



SCFNA AREA SERVICE COMMITTEE AGENDA

Welcome to the ASC Meeting

Quorum: 35/58-53 present

Meeting Donation: 19.27 Literature Order: 35/58-53

CALL TO ORDER:

Serenity Prayer

- A. Read 12 Concepts of Service; Read 12 Traditions.
- B. Be sure to check your literature order before leaving.
- C. All literature orders are due by the 1st of the month.
- D. Please check your folders for schedules & mail.
- E. Please be sure and include donation, date, day and time on all GSR reports (blue forms) to Secretary (put in black box). The minutes will reflect only what is included on the blue GSR Report form.
- F. All GSR's:
To expedite counting, please consider changing donation to largest bills possible.
For receipt, place 2 completed slips in the donation plastic bag, one will be returned to you after all counting is finished.

RECOVERY BIRTHDAYS Adrian Guss, Chris Guss, Matt Lynn, Marjann 18
Aaron S, Gabe 16 yrs, Tim 16 yrs

GSR COORDINATOR REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

3- new GSR's

ROLL CALL:

NEWSLETTER REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes) Newsletter 2nd org
Next theme is Terminally, Hip & Fatally Cool due 2/16
Please submit anything like artwork, poems or stories. You make

RCM REPORT: (8 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes) this Newsletter is
See Report - scan QR code, will make all links in
report active "

ACTIVITIES REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes) passed out flyers - Dance + Ice Cream Social

NARCOTICS ANONYMOUS YOUTH COMMITTEE REPORT: (3 minutes) Please be respectful of the speaker.

Thank you for your courtesy. (Notes)

passed out flyers for upcoming events - Beach Mtg 1/29

UNITY DAY REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes) passed out flyers - QR code for Volunteer Sign up for Sponsor

HOSPITALS AND INSTITUTIONS REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes) 6 new members - literature 499.94/500.00
1 position available at Juvenile Hall - meet 2nd Wed of every month
Mix Wood - filled

PUBLIC RELATIONS REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes) See Report

WOMEN'S BRUNCH: Please be respectful of the speaker. Thank you for your courtesy.

(Notes) Currently working on Guideline Changes

Subcommittee donated 61,097.03

reel side needs Sect
at Wednesday of the month.



NCCNA REGISTRATION Service training Day March 12 @ 12-2pm
at Sonoma Business office in R.P.

OFFICE LIASON: If you want to know when people meet go
to our Website

LITERATURE REPORT:

Total literature purchased from the Regional Service Office (RSO) this month: \$ 1,463.55
H & I Literature this Month: \$ 500.00
PR Literature this Month: \$ 83.12
Total literature sold at ASC this month: \$ 876.90

SECRETARY REPORT: Please be respectful of the speaker. Thank you for your courtesy.

(Notes) Distributed the minutes from last month

ASST. SECRETARY REPORT: Please be respectful of the speaker. Thank you for your courtesy.

(Notes) position open

VICE- CHAIR REPORT: Please be respectful of the speaker. Thank you for your courtesy.

(Notes) Attended all Subcommittee mtgs this month.

CHAIR REPORT: Please read minutes from last month's report.

(Notes) NAYC + Activities

MEETING REPORTS

(Notes) new Meeting- Thursday 7pm 2000 Humboldt St. Santa Rosa

GROUP FORUM: (MAX 10 MINUTES) Topic:

(Notes) Smoking at mtgs... its handled at each mtg & each mtg always
have announcements around being responsible about your
Smoking/ Suggestion to bring back Tradition Talk in Group Forum.

TREASURER'S REPORT: (Use treasurer's handout to fill in the blanks with dollar figures that will be announced)

Old Business: RCM 2 still needed & Asst to Secretary still needed.
Nomination

New Business: for RCM 2 - Mark C (table until next month)
nomination for Asst. Sect - Manny (table until next month)
motion - Replace PR Guidelines from old to new (passed out)
motion - to form an Adhoc Committee to Review SCFNA AREA Guidelines.

Close the meeting

- A. Thank the coffee maker. Ask for a volunteer for next month.
- B. Adjourn and close in the usual manner.

SCFNA TREASURER REPORT

January 2023

Preliminary



	Receipts	Expenses	Balance
Beginning Check Book Balance December 1, 2022			\$ 7,531.82
December Receipts			
Meetings 7th Tradition Contributions-Venmo/Checks	\$		
Anonymous Individual 7th Tradition Contributions-Venmo/Checks	\$ -		
Contributions Received at Area Service Meeting	\$ 1,770.05		
7th Tradition @ ASC	\$ 112.00		
Literature Sold @ ASC	\$ 1,016.76		
NCCNA Registration Committee Meeting @ SCFNA Office	\$ 100.00		
Women's Brunch	\$ 4,491.77		
Total December Receipts	\$ 7,490.58		
December Expenses:			
Freedom Voice/PR phone line-November 2022 (ACH)		\$ 38.23	
Zoom Room-December (Paypal)		\$ 14.99	
Sonoma County Fair-Vets Bldg Use Fee-January 2023		\$ 137.50	
Sonoma County Fair-Vets Bldg Use Fee-2023 Processing/Use Fee		\$ 125.00	
NCRSO-H & I Literature		\$ 499.76	
NCRSO-Meeting Literature		\$ 911.16	
NCRSO-Public Relations		\$ -	
ASC: Lombardi Properties-January 2023-Area Office		\$ 800.00	
PG&E-November		\$ 61.30	
The Pressman-PR Schedules-December		\$ 103.18	
The Pressman-Newsletter Printing		\$ 200.61	
Tania M-Literature Supplies		\$ 30.42	
NCRSC-December Contribution to Region		\$ 1,415.46	
Total December Expenses		\$ 4,337.61	
Balance as of December 31, 2022			\$ 10,684.79
Less Prudent Reserve			\$ (10,184.79)
Insurance Deductible (Encumbered)			\$ (500.00)
December 2022 Month End Working Balance			\$ (0.00)
Beginning Check Book Balance January 1, 2023			\$ 10,684.79
Current Month's Receipts			
Meetings 7th Tradition Contributions-Venmo/Checks	\$		
Contributions Received at Area Service Meeting	1 \$ 1,688.85		
7th Tradition @ ASC	2 \$ 64.00		
Literature @ ASC	3 \$ 876.90		
NCCNA Registration Committee Meeting @ SCFNA Office	4 \$ 100.00		
Other: <i>Unity Day</i>	5 \$ 607.03		
Other:	6 \$ 0		
Total Current Month Receipts to Date:	7 \$ 2,826.78		
Current Month Expenses:			
Freedom Voice / PR Phone line-December 2022 (ACH)		\$ 37.98	
Zoom Room-January (Paypal)		\$ 14.99	
Sonoma County Fair-Vets Bldg Use Fee-February 2023		\$ 137.50	
NCRSO-H & I Literature		\$ 500.00	
NCRSO-Meeting Literature		\$ 880.43	
NCRSO-Public Relations		\$ 83.12	
ASC: Lombardi Properties-Area Office Rent-February 2023		\$ 800.00	
PG&E-December 2022		\$ 62.71	
		\$	
Receipts Presented at Area	8	\$ 183.99	
Total Current Month Expenses to Date	9	\$ 2,512.72 2,700.72	
Checkbook Balance as of January 17, 2022	10		\$ 1,6810.85
Less Prudent Reserve			\$ (7,850.00)
Insurance Deductible (Encumbered)			\$ (500.00)
Working Balance (-Under prudent reserve/+Contribution to NCRSC)	11		\$ 8460.85

