

WASHINGTON NORTHERN IDAHO REGION
PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES
October 2024

ARTICLE I. SCOPE

A. NAME

The name of the subcommittee shall be called the Washington Northern Idaho Regional Public Information Subcommittee (WNIRPIS). The WNIRPIS is formed by and directly responsible to the Washington Northern Idaho Regional Service Committee for the Fellowship of Narcotics Anonymous (WNIRSC) and is a standing subcommittee of the WNIRSC.

B. PURPOSE

The purpose of the Washington Northern Idaho Regional Public Information Subcommittee is to provide support to Areas Public Information/Phoneline subcommittees. This is done by bringing other areas together to assist with fielding questions or concerns and providing general information to the public, agencies, and other media sources within the boundaries of the region.

C. OBJECTIVE/S

Not applicable.

ARTICLE II. FUNCTION

1. Tasks shall be performed by the subcommittee as directed by Chair and/or subcommittee.
 - a. Maintain and update Contingency Plan.
 - b. Encourage Area PI/Phoneline subcommittees, groups, or members to submit and share information and input and become part of PI/Phoneline in its efforts.
 - c. Maintain a current list of the PI/Phoneline contacts in the Region.
 - d. Send meeting minutes to be posted to the WNIRNA website.
 - e. To provide information, literature, presentations, etc., when, and where possible, to facilities where there is no Area PI/Phoneline subcommittee to serve them.
 - f. Respond to requests for information in a timely manner.
 - g. Maintain and coordinate regional phoneline.
 - h. Hold Regional PI/Phoneline Workshops when and where possible.
 - i. Maintain and store the Regional PI booth.
 - j. Represent WNIRNA at community events within our regional boundaries.
 - k. Facilitate quarterly Regional Public Information Subcommittee meeting.
 - l. Be a communication link between World and Area level PI/Phoneline subcommittee providing and passing on information and input, both ways.

ARTICLE III. SPIRITUAL GUIDANCE

1. WNIRPIS shall not make any motion or take any action that conflicts with the Twelve Traditions or Twelve Concepts of Narcotics Anonymous.
2. WNIRPIS shall comply in all its actions with the following documents in precession:
 - a. WNIR Regional Guidelines.
 - b. WNIRPIS Guidelines.
 - c. WSC PR Handbook.
 - d. Guide to Local Services in Narcotics Anonymous.
 - e. Past Regional WNIRPIS subcommittee motions.

ARTICLE IV. DECISION MAKING

1. WNIRPIS follows Consensus Based Decision making for all proposals/elections submitted to the body.
2. The threshold for achieving consensus will be 90%.

ARTICLE V. MEETINGS

1. WNIRPIS shall meet at least quarterly. Time, and place to be decided one meeting in advance.
2. Special meetings may be called by the Chair or Vice Chair at any time. Notice of the meeting will be sent to all PI Subcommittee members at least 1 week prior to meeting electronically. Meeting details will be provided at that time.

ARTICLE VI. MEMBERS

1. General membership in WNIRPIS shall be open to any Narcotics Anonymous member who shares the stated purpose of the committee.

ARTICLE VII. TRUSTED SERVANTS

- I. Chair
 - a. Qualifications
 - i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
 - ii. Have prior Narcotics Anonymous Public Information experience.
 - iii. Minimum of 3 years clean time.
 - b. Duties
 - i. Attend quarterly WNIRPIS and Regional PR Subcommittee meetings.
 - ii. Provide a written report at WNIRPIS of works personally accomplished since last meeting.
 - iii. Presides over subcommittee meetings and provides written reports of work personally accomplished since last meeting.
 - iv. Establishes the agenda for quarterly WNIRPIS meeting.
 - v. Maintains communication with WNIRPIS trusted servants, NAWs, RSC trusted servants, PR subcommittee members, Areas, and take prudent action when requested.
 - vi. Attend all RSC business meetings and provide a written report of work accomplished both personally and by the subcommittee since the last RSC meeting.
 - vii. Make motions/proposals at RSC on behalf of the subcommittee.
 - viii. Keep receipts for all subcommittee expenditures and submit them to RSC Treasurer for reimbursement.
 - ix. Submit annual WNIRPIS budget to the RSC Treasurer in October.
 - x. Ensure the "WNIR Contingency Plan" is up to date and is posted to the WNIR website.
 - xi. Review WNIRPIS minutes within one week of receiving the draft from the Secretary. Notify the Secretary of any changes needed and approve for distribution to the WNIRPIS body and WNIR website.
 - xii. Perform other duties and/or delegate duties to other subcommittee members as needed.
 - xiii. Assists and supports the preparation and presentation of the annual Regional Service Learning Days.
 - xiv. Attends the Regional Service Learning Days and Western Service Learning Days.
 - xv. Facilitates the Regional PR Subcommittee meeting every other quarter.

