a regional contact when available.
- 3. Contact neighboring areas area/regions/W.S.O. to share PI experience.

ARTICLE VII. Ongoing Work

- 1. Information kits for speakers shall be created and continually updated to ensure a regular supply of members available to respond to request for speakers.
- 2. PI workshops will be planned and held twice a year.
- 3. A database shall be created and continually updated that stores information on the professional mailings and PI contacts within the community.

4. In order to accomplish the above, this PI subcommittee will constantly and consistently share information and conduct training workshops, so that representatives are up-to-date and knowledgeable about PI goals and activities. It is vital to incorporate a good understanding of our Twelve Traditions in all PI activities.

ARTICLE VIII. Task Force Projects

Section 1. The PI subcommittee establishes task force projects, as the need arises, to work on specific projects. Task force leaders are directly responsible to the PI subcommittee. Such projects include but are not limited to:

1. Phone line liaisons.
2. Community events/meetings.
3. Website liaisons.
4. Material for posters
5. Mass media.

WEB SITE POLICY AND GUIDELINES **Revised January 2008**

ARTICLE IX. Purpose:

This policy will serve as a guideline for conducting business of the Primary Purpose Area Committee (“PPANA-ASC”) web site and coordinator. In accordance with the Narcotics Anonymous’ primary purpose of carrying the message to the addict that still suffers, we provide easily accessible information regarding the Primary Purpose Area of Narcotics Anonymous.

ARTICLE X. Description:

- A. The Uniform Resource Locator (“URL”) shall be <http://www.primarypurposearea.org>.
- B. The web coordinator shall be accountable to the PPANA-ASC and the Public Information subcommittee.
- C. The web coordinator shall be accountable and responsible for the maintenance of the web site.
- D. The URL is the property of the PPANA-ASC.
- E. All content on the web site is the property of PPANA-ASC.
- F. All costs of hosting and domain registration are the financial responsibility of the PPANA-ASC.
- G. The web coordinator is responsible for communicating all costs to the PPANA-ASC and the Public Information Chair.
- H. The web coordinator operates as part of the Public Information subcommittee.

ARTICLE XI. Web Site Content:

- A. The content of the PPANA-ASC web site shall include but is not limited to the following items:
 1. Meeting Directory – updated on a regular basis, available online and in alternative print formats.

2. Contact Information – E-mail, Postal address.
3. Downloadable files – Files for GSR’s and members including service forms and event flyers.
4. Show -Me Regional Service Office (“SHOW-ME”) link – link to the SHOW-ME REGION web site.
5. World Service Office (“WSO”) link – link to the WSO web site.
6. Regional Help Line – Phone number for the Regional help Line office.
7. Literature Links – WSO postings of literature, surveys and other recovery based items approved by the WSO.
8. Navigation – a system that allows users to easily utilize the web site and its content.
9. To archive and post current A.S.C. minutes and subcommittee reports monthly.
10. To utilize group codes and update the World Website.

ARTICLE XII. Technical Guidelines:

1. The software used to publish the web site is Microsoft Front Page 2000, Adobe Photoshop is used to generate images, and WS_FTP Pro is used as the file transfer protocol (“FTP”). This not an endorsement of these products, they do reflect the current industry standards.
2. Additional code includes but is not limited to JavaScript. This is not an endorsement of these, they do reflect the current industry standards.
3. The passwords used to administer and FTP the web site shall be held by the web coordinator and area chairperson.
4. Web site should be compatible with the major browsers.
5. Design of the web site shall keep all content to a small bandwidth to provide ease of access.
6. Downloadable files shall be offered in PDF format.
7. External links shall be checked on a monthly basis to ensure integrity.
8. Registration of web site with R.S.O., W.S.O. and major search engines should be reviewed on a semi-annual basis.
9. The web coordinator shall make Back-Up copies of the web site. This shall be stored on a Compact Disk. The purpose is to maintain an archive and for rescue disk purposes.

ARTICLE XIII. General Guidelines:

1. Meeting directories shall be checked for updates on a regular basis, but no less than every 90 (ninety) days.
2. External links will be limited to official Narcotics Anonymous web sites. Sites that are maintained by the World Office, Regional Offices, or Area Committees. To promote N.A. unity in accordance with our first tradition we do not link to personal web sites or sites that promote a third party.
3. Posting of local events is done through cooperation with the Public Information and Activities subcommittees.
4. PPANA-ASC members consisting of Executive, Administrative, Sub Committee Chairs, and G.S.R.’s may request to post information regarding local area activities or N.A. related information (personal messages, or opinions are not allowed, as they may confuse outside readers as being the opinion of N.A. as a whole).

ARTICLE XIV. Qualifications and Requirements for Service:

1. The PI subcommittee shall elect the web coordinator.
2. Four years clean.
3. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
4. Monthly attendance at PPANA-ASC and the PI subcommittee.
5. Monthly written and oral report to PI subcommittee.
6. Demonstrate an ability to write HTML code and administer a web site.
7. Access to a computer that is capable of running the latest generation of web browsers, and has a suitable connection to the Internet. Access to the current versions of HTML editing programs. The costs for these are the responsibility of the trusted servant.

ARTICLE XV. Privacy on the Internet:

1. In accordance with our eleventh and twelfth traditions, we have a spirit of anonymity in regard to the website, which is at the level of press, radio and films. This allows us to maintain our public relations policy while at the same time, placing principles before personalities.
2. A responsible trusted servant will make communication that requires some level of identification for the purpose of responding.
3. Personal information will not be available on the web site.
4. Images of any identifiable person are not used in accordance with our eleventh tradition.
5. To protect the anonymity of our members and visitors, we utilize no tracking software, no cookies and no collection of personal data. We also do not use any third party program or software that collects or distributes personal data. Statistics available in the monthly report are for evaluating website needs and web site performance only.

Amendments to Public Information Guidelines
June 7, 2008

Website Coordinator

To have the web coordinator be responsible for updating *Primary Purpose Area* on the world meeting list.