SCFNA Contributions and Other Receipts
2022

MEETING NAME	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	2022 TOTAL YTD
MULTIPLE DAY													
SONOMA COUNTY ONLINE GROUP (Z)	87.01	322.65	-	-	274.07	82.39	-	251.35	-	-	-	261.03	\$ 1,278.50
12 pm Santa Rosa Nooners M-F	-	-	-	180.00	180.00	-	-	-	74.84	21.12	74.97	55.02	\$ 565.95
2 pm Cotati The Connection M-F	49.00	-	100.00	-	50.00	30.00	-	-	-	-	-	100.00	\$ 329.00
8pm Santa Rosa Meditation Group M/F	-	-	-	-	-	-	-	150.00	100.00	20.00	70.00	-	\$ 340.00
12 pm Santa Rosa Sat/Sun Nooners Rain or Shine	-	-	-	-	40.00	-	40.00	-	41.00	60.00	80.00	30.00	\$ 291.00
MONDAY													
7 pm Petaluma Shelter From the Storm	-	-	-	20.00	-	-	-	-	-	-	-	-	\$ 20.00
7 pm Santa Rosa Newcomers	-	-	50.00	50.00	-	-	-	28.00	-	20.00	25.00	-	\$ 170.00
8:15 pm Santa Rosa Night Light	-	-	-	-	-	-	-	20.00	-	10.00	-	-	\$ 30.00
TUESDAY													
8 pm Santa Rosa Women First	-	40.00	30.00	10.00	10.00	10.00	20.00	-	-	30.00	30.00	20.00	\$ 200.00
8:00 pm Santa Rosa Men's Night Out	500.00	-	100.00	100.00	50.00	200.00	-	40.00	40.00	100.00	1,450.00	100.00	\$ 2,690.00
7 pm Cotati What is there left to do	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
7 pm Santa Rosa LGBT & Friends	53.50	-	31.31	32.50	-	-	133.48	28.39	28.98	10.35	-	-	\$ 317.48
7 pm Sebastopol-NA (thing is possible)	-	75.00	100.00	100.00	50.00	100.00	100.00	100.00	75.00	-	50.00	100.00	\$ 850.00
7:30 pm Cloverdale Back to Basics Tue/Fri/Sun	-	-	-	50.00	-	-	-	-	-	-	-	-	\$ 50.00
7:30 pm Sonoma Newcomers Just for Today (Z+)	-	125.00	90.00	200.00	-	-	-	50.00	-	-	38.00	70.00	\$ 573.00
8:00 pm Santa Rosa Primary Purpose	-	-	-	-	-	5.00	-	-	-	-	-	-	\$ 5.00
WEDNESDAY													
7 pm Petaluma Sit Down @ the Phoenix	93.12	150.00	150.00	50.00	60.00	70.00	70.00	10.00	-	60.00	50.00	40.00	\$ 803.12
7 pm Rohnert Park Will to Survive	-	-	-	20.00	55.00	44.00	100.00	60.00	50.00	100.00	-	264.00	\$ 693.00
7:30 pm Guerneville (Monte Rio) The Secret Meeting	-	20.00	20.00	85.00	-	10.00	-	-	-	10.00	5.00	5.00	\$ 155.00
7:30 pm Pura Vida Women Meeting-Sweet Escape	-	-	-	-	10.00	-	-	-	-	-	-	-	\$ 10.00
8 pm Windsor Come As You Are	50.00	50.00	-	50.00	50.00	60.00	-	-	-	6.00	37.00	-	\$ 53.00
THURSDAY													
7 pm Santa Rosa-Message Not Mess	43.00	-	-	-	55.00	-	50.00	-	-	-	-	-	\$ 148.00
8 pm Sebastopol Sleeping Tigers	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
8 pm Santa Rosa Primary Purpose	-	5.00	45.00	50.00	40.00	20.00	-	-	-	74.00	-	-	\$ 234.00
FRIDAY													
7 pm Cotati You're Late at 8	-	200.00	-	-	-	-	-	-	-	-	-	-	\$ 200.00
7 pm Sonoma We Do Recover	-	200.00	-	350.00	160.00	250.00	150.00	278.00	250.00	275.00	25.00	20.00	\$ 1,939.00
7 pm Petaluma Action Group	-	-	-	-	-	-	300.00	190.00	45.00	150.00	87.00	100.00	\$ 852.00
7 pm Santa Rosa Friday Night Fix It	-	-	50.00	120.00	50.00	-	-	-	-	50.00	-	50.00	\$ 320.00
7:30 pm Santa Rosa Multi-Cultural	-	40.00	-	100.00	20.00	-	20.00	25.00	-	50.00	-	50.00	\$ 305.00
7:30 Cloverdale What's Happening	-	-	160.00	50.00	-	-	-	-	-	50.00	-	-	\$ 260.00
8:00 Guerneville Welcome Home	-	20.00	25.00	-	20.00	-	-	-	20.00	20.00	5.00	-	\$ 110.00
8 pm Santa Rosa Friday at the Park	-	-	200.00	100.00	-	200.00	200.00	-	100.00	-	300.00	-	\$ 1,100.00
SATURDAY													
8 am Online JFT Meditation Meeting (closed now)	100.00	100.00	200.00	100.00	150.00	50.00	103.95	-	-	-	-	-	\$ 803.95
9 am Santa Rosa Morning Miracle (Z)	-	-	-	-	-	-	-	-	55.00	-	100.00	100.00	\$ 255.00
10:30 am Sonoma Good Morning Group	-	10.00	-	10.00	-	-	-	-	5.00	-	-	-	\$ 25.00
6:00 pm Online Sounds of Recovery (Z)	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
7 pm Santa Rosa Smart Feet	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
7 pm Sonoma Serenity Night Fever	78.38	41.00	100.00	-	30.00	100.00	90.00	100.00	175.00	-	45.00	50.00	\$ 609.38
8 pm Healdsburg Young at Heart	-	50.00	25.00	-	20.00	20.00	-	-	-	-	-	5.00	\$ 120.00
11:59 am Santa Rosa Midnight It's Never Too Late	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
SUNDAY													
10 am Petaluma I'm Clean, Now What?	15.00	100.00	-	50.00	-	97.00	-	-	-	-	10.00	100.00	\$ 372.00
10 am Santa Rosa Morning Meeting	-	-	-	-	-	-	60.00	-	30.00	50.00	40.00	20.00	\$ 200.00
10 am Sonoma Vision of Hope	-	-	-	-	-	-	-	-	-	-	-	50.00	\$ 50.00
12 pm Santa Rosa Nooners	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
6 pm Cotati Back to Basics	75.00	-	-	189.00	100.00	75.00	75.00	40.00	50.00	100.00	50.00	120.00	\$ 674.00
7 pm Santa Rosa Sunday Night Solution	-	-	-	15.00	-	87.00	-	111.00	-	80.00	10.00	40.00	\$ 323.00
7 pm Petaluma So Fresh/So Clean	-	-	16.00	-	-	-	-	-	-	-	-	-	\$ 16.00
7 pm Healdsburg Primary Purpose	-	50.00	30.00	-	40.00	20.00	-	-	-	80.00	20.00	20.00	\$ 240.00
Meeting Contributions Subtotal	1,144.01	1,588.65	1,522.31	2,081.50	1,494.07	1,520.39	1,512.40	1,477.74	1,140.82	1,436.47	2,591.97	1,770.05	\$ 19,290.38
Anonymous Contributions from Members	100.00	551.00	100.00	25.00	-	90.00	-	-	23.00	-	53.87	-	\$ 902.87
Total Meeting and Anonymous Contributions	1,244.01	2,149.65	1,622.31	2,106.50	1,494.07	1,570.39	1,512.40	1,477.74	1,163.82	1,436.47	2,645.84	1,770.05	\$ 20,193.25
Sub-Committee Contributions													
ASC 7th Tradition	-	61.00	65.00	102.00	53.00	144.00	182.00	126.00	148.00	77.00	91.00	112.00	\$ 1,159.00
Activities	210.26	-	-	-	-	-	-	-	-	-	-	-	\$ 210.26
NAYC	-	100.00	-	-	-	-	-	-	-	-	-	-	\$ 100.00
NCCNA Registration Committee Rent	-	-	-	-	-	200.00	100.00	100.00	100.00	100.00	526.00	100.00	\$ 826.00
Newsletter	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Unity Day	-	-	50.00	-	-	-	-	-	-	-	-	-	\$ 50.00
Women's Brunch	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Subcommittee Contributions Subtotal	210.26	161.00	115.00	102.00	53.00	144.00	382.00	226.00	246.00	177.00	717.00	4,491.77	\$ 4,491.77
TOTAL CONTRIBUTIONS:	1,454.27	2,310.65	1,737.31	2,208.50	1,547.07	1,714.39	1,894.40	1,703.74	1,409.82	1,613.47	3,362.64	6,473.82	\$ 27,430.28
OTHER RECEIPTS													
ASC Literature Sold	708.00	183.96	731.02	612.00	1,048.58	843.06	973.55	556.44	1,329.22	906.20	835.61	1,016.76	\$ 9,743.40
TOTAL RECEIVED/DEPOSITED:	\$2,162.27	\$2,494.61	\$2,468.33	\$2,820.50	\$2,595.65	\$2,557.45	\$2,867.95	\$2,260.18	\$2,739.04	\$2,519.67	\$4,198.45	\$7,490.58	\$ 37,173.68