- II. Vice-Chair

- a. Qualifications
 - i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
 - ii. Have prior Narcotics Anonymous Public Information experience.
 - iii. Minimum of 2 years clean time.
- b. Duties
 - i. Attend quarterly WNIRPIS and Regional PR Subcommittee meetings.
 - ii. Provide a written report at WNIRPIS of works personally accomplished since last meeting.
 - iii. Have a working familiarity with the duties of the Chair and execute those duties when Chair is unavailable.
 - iv. Maintains communication with WNIRPIS trusted servants, NAWS, RSC trusted servants, PR subcommittee members, Areas, and take prudent action when requested.
 - v. Work with Chair as needed on any special projects that arise.
 - vi. Will attend Winter and Spring RSC with the WNIRPIS Chair for mentorship.
 - vii. Perform other duties as prescribed by the Chair or group conscience of the subcommittee.

III. Secretary

- a. Qualifications
 - i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
 - ii. Have prior Narcotics Anonymous Public Information experience.
 - iii. Minimum of 1 year clean time.
- b. Duties
 - i. Attend quarterly WNIRPIS and Regional PR Subcommittee meetings.
 - ii. Provide a written report at WNIRPIS of works personally accomplished since last meeting.
 - iii. Take minutes at the WNIRPIS and/or Regional PR subcommittee meetings.
 - iv. Create and maintain a contact list of committee members and areas to be used to send minutes and other information as needed.
 - v. Organize a final draft of the WNIRPIS and/or Regional PR subcommittee minutes and send them to the Chair for review within 14 days.
 - vi. Once reviewed will send the minutes to the members in the contact list.
 - vii. Read minutes of the proceeding meeting at each subcommittee meeting, not including the reports, and record any deletions, corrections, or changes in the next month's minutes.
 - viii. Submit a ticket to IT Services with a copy of the approved minutes and request them to be posted to the website.
 - ix. Update the Major Motions List annually and provide copies at Summer quarterly meeting.
 - x. Be willing to work with the subcommittee on special projects.
 - xi. Perform other duties as prescribed in the subcommittee guidelines, or as delegated by the Chair or group conscience of the subcommittee.

IV. Media Coordinator

- a. Qualifications
 - i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
 - ii. Have prior Narcotics Anonymous Public Information experience.
 - iii. Minimum of 3 years clean time.
- b. Duties
 - i. Attend quarterly WNIRPIS meeting.
 - ii. Provide a written report at WNIRPIS of works personally accomplished since last meeting which should include the following.
 - 1. Exactly how many TV PSA that we have and which PSA is being used.
 - 2. Exactly how many Radio PSA we have and which PSA is being used.
 - 3. An exact list of the times that each PSA will run.

4. Any problems that need to be addressed.
5. An exact list of the times that each PSA will run.
6. Any problems that need to be addressed.
- iii. Bring all potential PSA requests to WNIRPIS for approval.
- iv. All PSA recordings must be approved by WNIRPIS prior to submission.
- v. Quarterly should prepare notification to every area and/or region impacted by the PSA as to the potential increase in Phoneline calls.

