

BRASC PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES

I. Purpose

Public Relations primary purpose is to inform addicts and others in the Area of the availability of recovery in Narcotics Anonymous. Public Relations acts as a liaison between NA and society as a whole.

II. Responsibilities

1. Provide information about NA, including what NA is and is not, how to find meetings, and how to find our literature.
2. Available to provide a presentation or set up an informational display at public events.
3. Establish and maintain lines of communication with local agencies, associations, organizations, facilities and/or professionals who work with addicts.
4. Develop and implement Big Rivers Area Public Relations projects; potentially to include joint PR efforts with BRASC groups, neighboring Areas or the Wisconsin Region.
5. Research, implement and maintain information technologies which assist the Big Rivers Area, its subcommittees and members in providing information about the availability of recovery in Narcotics Anonymous.
6. Trusted servants are subject to removal on missing two consecutive regularly scheduled subcommittee meetings without notice. This would constitute an implied resignation.

III. Position Descriptions

1. Chairperson:

- a. Area elected trusted servant of the BRASC.
- b. Duties and qualifications as described in the BRASC Guidelines, and as follows.
- c. Schedules monthly subcommittee meetings.
 1. Creates an agenda for and presides over the regular meetings.
 2. Sends the meeting announcement and agenda to the BRASC Secretary to distribute to the BRASC email list in advance of the meeting.
 3. Contacts the regional webservants as needed to maintain the meeting schedule on the events calendar.
- d. Brings a report and represents the subcommittee at the regularly scheduled BRASC meeting.
- e. Attends Wisconsin Region PR Subcommittee, and other NA PR learning opportunities as feasible.
- f. Maintain an inventory of PR materials and information useful to the PR subcommittee. These materials will be turned over to the incoming subcommittee chairperson, as part of training them into the position.
- g. Delegates work as necessary to keep the subcommittee functioning smoothly.

2. Vice-chairperson

- a. Is elected by the subcommittee
- b. In the absence of the chairperson
 1. Presides over the regular meetings

2. Brings a report and represents the subcommittee at the regularly scheduled BRASC meeting.
3. **Secretary**
 - a. Is elected by the subcommittee
 - b. Takes notes at the meeting and distributes as minutes to the subcommittee members.
4. **Webservant**
 - a. Webservant should have a minimum of 3 years of experience in information systems, and preferably at least a year experience with website development.
 - b. Recommend at least 2 years clean time, working NA Steps & Traditions, and have an NA sponsor because this position directly represents us to the public.
 - c. Oversees website hosting and domain registration www.bigriversna.org
 - d. Maintains the BRASC website. Website is not limited to, but will include:
 1. Searchable meeting list
 2. Events listing
 3. Information about Narcotics Anonymous
 4. Links to Wisconsin Region and NAWs websites.
 - e. Safeguard all usernames and passwords, email accounts and forwarders.
 - f. Reports to the BRASC PR Subcommittee
 - g. Attends Wisconsin Region IT Subcommittee, and other NA IT learning opportunities as feasible.
5. **BMLT (Basic Meeting List Toolbox) Coordinator**
 - a. BMLT coordinator should have experience in database systems and be a highly detail-oriented individual.
 - b. Recommend at least 1 year clean time.
 - c. Maintains the Big Rivers Area meetings on the BMLT database on the Wisconsin Region's BMLT server.
 - d. Is trained by the Wisconsin Region BMLT Coordinator.
 - e. Reports to the BRASC PR Subcommittee
 - f. Attends Wisconsin Region IT Subcommittee, and other NA IT learning opportunities as feasible.
6. **Social Media administrator**
 - a. Should have experience maintaining a social media page
 - b. Recommend at least 2 years clean time, working NA Steps & Traditions, and have an NA sponsor because this position directly represents us to the public.
 - c. Maintain a clear message of recovery through the program of Narcotics Anonymous.
 - d. Safeguard our spiritual principle of anonymity on social media.
 - e. Safeguard a positive public image on social media.