HELL



THURSDAY 7AM
2000 HILMBOLT ST
SANTA ROSA





NAYC presents:
BYOB

(707)324•4062
youthcommittee
@sonomacountyna.org

“Bring Your Own Brunch” Beach Meeting

Sunday Jan. 29th

Event starts 1:30pm

Meeting starts 2pm

Schoolhouse Beach

Coastline,

Hwy 1

Bodega Bay



Valentines Dance and



Ice Cream Social

February 11, 2023

Meeting 6pm-7pm



Followed by Dance 7:30pm-11pm

Ray Miller Community Center

216 E School Street, Cotati

<u>Adult</u>	<u>Kids</u>
\$15.	\$10
Ice cream \$1	

Contact Activities Subcommittee for more info.

Subcommittee Hotline 707 324-4062 ext 801



NAYC PRESENTS: **BROOM BALL**
AT SNOOPY'S HOME ICE!!!

1667 W STEELE LN. SANTA ROSA



TICKETS \$15

PIZZA!

PRE-SALE

\$1 A SLICE

ONLY

**SATURDAY
FEBRUARY 25TH**

**(DRINKS ALSO
FOR SALE)**

MEETING 8PM

ON THE ICE 9:15PM

CONTACT: (707)324-4062 YOUTHCOMMITTEE@SONOMACOUNTYNA.ORG

SCFNA Unity Day Sub-Committee Presents

Sponsor - Sponsee Dinner

**March 11, 2023
5:00 – 9:00pm**

**Silent
Auction!**



Scan to Volunteer!!

**Doors Open 4:30pm
Dinner 5:00-6:30pm
Silent Auction 6:30-7:30pm
Speaker Meeting 7:30-9:00pm**

**Finley Community Center
2060 W. College Avenue, Santa Rosa, CA**

**Presale: \$25 each
At the door: \$30.00 each**

For Info:

Call: 707-324-4062, Ext. 800 | Email: unityday@sonomacountyna.org

Sonoma County Fellowship of Narcotics Anonymous





SCFNA UNITY DAY SUB-COMMITTEE
 VOUNTEER SIGN UP SHEET
Sponsor - Sponsee Dinner



Scan to Volunteer

If you are available and willing to be of Service ● (Saturday) March 11, 2023

Name (First Name, Last Initial)	Telephone Number	Amount of Clean Time	Have you volunteered before Yes/. No

For Info:
 Call: 707-324-4062, Ext. 800 | Email: unityday@sonomacountyna.org

Please bring back to February Area Service
Sonoma County Fellowship of Narcotics Anonymous



NCCNA Service Training Day



Point of Sale (POS) Cash Register Training for NCCNA 44

SUNDAY MARCH 12, 2023

12pm – 2pm

at the

Sonoma County Fellowship of Narcotics Anonymous

Office 600 Martin Ave Suite 206 Rohnert Park, CA 94928

Questions?

Please email:

Tammy B

RegistrationChair@NCCNA.info

RCM Report to the Sonoma County Fellowship



Date: Jan 14, 2023

RCM1: Dickson

RCM2: (position vacant, would you like to serve?)

ANY QUESTIONS: call Dickson 707-824-8700 or email at scfna-rcm1@ncrsc.org



REGIONAL TOPICS OF INTEREST

Welcome to NA! Remember, your GSR and RCM are always here to help with anything you want to bring to the attention of your area, regional, or world service levels. Every member plays a crucial role in steering the direction of our fellowship. Your voice and vote matter, so don't hesitate to make it heard!

- **7th Tradition Terminology for Everyone:** Rather than calling it a "donation," it's more accurate to call it a "contribution" as it emphasizes that the money is coming from members of the organization rather than outsiders.
- **NA Insurance Packet:** SCFNA Area has been encumbering \$500 for insurance deductible. This deductible is not required, though it is an SCFNA ASC decision to remove it or keep it. SCFNA Treasurer has requested more detailed information on insurance and answers will be provided in the next month. Are you creating a new group meeting & need proof of insurance? Here's some info: [LINK](#).
- **Regional Events**
 - a. **SCFNA Events :** The SCFNA PR team has stated they are responsible for posting **meetings** and **events** on the SCFNA website and printed schedules only. **The RCM is responsible for updating NAWS and regional sites.** Your RCM needs assistance in keeping meetings synchronized and events posted! Any volunteers?
 - b. Don't forget to get your events posted on multiple NA calendar websites!
 - i. <https://intranet.ncrsc.org> > SUBMIT AN EVENT (NorCalNA Event Calendar)
 - ii. All regional NA events can be found at <https://norcalna.org/calendar.php>
 - iii. NA is now on Instagram at <https://www.instagram.com/narcoticsanonymous/>
 - iv. **NA Global Events** <https://www.instagram.com/naglobalevents/>
 - v. NA WSZF Facebook Group, comprised of 13 Narcotics Anonymous Regions in the Western United States, Western States Zonal Forum (WSZF): [WSZF FB Group Facebook](#)
 - c. More events on the regional calendar [here](#).
- **Proposed Changes to Your NA Fellowship (CAR/CAT).** Vote by April 1st to shape our regional conscience. Discuss and understand the 25 motions in the Conference Agenda Report before then.
 - a. [CAR Guideline Workshop](#) Ongoing docs for guideline updates

Get group
conscience
for this

RCM REPORT TO SCFNA AREA 2023-0114

- b. CAT/CAT 2023 Materials Powerpoint presentations on the 25 motions
- c. 2023 CAR/CAT Workshop Flyers Dates and locations for workshops explaining the motions within the CAR/CAT

Upcoming NCR Regional CAR/CAT Workshops
MEETING ID: 871 3182 4344 PSWD: 2023WSC

CAR/CAT Workshops Hosted by Regions and Zones

These Assembly Workshops can be attended in Hybrid/Virtual mode!

Sat 2/12/23 - 12PM-5PM	Alex Rorabaugh Center, 1640 S State St, Ukiah
Sat 2/18/23 - 11AM-4PM	Anderson Church of Christ, 3454 North St, Anderson
Sat 3/4/23 - 11AM-4PM	Robertson Community Center, 3525 Norwood Ave, Sac
Sun 3/12/23	Unknown details - Contra Costa Area
Sat 3/18/23 - 11AM-4PM	1st United Methodist Church, 404 Lincoln Ave, Salinas
Sat 3/25/23	Details to be provided by GSJNA
Sun 4/2/23 - 1PM-5PM	Polish Club, 3040 22nd St, San Francisco
Fri 4/7/23 -	NCCNA, Sacramento, CA

- d. All things related to the WSC 2023 (30Apr-6May) CAR are on this page.
 - i. 2023 CAR (196 page PDF)
 - ii. CAR Tally Sheet (10 pg PDF)
 - iii. 2023 CAR Survey
 - iv. CAR Videos and PowerPoints
 - v. Amendments and Seating Motions Form | PDF
 - vi. NAWS Regional Report Form
Deadline: Feb 23, 2023
 - vii. NAWS Important CAR/CAT Dates
 - viii. NAWS has posted the CAR survey at www.na.org/survey. All members are encouraged to fill it out before 1 April 2023. Survey results help the conference prioritize the work ahead. If you have any questions about the CAR content, drop us a line: wb@na.org.
 - ix. Seated/unseated Regions/Zones
- e. Here is the previous WSC 2020 26 April – 2 May CAR.
- f. NAWS News is now available to be viewed online helping you to keep up-to-date on CAR progress, and other activities pertaining to the NA Fellowship at large.