V. Helpline Coordinator

a. Qualifications

- i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
- ii. Have prior Narcotics Anonymous helpline experience.
- iii. Minimum of 2 years clean time.

b. Duties

- i. Attend quarterly WNIRPIS meeting.
- ii. Provide a written report at WNIRPIS of works personally accomplished since last meeting.
- iii. Coordinate the volunteer pool of members who answer the regional helpline; keep volunteer schedules up-to-date on the YAP system interface.
- iv. Return voicemails left for the regional helpline in a timely fashion, or coordinate returning voicemails with another volunteer. (Typically, there would be two members who return voicemails.)
- v. Keep track of the regional helpline budget, and make sure the account with our phone number provider is refilled as needed.
- vi. Coordinate with the WNIRPIS Chair to make sure the annual budget includes the needed funds for the helplines, including both the regional helpline and all area helplines that use YAP.
- vii. Assist WNIRNA areas that want to start using the YAP system.
- viii. Call all area helplines at least once a year to make sure the number is still in service, and to hear any concerns raised by the volunteer who answers. If there is a number that is permanently out of service, update records of the number on the regional website, BMLT and NA World Services.

ARTICLE VIII. VOTING

1. Any member of WNIRPIS may make a proposal or participate in discussion. Proposals must be submitted either electronically or in writing to the Secretary and Chair prior to new business.
2. If consensus is not clear and a straw poll is requested, then only one member per area may participate.
3. Proposals may be amended or withdrawn at any time by the maker.

ARTICLE IX. ELECTIONS

1. The following members are eligible for nomination to a WNIRPIS Trusted Servant position:
 - I. Past or present trusted servant of an ASC or RSC.
2. Any member of WNIRPIS may nominate a qualified individual for a WNIRPIS Trusted Servant position.
3. All members are elected by a majority vote.
4. WNIRPIS Trusted Servant positions shall be elected to serve for a term of one year and not more than two consecutive years.
5. All elections will be held during the Spring WNIRPIS meeting.
6. All terms will begin at the conclusion of Spring RSC.

ARTICLE X. SUBCOMMITTEE/S

1. WNIRPIS may establish an ad-hoc or project to carry out the work.

2. Ad-hoc or project lead
 - I. Confer with other participating members, determine locations, times, and frequency of meetings to accomplish the assigned function of the ad-hoc or project.
 - II. Establish the agenda for and preside over those meetings, providing written reports of work personally accomplished since the last meeting.
 - III. Delegate responsibilities to other participating members while preserving position of ultimate accountability.
 - IV. Maintain communications with other trusted servants.
 - V. The Ad-hoc or project lead must be present at the WNIRPIS quarterly meeting and present a written report.

ARTICLE XI. BUDGET AND FINANCIAL PROCEDURES

1. WNIRPIS will adhere to WNIR RSC Guidelines Articles and all other approved WNIR RSC Financial Procedures.
2. All new budget expenditures require consensus approval.
3. Any additional subcommittee expenditures should be brought to the quarterly RSC.

ARTICLE XII. SPECIAL RULES OF ORDER

1. ADMENDMENTS TO GUIDELINES
 - a) Any amendments to the guidelines must be approved by consensus at the WNIRPIS meeting and then brought to the quarterly RSC for approval.
2. REMOVAL FROM POSITION
 - a) Loss of abstinence constitutes an immediate and automatic resignation of any WNIRPIS Trusted Servant position.
 - b) Following written notification, a WNIRPIS Trusted Servant may be removed for non-compliance, which includes, but is not limited to:
 - i. Non-fulfillment of the duties of that position.
 - ii. Not attending a regular session without prior notification to the WNIRPIS Chair, Vice Chair, or Secretary.
 - c) Consensus is required for removal of a WNIRPIS Trusted Servant.
 - d) A six-month moratorium will be required for any service member resigning or removed from their position prior to completion of their term. The only expectation will be when their resignation is to fill a newly elected position.
 - e) In cases of resignation or removal, an interim trusted servant will be elected in accordance with the following:
 - i. If occurrence is mid-quarter, the Chair shall appoint an interim trusted servant to fulfill any duties, and at the next WNIRPIS quarterly meeting a new trusted servant will be elected to complete the term.
 - ii. If occurrence is during a regular WNIRPIS quarterly meeting a new trusted servant will be elected to complete the term at that meeting.
3. Review Guidelines annually and propose any changes to WNIRPIS.

ARTICLE XIII. APPENDICES

1. Not Applicable