

## PR SERVICE LEARNING DAYS GUIDELINES

### Article I: Scope

- A. NAME: PR Service Learning Days Subcommittee
- B. PURPOSE: The purpose of the PR Service Learning Days Subcommittee is to plan, publicize and host a regional event that promotes interest in and learning about PR Services (H&I, PI, Activities, IT, Literature, WSFR Behind the Walls, and Helpline).
- C. OBJECT: The primary intent of the event is to attract, educate, and train members around the region in PR service. A secondary intent is to foster unity and cooperation between our service members and Subcommittees, reinforcing that our common goal is carrying the message.

### Article II. Function

- A. To work in cooperation with WNIR PR Subcommittees.
- B. To provide support to Areas, Groups and Members by conducting workshops on approved ways to effectively carry the message of Narcotics Anonymous to addicts.

### Article III. Spiritual Guidance

- A. The Learning Days Subcommittee shall not make any motion or take any action that conflicts with the twelve traditions or twelve concepts of Narcotics Anonymous.
- B. The Learning Days Subcommittee shall comply in all its actions with the following documents in precession a. WNIR Reginal guidelines b. WNIR Regional PR guidelines

### Article IV. Decision Making

All Learning Days Subcommittee motions and decisions except elections will be considered using consensus-based decision-making.

### Article V. Meetings

The Learning Day Subcommittee will meet quarterly at the WNIR PR Subcommittee meeting, and then monthly virtually.

### Article VI, Members:

Members of the Learning Days Subcommittee shall consist of all PR Subcommittee chairs, Learning Days Subcommittee Chair, Vice Chair, Secretary, Treasurer, and C&E Liaison.

### Article VII: Trusted servant:

- A. Chair:
  - 1. Requirements:

- a. 2 years clean
- b. 1 year Subcommittee experience
- c. Regional Subcommittee experience

2. Duties:

- a. Schedule and facilitate all Learning Days Subcommittee meetings.
- b. Write a report for each Learning Days Subcommittee meeting and send the report to the Secretary to be placed in the minutes.
- c. Attends every WNIR PR Subcommittee meeting and provide progress and budgetary reports and answer questions from the body.

B. Vice Chair:

1. Requirements:

- a. 1 year clean
- b. 6 months Subcommittee experience

2. Duties:

- a. Assist the Chair in performing their duties.
- b. Attends all Learning Days Subcommittee meetings.
- c. Write a report for each Learning Days Subcommittee meeting and send the report to the Secretary to be placed in the minutes.
- d. Attend every WNIR PR Subcommittee meeting.

C. Secretary:

1. Requirements:

- a. 6 months clean

2. Duties:

- a. Attends all Learning Days Subcommittee meetings.
- b. Write a report for each Learning Days Subcommittee meeting and send the report to the Secretary to be placed in the minutes.
- c. Take accurate minutes of all Learning Days Subcommittee meetings and send them to the chair and vice chair for approval.
- d. Send approved minutes to the Learning Days Subcommittee members.

D. Treasurer:

1. Requirements:

- a. 2 years clean

2. Duties:

- a. Attends all Learning Days Subcommittee meetings.
- b. Write a report for each Learning Days Subcommittee meeting and send the report to the Secretary to be placed in the minutes.
- c. Maintain an accurate accounting and provide report to the Learning Days Subcommittee monthly.
- d. Works closely with the C&E treasurer to ensure proper procedure and accountability for expenses.
- e. Accountable to the C&E subcommittee.

E. C&E liaison

1. Requirements:

- a. 2 years clean

2. Duties:

- a. Attends all Learning Days Subcommittee meetings.
- b. Write a report for each Learning Days Subcommittee meeting and send the report to the Secretary to be placed in the minutes.
- c. Attends all C&E Subcommittee meetings.
- d. Will report all activities of the Learning Days Subcommittee to the C&E Subcommittee.

Article VIII. Voting:

All members of the Learning Day Subcommittee are eligible to vote.

Article IX: Elections

- A. The Learning Days Subcommittee Chair, Vice Chair, Secretary, Treasurer and C&E Liaison will be elected annually.
- B. All terms of service are for one year.
- C. A member cannot serve more than two consecutive terms in the same elected position.
- D. In the event a member cannot complete their term of service, the Learning Days Subcommittee Chair can appoint someone to fill the vacancy until the next regularly scheduled election.