- **2023 Order Form/Price List (12% increase).**

RCM REPORT TO SCFNA AREA 2023-0114

- a. **NAWS** posted a new order form with the 2023 prices:
<https://www.na.org/?ID=catalog-products>.
- b. **NCRSO NorCal Region** has new literature prices available [here](#).
- c. SonomaCountyNA.org updated the its website and price list Dec 29. It still needs to update the GSR Literature Worksheet PDF print.
- **NAWS Service Workbooks:** has reorganized the service material webpages. The Basics are all here www.na.org/basics, and the handbooks are all here www.na.org/handbooks.
- **Regional Positions Open:** PR Chair, RD/AD. NCRSC PR Chair & PR Vice-Chair are currently open positions. If you know folks with experience interested in Regional service, please have them reach out to us and come to elections. Our Alternate Delegate Amy also informed us that she will not be stepping into the RD position in June, also for personal and health reasons. Accordingly, we are going to need a whole new RD/AD team.
- **SCFNA ASC NCCNA Guidelines:** Request was made to have all regional area ASC Guidelines include a description of the process for selection of NCCNA subcommittee members to be presented to RSC for voting, to then be seated by the NCCNA committee.

NCRSC JAN 2023 AGENDA | Motions | Real-Time Minutes
(Unapproved)

American River <u>(ARANA) Report</u>	Greater San Jose <u>(GSJANA) Report</u>	Middle Mountain <u>(MMANA) Verbal</u>	River Cities <u>(RCANA) Noreport</u>	Sierra Foothills <u>(SFANA) Verbal</u>
Contra Costa <u>(CCANA) Report</u>	Humboldt - Del Norte Noreport	Mission Peak <u>(MPANA) Verbal</u>	SAC Fellowship <u>(SACF) Report</u>	Sonoma <u>(SCFNA) Report</u>
East Bay Central <u>(EBC) NoReport</u>	Lake County <u>(LCANA) Noreport</u>	Monterey <u>(MCANA) Report</u>	San Francisco <u>(SFNA) Report</u>	Spanish Speaking <u>(SSANA) Noreport</u>
East Bay North <u>(EBN) Report</u>	Marin County <u>(MCFNA) Noreport</u>	Napa/Solano <u>(NSANA) Verbal</u>	Santa Cruz <u>(SCNA) Report</u>	
Greater Butte <u>(GBANA) Verbal</u>	<u>(MendoNA) Noreport</u>	Peninsula Verbal	Shasta Trinity <u>(ShastaNA) Report</u>	

NorCal NA Regional Member Reports

CHAIR <u>Report "Draft Action Plan 2023"</u>	RD/AD Team <u>Report</u>	PR CHAIR NoReport <u>Resources</u>
VICE CHAIR <u>Report</u>	RCC	NCRSO <u>Report</u>
TREASURER <u>(PDF)</u>	RRC	NCCNA <u>Report</u> <u>Contacts</u>
ALT TREAS (vacant)	H&I CHAIR <u>Report</u> <u>Resources</u>	HISTORY PROJECT <u>Report</u>

VIEWING REGIONAL MINUTES

- Want access to all regional minutes? To view the minutes from areas, regional servants, etc. https://norcalna.org/regional_minutes/
User ID: norcal Password: recovery

WANT TO ATTRACT PARTICIPANTS TO YOUR EVENTS?

Want hella attendance at your events? Are you a GSR? Are you on a subcommittee: Activities, H&I, PR, NAYC? Here are ways you can help attract NA members to your planned events

- Get yourself posted on multiple NA calendar websites!
 - <https://intranet.ncrsc.org> > SUBMIT AN EVENT (NorCalNA Event Calendar)
 - All regional NA events can be found at <https://norcalna.org/calendar.php>
 - NA is now on Instagram at <https://www.instagram.com/narcoticsanonymous/>
 - **NA Global Events** <https://www.instagram.com/naglobalevents/>
 - NA WSZF Facebook Group, comprised of 13 Narcotics Anonymous Regions in the Western United States, Western States Zonal Forum (WSZF): [WSZF FB Group Facebook](#)

OPEN POSITIONS

OPEN REGIONAL POSITIONS (Service opportunities for any NA member)

- See [Regional Open Positions](#) for a current list of positions.
- To apply for a position, fill-in the [NCRSC Pool Form](#), submit it, and the Regional Resource Coordinator (RRC) will contact you.

WANT MORE INFO?

- **NAWS Important Dates and Deadlines** www.na.org/dates
- **NAWS NEWSLETTER:** www.na.org/nawsnews
- More NAWS Info, read expanded report [here](#)

INTERNAL DOCS & INFO FOR RCM'S

- [Document](#) regarding many things for RCM's
- RCM Report Outline can be found on our regional [website](#)

List of Useful Links @ Norcal Region, Zones, NAWS

Use the above link to get you to key information to connect with the NA Fellowship in many different ways