## Article X: Subcommittees

## Article XI: Budget and Finance/Travel

- A. Budget: \$5,000
  - a. Have bid ready to present to the January C&E Subcommittee Meeting.
- B. The bid should include the following:
  - a. Proposed date (s)
  - b. Proposed location (s) – should provide a minimum of 3 locations.
  - c. Letter of support from the host area (ASC)
  - d. Proposed budget should include the following:
    - i. Rent for facility (including deposit)
    - ii. Copying expenses for fliers, programs etc.
    - iii. Merchandise
    - iv. Food cost(s) and meals planned (this should include beverages.)
    - v. Travel costs for speakers
    - vi. Literature for the event
    - vii. Any other expenses the committee deems appropriate for the event.
- C. Proceeds from Learning Days raffle(s), auction(s), memorabilia, and excess funds are returned to the C&E Subcommittee  
All remaining Handbooks and memorabilia (T-shirts, etc.) will be inventoried and turned over to the C&E Subcommittee.

## Article XII: Special Rules

### A. Timeline

#### 12 months

- A. The Host Area selection shall be made at the Activities Subcommittee meeting and brought to the PR Subcommittee for approval.
- B. Conduct elections for all positions. The Chair will be accountable to the WNIR PR Subcommittee.
- C. A C&E liaison will be appointed to attend C&E.
- D. Assign other responsibilities, Flyer Coordinator, merchandise, Billeting etc.
- E. Schedule all Learning Day Subcommittee meetings for the year.
- F. Send meeting dates and times to the regional IT and the RD team to save the date.

G. Choose the theme of the event.

11 months

- A. Create a preliminary budget to be presented at the January C&E meeting.
- B. Create an event flyer for approval to be distributed at the January RSC.

10 months

- A. The Learning Days Chair will report on progress at the PR Subcommittee.
- B. The Learning Days C&E Liaison will present the preliminary budget at the C&E Subcommittee.
- C. Distribute preliminary event flyers at the PR Subcommittee and RSC.

9 months

- A. Create a preliminary program
- B. Confirm facility details.
- C. Propose and confirm food plan and concessions budget.

8 months

- A. Review logo contest submissions
- B. Review and approve event program
- C. Distribute Workshop participation requests.

6 months

- A. Distribute the event flyer at the PR Subcommittee and RSC.

5. months

- A. Finalize any participation by outside organizations (e.g., WA, DOC. Drug court).
- B. Finalize workshop topics and program (less workshop panel member names).
- C. Confirm Main Speaker

4. months

- A. Flyers are distributed at RSC and C&E
- B. Speakers submitted for approval by the C&E Subcommittee via email vote.

3. months

- A. Finalize Program.
- B. Confirm all workshop panels and ensure all slots are filled.

2. months

- A. Confirm facility.
- B. Confirm main speakers.
- C. Confirm workshop presenters.
- D. Confirm time of set up.

1 months

IT'S EVENT TIME!!!

13 months

- A. Final "wrap up" Subcommittee meeting.
- B. Accounting/audit of memorabilia, Handbooks sold and excess funds.
- C. Financial audit scheduled with C&E liaison.
- D. The C&E Liaison reports to C&E the final report with details of the event.
- E. All excess funds will be turned over to the C&E Subcommittee

"HISTORY: The first WNIR H&I Learning Days was held in Wenatchee in November 1990. The purpose of that event was to distribute and discuss the newly approved WSC H&I Handbook. The event was held every year thereafter until 2001 when the final event (12th Annual) was held in Tacoma. The first PI Learning Day in the Region was the Western States PI Learning Days in Fife in 1982. WNIR PI Learning Days were held frequently thereafter until 2001. In 2001 a WNIRSC motion combined the two events into the H&I/PI Learning Days. The first combined event was held in Seattle in November 2002. From 2009 to 2021 the event was hosted by local areas approved by C&E. In 2022 the PR Subcommittee decided to plan and facilitate this event themselves and collaborated with an area activity Subcommittee to host the event. In July 2023 the first PR Service Learning Days occurred."