NORTHERN CALIFORNIA REGION 2023 CAR/CAT WORKSHOP CALLING ALL MEMBERS AND GSR'S

SATURDAY, FEB 18TH, 2023 -- 11AM-4PM
ANDERSON CHURCH OF CHRIST
3434 NORTH ST, ANDERSON CA

SATURDAY, MARCH 4TH, 2023 -- 11AM-5PM
ROBERTSON COMMUNITY CENTER
3525 NORWOOD AVE, SACRAMENTO CA

SATURDAY, MARCH 18TH, 2023 -- 11AM-4PM
FIRST UNITED METHODIST CHURCH
404 LINCOLN AVE, SALINAS CA

SUNDAY, APRIL 2ND, 2023 -- 1PM-5PM
POLISH CLUB
3040 22ND STREET, SAN FRANCISCO CA

WE NEED YOUR VOTES TO SHAPE OUR REGIONAL CONSCIENCE

DEADLINE TO VOTE: APRIL 7TH, 2023

DOWNLOAD CAR/CAT MATERIAL: NA.ORG/CONFERENCE

MEETING ID: 871 3182 4344
PASSWORD: 2023WSC

*Vote:
norcalna.org*

2022 Budget Tracking																
Item	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Budgeted	Over/Under	Percentage Used
ASC																
Rent-Vets Bldg for Area Service	-	137.50	137.50	137.50	137.50	137.50	137.50	137.50	137.50	137.50	137.50	137.50	\$ 1,512.50	\$ 8,550.00		123.42%
Vets Bldg-2022 Processing Fee	-	-	-	-	-	-	-	-	-	-	-	125.00	\$ 125.00	\$ -	\$ (125.00)	
Security Deposit-Rohnert Park Office	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	
Rent-Rohnert Park Office	730.00	730.00	730.00	730.00	730.00	730.00	730.00	730.00	800.00	800.00	800.00	800.00	\$ 9,040.00	\$ -	\$ (2,002.50)	
PG&E-Rohnert Park Office	42.33	42.41	40.61	38.88	50.98	68.36	63.03	66.24	69.35	-	31.80	61.30	\$ 575.27	\$ -	\$ (575.27)	
NCRSO-Vets Bldg Addl Named Ins	-	-	-	-	-	40.00	-	-	-	-	-	-	\$ 40.00	\$ -	\$ (40.00)	
Secretary Supplies/ Copies	-	110.83	102.64	73.74	-	-	-	-	-	-	-	-	\$ 287.21	\$ 126.00	\$ (161.21)	227.94%
Treasurer Supplies/Copies	-	45.96	21.96	33.14	-	27.48	35.48	22.65	38.92	-	-	-	\$ 225.59	\$ 75.00	\$ (150.59)	300.79%
RCM Copies/Miles	-	83.02	-	-	-	-	-	-	-	-	-	-	\$ 83.02	\$ 1,034.00	\$ 950.98	8.03%
New GSR Packets	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 400.00	\$ 400.00	0.00%
Coffee Supplies	-	-	-	-	-	-	8.99	19.65	-	-	-	-	\$ 28.64	\$ 150.00	\$ 123.36	17.76%
Zoom Room	14.99	14.99	14.99	14.99	14.99	14.99	14.99	14.99	14.99	14.99	14.99	14.99	\$ 179.88	\$ -	\$ (179.88)	120.00%
Wifi	-	-	-	-	-	-	-	-	-	-	20.00	-	\$ 20.00	\$ -	\$ (20.00)	
Office Printing and Printer Lease	-	-	-	-	-	-	-	-	-	-	45.20	-	\$ 45.20	\$ -	\$ (45.20)	
Misc.	-	-	-	-	-	-	30.00	-	-	-	-	-	\$ 30.00	\$ 150.00	\$ 120.00	20.00%
Literature Supplies	-	-	-	-	-	-	-	-	-	-	30.42	30.42	\$ 60.84	\$ 120.00	\$ 59.16	50.70%
Contingency/Emergency	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Post Office Box	-	-	-	-	-	-	-	91.00	-	-	-	-	\$ 91.00	\$ -	\$ (91.00)	
ASC Subtotal	\$ 787.32	\$ 1,164.71	\$ 1,047.70	\$ 1,028.25	\$ 933.45	\$ 1,018.33	\$ 1,017.99	\$ 1,082.03	\$ 1,060.76	\$ 952.49	\$ 1,079.91	\$ 1,168.21	\$ 12,342.15	\$ 11,605.00	\$ (737.15)	106.35%
H & I																
Copies	-	31.53	-	-	-	-	-	-	-	-	-	-	\$ 31.53	\$ 250.00	\$ 218.47	12.61%
Literature	505.13	494.69	495.61	700.69	298.59	498.39	499.80	490.31	496.99	499.22	499.12	499.76	\$ 5,978.70	\$ 6,500.00	\$ 521.30	91.98%
Travel - Region	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 250.00	\$ 250.00	0.00%
Travel - WSLD	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%
H & I Subtotal	\$ 505.13	\$ 526.22	\$ 495.61	\$ 700.69	\$ 298.59	\$ 498.39	\$ 499.80	\$ 490.31	\$ 496.99	\$ 499.22	\$ 499.12	\$ 499.76	\$ 6,010.23	\$ 8,500.00	\$ 2,489.77	70.71%
PR																
Phone/line	35.26	36.33	35.01	36.51	36.26	41.59	38.23	38.48	36.96	37.48	38.98	38.23	\$ 449.34	\$ 750.00	\$ 300.66	59.91%
Schedules	-	138.53	93.87	99.68	103.18	103.18	105.51	119.22	126.44	136.00	103.18	103.18	\$ 1,231.97	\$ 1,350.00	\$ 118.03	91.26%
Web Hosting/Domain	-	-	-	-	-	-	-	143.88	14.95	-	-	-	\$ 158.83	\$ 200.00	\$ 41.17	79.42%
PSA-Print-Billboard	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 150.00	\$ 150.00	0.00%
Public Fairs	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 250.00	\$ 250.00	0.00%
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 100.00	\$ 100.00	0.00%
Training	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 200.00	\$ 200.00	0.00%
Misc.	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 300.00	\$ 300.00	0.00%
Literature	-	26.00	84.00	70.00	61.00	-	28.00	63.00	69.42	70.00	-	-	\$ 471.42	\$ 2,000.00	\$ 2,000.00	23.57%
PR Subtotal	\$ 35.26	\$ 200.86	\$ 212.88	\$ 206.19	\$ 200.44	\$ 144.77	\$ 171.74	\$ 364.58	\$ 247.79	\$ 243.48	\$ 142.16	\$ 141.41	\$ 2,311.56	\$ 5,300.00	\$ 3,469.86	43.61%
Newsletter																
Misc	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 50.00	\$ 50.00	0.00%
Mailing supplies	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 110.00	\$ 110.00	0.00%
Printing	-	-	-	174.04	-	-	-	-	-	179.30	-	200.61	\$ 553.95	\$ 1,580.00	\$ 1,006.05	35.51%
Copies	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 50.00	\$ 50.00	0.00%
Newsletter Subtotal	\$ -	\$ -	\$ -	\$ 174.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179.30	\$ -	\$ 200.61	\$ 553.95	\$ 1,770.00	\$ 1,216.05	31.30%
Total Operating Expenses	\$ 1,327.71	\$ 1,891.79	\$ 1,756.39	\$ 2,109.37	\$ 1,432.48	\$ 1,661.49	\$ 1,689.53	\$ 1,936.92	\$ 1,805.54	\$ 1,874.49	\$ 1,721.19	\$ 2,010.99	\$ 21,217.89	\$ 27,176.00	\$ 5,957.11	78.08%
Meeting Literature	\$ 627.08	\$ 202.89	\$ 961.62	\$ 549.36	\$ 1,098.95	\$ 1,087.04	\$ 848.70	\$ 601.96	\$ 1,407.27	\$ 1,079.67	\$ 795.61	\$ 911.16	\$ 10,171.31			
Contributions to Region							\$ 38.12						\$ 1,415.46	\$ 1,453.58		
TOTAL	\$ 1,954.79	\$ 2,094.68	\$ 2,718.01	\$ 2,658.73	\$ 2,531.43	\$ 2,748.53	\$ 2,576.35	\$ 2,538.68	\$ 3,212.81	\$ 2,954.16	\$ 2,516.80	\$ 4,337.61	\$ 32,842.78			
Contributions Received																
7th Tradition-Meetings-Venmo	1,144.01	422.65	300.00	414.00	424.07	132.39	103.95	251.35	-	-	53.87	-	\$ 3,246.29			
7th Tradition-Anon Individ-Venmo & Check	100.00	551.00	100.00	25.00	-	50.00	-	-	23.00	-	-	-	\$ 849.00			
7th Tradition-Meetings-ASC	-	1,176.00	1,222.31	1,667.50	1,070.00	1,388.00	1,408.45	1,226.39	1,140.82	1,436.47	2,591.97	1,770.05	\$ 16,097.96			
7th Tradition-ASC	-	61.00	65.00	102.00	53.00	144.00	182.00	126.00	146.00	77.00	91.00	112.00	\$ 1,159.00			
Activities Subcommittee	210.26	-	-	-	-	-	-	-	-	-	-	-	\$ 210.26			
Unity Day Subcommittee	-	-	50.00	-	-	-	-	-	-	-	-	-	\$ 50.00			
Women's Brunch	-	-	-	-	-	-	-	-	-	-	-	4,491.77	\$ 4,491.77			
NAYC Subcommittee	-	100.00	-	-	-	-	-	-	-	-	526.00	-	\$ 626.00			
TOTAL	1,454.27	2,310.65	1,737.31	2,208.50	1,547.07	1,714.39	1,694.40	1,603.74	1,309.82	1,513.47	3,262.84	6,373.82	\$ 26,730.28			
Other Funds Received																
Literature	708.00	183.96	731.02	612.00	1,048.58	843.06	973.55	556.44	1,329.22	905.20	835.61	1,016.76	\$ 9,743.40			
NCCNA Reg Committee Office Use	-	-	-	-	-	-	200.00	100.00	100.00	100.00	100.00	100.00	\$ 700.00			
TOTAL	\$ 2,162.27	\$ 2,494.61	\$ 2,468.33	\$ 2,820.50	\$ 2,595.65	\$ 2,557.45	\$ 2,867.95	\$ 2,260.18	\$ 2,739.04	\$ 2,518.67	\$ 4,198.45	\$ 7,490.58	\$ 37,173.68			

SCFNA AREA SERVICE MINUTES
December 2022



SCFNA: Sonoma County Fellowship of Narcotics Anonymous
 GSR: Group Service Representative; the representative from each SCFNA group to ASC
 ASC: Area Service Committee; comprised of representatives from all Sonoma County Groups and JAC
 JAC: Joint Administrative Committee; comprised of Chair, Vice-Chair, Treasurer, Asst. Treasurer, RCM, RCM2, Secretary, Asst. Secretary, Literature, Asst. Literature, and Sub Committee Reps.
 RCM: Regional Committee Member; a member voted from our area to represent Sonoma County at the Regional Committee meeting

Meeting called to order at 6:00 a.m. by Chair: Adrienne G

Serenity Prayer, 12 Traditions, and 12 Concepts of Service were read.

Quorum: 34/56 (52 PRESENT)

Roll Call: Adrienne G
 Group Reports: Adrienne G

Recovery Birthdays: Adrienne G Wilder 9 months, Eric 9 years, Chelle 15 years, Chris 11 years, Larry 28 years, Keith 5 years

AREA AND SUBCOMMITTEE REPORTS:

GSR Cord: Chris B. Present Orientated 4 new GSRs
 RCM: Dickson Present See report
 RCM II: open Open position
 Activities: John Present Marathon meeting coming, need volunteers. Will pass out a phone list for phone numbers, coordinators. John P 707-495-3750.
 Alternate ?
 NAVC: Wilder Present
 Alternate: ?
 Unity Day: RJ Present We had our elections and all positions were filled. We are currently planning our next event which is the annual sponsor sponsee dinner on March 11, 2023. We will be sending out flyer and volunteer sign up sheets next month.
 Alternate: ?
 H&I: Steven H. (Mike C alt) Present 8 new members. Orenda needs 1 sec Sun 6pm. Juv Hall needs 5 secs, Sat 10 & 11am. Creekside needs 1 sec, Thurs 7pm. Jail PNC only with limited hours. Mt Vista needs 2 secs Wed 8pm. Muir Wood men going well. Muir Wood women coordinator needed. Lit \$499.76. Guideline changes were submitted last month. We should be having a vote tonight. We went over the new office rules (not new). Nominations - all positions nominated.
 PR: Bryan Present Schools presentations went great! New schedule size, subcommittee guidelines on the web, adopt a rack.
 Newsletter: Jennifer Present Newsletter handed out. March/April/May birthday lists handed out. Next
 Women's Brunch: Erin M. Present Voted in new members 12/14/22. All positions are filled. Donated \$4,491.77 to area. Next Women's Brunch meeting January 10th @ 7pm in Rohnert Park @ the office.
 Office Liaison: Craig C Present Lots of great subcommittees meeting at office. Please no pets. Please keep children attended at all times. Be respectful to neighbors and clean up after yourself.
 NCCNA Registration: Jennifer O. Present Convention April 6th-9th. Volunteers needed! Volunteer sign-ups collected/handed out
 Secretary: Eric M Present Minutes passed from November
 Asst. Secretary: Gina Present Assisted the secretary.
 Vice-Chair: Tom M Present Attended Unity Day and NAVC
 Chair: Adrienne G Present Attended H&I, was in Mexico the beginning of the month so wasn't able to attend any other subcommittee meetings.
 Literature: James C. Present

Literature RSO	\$1,410.92
H&I Literature	\$499.76
PR Literature	\$0.00
Total Sold At ASC	\$1,016.76

Asst. Literature: Rauchell Present

Group Forum: Waived so we could move on to budgets and elections.

Treasurer: Tania Present

Recap:	
November ending balanc	\$7,531.82
December Receipts	\$7,490.58
December Expenses	(\$2,922.15)
Balance	\$ 12,100.25
Less Prudent Reserves	(10,184.79)
Less Other Encumbered	(500.00)
Balance-Donation to Reg	1,415.46

Asst. Treasurer: Janet Present

Old Business: Motion to pass Activities budget passes.
 Motion to pass NAVC budget passes.
 Motion to pass Women's Brunch budget passes.
 Motion to pass PR budget passes.
 Motion to pass ASC budget passes.
 Motion to pass Unity Day budget passes.
 Motion to pass Newsletter budget passes.
 Motion to pass H&I budget passes.

Motion to amend H&I guideline changes to bring guidelines up to date to include new facilities passes.
 Motion to change Unity Day operational guidelines Item #8 any money over and above designated prudent reserve to be donated annually in 3 equal installments every other month. Given to ASC all at one, paid in 3 equal checks to be cashed in November, January and March does not pass.
 Motion to change Unity Day operational guidelines Item #8 from \$3,500 to \$4,500 prudent reserve passes.

New Business

Nominations:	Position RCM II	Person Ben	Notes Does not meet requirements
---------------------	---------------------------	----------------------	--

Elections	Chair	Tom M.
	Vice Chair	Tunla M.
	Treasurer	Janet D.
	Vice Treasurer	Lisa C.
	Secretary	Gina W.
	Assistant Secretary	Open
	RCM	Dickson
	RCMII	Open
	Literature	Rauchelle M.
	Assistant Literature	Adrienne G.
	GSR Coordinator	Eric M.
	Office Liaison	Craig C.

Motions:

MULTI MEETING GROUPS		DONATION	COMMENTS
City	Time		
SANTA ROSA Nooner <i>Betsy</i>	12:00 PM Mon-Fri	\$55.02	Always could use support with people who have time.
SONOMA ONLINE Sonoma Online <i>Chelie C</i>	Noon and 7pm Mon-Sun	\$261.03	Nothing to report.
COTATI 2PM Cristine	Mon-Fri 2pm	\$0.00	Meeting needs support and members who can sponsor. Attendance average 6-12 eah day. Struggling to fill service positions: coffee, literature, etc.
SANTA ROSA Rain or Shine Rouge C.	Sat & Sun @ 12p	\$30.00	The weather. Meeting is still diong well despite.
SANTA ROSA 11TH Step Meditation Meeting Ben	Mon & Fri 6pm	\$0.00	Nothing to report

MONDAY		DONATION	COMMENTS
City	Time		
SANTA ROSA <i>Newcomers</i> <i>Johanna L.</i>	7:00PM	\$0.00	Fresh baked goodies weekly!
PETALUMA Shelter From the Storm <i>Craig</i>	7:00 PM	\$0.00	This meeting is struggling. We need members with time, lots of ne 2 service positions open.
SANTA ROSA <i>Nightlight</i> <i>Chris K.</i>	8:15 PM	\$0.00	Literature order of \$90.04

TUESDAY		DONATION	COMMENTS
City	Time		
SANTA ROSA Women First <i>Kimberly N.</i>	6:00 PM	\$20.00	nothing to report
SANTA ROSA Men's Night Out <i>John M.</i>	6:00pm	\$100.00	Nothing to report
COTATI What is there left to do <i>Felicia O.</i>	7:00 PM	\$0.00	nothing to report
SANTA ROSA LGBT & Friends <i>Ellie R.</i>	7:00 PM	\$0.00	Sec & GSR open positions, tea, coffee, snacks, etc.
SEBASTOPOL <i>NA Thing is Possible</i> <i>Kevin G.</i>	7:00 PM	\$100.00	Nothing to report
SONOMA <i>Sonoma Online Newcomers</i> <i>Absent</i>	7:30 PM	\$0.00	Absent
SONOMA Newcomers Just for Today	7:30 PM	\$70.00	Heater works good!

Gabe L.

CLOVERDALE **7:30 PM** \$0.00 Absent
Back to Basics

SANTA ROSA **8:00 PM** \$0.00 Nothing to report
Primary Purpose
Rick W.

WEDNESDAY	DONATION		COMMENTS
City	Time		
SANTA ROSA Basic Not Big	6:30 PM	\$0.00	Absent
PETALUMA Sit Down and Shut up Matt D.	7:00 PM	\$40.00	Meeting is well supported.
ROHNERT PARK Will to Survive Tess W.	7:00PM	\$264.00	All good!
SANTA ROSA Sweet Escape Erika R.	7:30PM	\$0.00	Needing support
GUERNEVILLE Secret Meeting Ursula	7:00PM	\$5.00	Great book study meeting!
WINDSOR Come as you are Darcy	8:00PM	\$0.00	nothing to report
SANTA ROSA Courage to Change	8:00 PM	\$0.00	Absent

THURSDAY	DONATION		COMMENTS
City	Time		
SANTA ROSA Message Not the Mess Dallas	7:00 PM	\$0.00	Nothing to report
SANTA ROSA Primary Purpose Meeting Michele J.	8:00 PM	\$0.00	nothing to report
SEBASTOPOL Sleeping Tigers Online Absent	8:00 PM	\$0.00	Absent

FRIDAY	DONATION		COMMENTS
City	Time		
SANTA ROSA Men's Friday Night Light Jeffrey	6:30 PM	\$0.00	Nothing to report
PETALUMA Friday Night Action Maryam	7:00 PM	\$100.00	Nothing to report
SANTA ROSA Friday Night Fix-it Justin M	7:00 PM	\$50.00	Kick ass secretary

SONOMA We Do Recover Nate	7:00 PM	\$0.00	Nothing to report Great meeting
COTATI If you come at 8 you're late Tim J.	7:00 PM	\$20.00	Nothing to report
CLOVERDALE What's Happening Ross	7:30 PM	\$0.00	Nothing to report
SANTA ROSA Multi-Cultural Kelcie W.	7:00PM	\$50.00	Nothing to report
GUERNEVILLE Welcome Home Group Paul A	8:00 PM	\$0.00	Great small group. Please come support!
SANTA ROSA Friday Night in the park Logan	8:00 PM	\$0.00	Nothing to report
SANTA ROSA Black Friday Chris B.	10:30PM	\$0.00	Meeting started two weeks ago,going great so far, all service positio filled already.

SATURDAY	DONATION	COMMENTS
City	Time	

SANTA ROSA Morning Miracle Lee J	9:00 AM	\$0.00	Absent
ONLINE SOUNDS OF RECOVERY Eric E	6:00 PM	\$0.00	Absent
SANTA ROSA The We Meeting Marcie	7:00 PM	\$0.00	All good
SONOMA Serenity Night Fever Meagan G.	7:30 PM	\$50.00	Nothing to report
HEALDSBURG Young at Heart John P.	8:00 PM	\$500.00	Group meeting is going well, come check us out.
SANTA ROSA It's Never Too Late Alix L	11:59 PM	\$0.00	Absent

SUNDAY	DONATION	COMMENTS
City	Time	

SANTA ROSA Sunday Morning NA Vivan	10:00 AM	\$20.00	Nothing to report
PETALUMA I'm Clean Now What? Craig C	10:00 AM	\$100.00	new secretary, great speakers

COTATI Back to Basics <i>Blake</i>	6:00 PM	\$120.00	Going strong
SONOMA A Vision of Hope Erik with a K	6:00 PM	\$50.00	nothing to report
SANTA ROSA Sunday Night Solution <i>Christina</i>	7:00 PM	\$40.00	Attendance is better!
PETALUMA Look in the book <i>Jojo</i>	7:00 PM	\$0.00	absent



Public Relations Letter to Fellowship regarding changes made to the SCFNA PR Guidelines

Jan 19, 2023

Dear SCFNA Groups & Members,

We, the Public Relations Team, a subcommittee of the Sonoma County Fellowship of Narcotics Anonymous (SCFNA) Area Service Committee have made substantial edits to our PR subcommittee guidelines. We are presenting these guidelines, that have already been approved by our PR Subcommittee, for approval at Area. We understand that the general process is to approve the guidelines in our subcommittee first before bringing them to Area. Once presented at Area, we expect the motion to approve these guidelines will be tabled for a month so that GSRs can bring the proposed guidelines back to the groups for review prior to voting at the following area service meeting.

We have posted a word-by-word list of changes on the SonomaCountyNA.org website since there was a large quantity of edits made to our guidelines. These edits were made because the Guidelines from 2017 needed extensive corrections to formatting, removal of superfluous language, and the positions and duties better aligned to represent the needs of our fellowship and the actual responsibilities of our trusted servants.

Where to find the detailed comparison of PR Guideline edits online

sonomacountyna.org

Menu Sonoma County Fellowship (NA)

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Service Committees

Activities

Area Service Committee (ASC)

Hospitals and Institutions

Joint Administrative Committee

NA Youth Committee (NAYC)

Public Relations

Unity Day

Voice of Recovery

Public Relations

We perform public relations service to increase the awareness and credibility of prospective members, and with professionals. Maintaining an open, attractive at the fellowship. Establishing and maintaining a commitment to these relationship

[Click here to volunteer on the SCFNA Phone Line](#)

[Click here to volunteer to service a public NA Literature Rack](#)

[Click here for Approved 2017 PR Guidelines](#)

[Click here for Pending JAC/ASC 2023 PR Guidelines](#)

Meetings: [See Service Calendar](#)
 Phone: (707) 324-4062 ext 802
 General Mailbox: pr-team@sonomacountyna.org

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Name	Last modified
Approved_2017_PR-Guidelines	Jan 16, 2023
Pending_2023-JAC-ASC-Approval	Jan 16, 2023
x/Archive_2009-2016-PR-Guidelines	Jan 16, 2023

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10. Contact Information

You may also email PR-Team@sonomacountyna.org to request a copy to be emailed to you. Most of all we invite anyone who wants to be of service to carry the message of recovery through Public Relations service work to attend the PR subcommittee meeting. We meet the First Thursday of each month at 6:30 pm online at: Zoom Meeting ID: 999 558 8160 PASSWORD 1953 <https://zoom.us/j/9995588160?pwd=ek1IV0k4eDkwWlJ5a3ZhTG12T0NuZz09>

For those of you who do not wish to review a line-by-line list of changes, we have included a change summary in this letter.



Public Relations Letter to Fellowship regarding changes made to the SCFNA PR Guidelines

Background:

In accordance with the 12 Traditions and 12 Concepts, to allow the group conscience to guide this process, we established an ad-hoc committee to review and revise the PR guidelines. After nearly a year and multiple rounds of reviews and revisions a final draft was presented at the January 5th 2023 PR Subcommittee meeting. All PR members and other NA members in attendance at that meeting had the opportunity to review, discuss, and provide input on the revised guidelines. Once our final review was complete and our subcommittee felt confident that the guideline revisions best reflect what and how our subcommittee works to further align with our area and the primary purpose of Narcotics Anonymous, we voted to pass the revised guidelines. **The PR Subcommittee members unanimously approved these revised guidelines at our January 2023 meeting.**

SUMMARY OF CHANGES

General Formatting:

- The existing (2017) version of the PR Guidelines had several sections in which indentations after bullet points started halfway across the page and the text alignment was not left justified. This made the document difficult to read so we corrected the formatting.
- To make the document easier to read and skim when looking for specific information, we added bullet points where useful (e.g. list of position duties, list of responsibilities, grouping of similar items).
- In the footer, we added the total number of pages (page x of y) and a revision date so that future members will easily know how many pages are in the entire document and what version of the PR Guidelines they are using.

Organization:

- The existing (2017) version of the PR Guidelines had topics scattered throughout the various sections of the document. For example, some of the responsibilities for Team Lead were listed in the 'Description' and the 'Decision Making' sections but not listed under the duties for the Team Lead. In the 2023 version we grouped all of the position responsibilities that were included in other sections into the section for the applicable position. This will make it easier for members to clearly identify the requirements and duties of each position by looking at the relevant section.
- The existing (2017) version of the PR Guidelines had several redundant ideas stated in different sections throughout the document. We consolidated redundancies and organized the sentences under the appropriate section. This makes the guidelines shorter and easier to read and understand.
- We removed superfluous language. The 2017 version of the guidelines used a lot of words to explain something simple and included quotes from other NA literature. NA has publications on the 12 Concepts and 12 Traditions, we do not need to copy paragraphs from those publications and paste them into our guidelines, when a simple reference is sufficient.
- We created a table to define acronyms and words used throughout the guidelines. The new definitions table eliminates the need to define terms within each section and can be used as a quick reference.



Public Relations Letter to Fellowship regarding changes made to the SCFNA PR Guidelines

Removed references outdated technology and specific methods:

- The 2017 guidelines included a specific process for discussion and decision making between meetings using the technology of a “Yahoo” group. PR has not used a Yahoo group in many years. The 2023 edits to the guidelines removed any references to specific technology or services that could change over time. Instead, we focus on the need to communicate and make decisions and not the exact collaboration tool used to facilitate the communication.
- The 2017 guidelines identified specific ways to do something, when other methods would be just as appropriate. For example, the 2017 guidelines state that that a “letter or phone call” must be used, we revised the guidelines to use general wording such as “direct communication”. This change allows us the flexibility to communicate by letter, phone, text, email, or whatever medium is used in the future for direct communication. Our guidelines should outline the general processes, requirements, and responsibilities, and not include the limitations of a specific method or technology.

Changes to Positions:

- **Team Lead:**
 - We organized all of the responsibilities assigned to the Team Leader that were found elsewhere in the guidelines under the Duties of Team Leader.
 - Since 2017 we have had several emergency situations (i.e. fire, pandemic) where our regularly scheduled service meetings were impacted. The Team Leader served as the emergency contact for PR but it was not included in the guidelines. We included emergency contact as a duty.
 - We also clarified that the Team Lead is not responsible for performing other positions when those positions are filled (i.e. providing updated to area or region)
- **Assistant Team Lead:**
 - Removed redundant sections that are already covered by the elections process in the guidelines.
 - Moved the duty of PR Literature inventory to the Public Communications position because the Public Communications position is already responsible for working with the PR literature on a regular basis.
- **Secretary:**
 - Removed duty to manage the Yahoo group (specific and outdated technology)
- **Representative**
 - The 2017 guidelines had a single “representative” position that was responsible to attend PR, JAC, ASC and the Regional PR Forum. In years past we have not had team members willing and able to attend all 4 service meetings per month, however, we have had trusted servants willing to attend PR, JAC, and ASC; and a different person willing and able to attend the Regional PR Forum. By splitting the “Representative” into two positions: ‘PR Representative to ASC’, and ‘PR Representative to Region’ we better balance the service positions and increase the likelihood that members will be willing and able to fulfill those commitments.



Public Relations Letter to Fellowship regarding changes made to the SCFNA PR Guidelines

- **Phoneline Coordinator:**
 - Removed requirement to attend Regional PR Forum. The PR Representative to Region will do that.
 - Added a responsibility for phone system password controls and sharing.
 - Clarified wording to remove limiting language like printing and mailing schedules to more general language such as making sure volunteers have access to updated schedule information.
- **Alternate Phoneline Coordinator:**
 - Distinguished responsibilities of the Alternate phoneline coordinator from the phoneline coordinator.
- **Phoneline Volunteer/ Helpline Volunteer:**
 - Changed the term from Phoneline Volunteer to Helpline Volunteer to align with the definitions of helpline versus phoneline. Volunteers serve on the helpline to talk with addicts but do not make changes to the phoneline system.
- **Public Communications Coordinator:**
 - Added the specific duties related to coordinating volunteers to help fill literature racks within our community.
- **Literature Rack Volunteers:**
 - Created this position to define the requirements and duties of members who maintain literature racks at various facilities across the county.
- **Public Image Coordinator/Outreach Coordinator/Schools Coordinator:**
 - Consolidated the duties of the Public Image Coordinator, Outreach Coordinator, and Schools Coordinator into a single position called the "Community and Schools Presentation Coordinator." because the duties are essentially the same. Consolidating this to a single position will enhance communication and consistency in the presented materials and member training.
- **Schedule Coordinator:**
 - Updated the guidelines so that the schedule coordinator can directly update the schedule themselves rather than a go between with the web-admin.
 - Added the responsibility to notify NAWS of any updates to meetings. This previously was its own position and there has been confusion about who is responsible since the guidelines were changed in 2017. It is natural for the schedule coordinator in the various places that they are updating the meeting list to also notify world of changes.
- **Schedule Mailing Coordinator:**
 - This position is obsolete, but the Public Communications Coordinator and Literature Rack volunteers have the responsibility to keep updated schedules stocked in the racks across our community.
- **Website Coordinator:**
 - Added duties to advise on and implement changes and approved info onto the website, maintain the email addresses for all SCFNA email addresses, and communicate with the ASC treasurer regarding upcoming invoices for technical subscriptions (domain, hosting, etc.).



Sonoma County Fellowship of Narcotics Anonymous

Public Relations Team Guidelines

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Sonoma County Fellowship of Narcotics Anonymous

Public Relations Team Guidelines

About the SCFNA Public Relations Sub-committee

The Sonoma County Fellowship of Narcotics Anonymous (SCFNA) Public Relations Sub-Committee, also referred to as the Public Relations Team (PRT) operates as a team to develop positive, ongoing, cooperative relationships with community-based organizations including, but not limited to the following operating within Sonoma County:

- Public media and communications forums;
- Churches and religious organizations;
- Treatment & detoxification facilities;
- Homeless shelters;
- Hospitals;
- Service/community organizations;
- Professional associations;
- Other 12 step fellowships;
- Other self-help groups;
- Various government branches such as police departments, military facilities, and;
- Educational facilities.

In Narcotics Anonymous, public relations simply means taking a more conscientious approach to the relationships we create with the public. In this role, the PRT is to help facilitate NA's relationships with the public. The scope of public relations is broad, and adheres to the guidelines of the NA Public Relations Handbook.

The Public Relations Team is tasked with maintaining a positive public image for NA, increasing public awareness of our primary purpose and what NA can offer the still-suffering addict.

PRT is responsible for encouraging NA members to exemplify positive behavior in their personal conduct when representing Narcotics Anonymous. The team will assist the groups in their relationships with the facilities where they meet, when applicable. PRT shares information with entities outside of NA about NA's program of recovery and traditions in an effort to create a more successful interaction. This means that we should also take the time to learn about the goals, language, and values of the organizations we are working with. The relationship with these facilities and organizations is the foundation for our overall community relations effort.

The Sonoma County Area Public Relation's Team is the working body for our combined group service efforts, and it is directly accountable to the SCFNA Area Service Committee (ASC) and the groups it represents in its actions. "The final responsibility and authority for NA Services rests with the NA Groups" (2nd Concept). The team will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.



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Public Relations Team Guidelines

- To carry the NA message of recovery in accordance with the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
- To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- To open and maintain lines of communication within our Area, Region, and World fellowship.

Definitions

Term	Definition
ASC	Area Service Committee - body that provide common services for NA groups in Sonoma County. Composed of Group Service Representatives (GSRs), Area Service Committee officers, Regional Committee Members (RCMs)and subcommittee representatives.
H&I	Hospitals and institutions - A subcommittee of the ASC devoted to carrying the NA message primarily to addicts in hospitals or institutions (e.g. jails, treatment centers)
Help Line	The phone number that connects those seeking recovery, support, or information about Narcotics Anonymous to an addict who can assist in alignment with the 12 Traditions.
IT Systems	Information Technology systems used by Public Relations (e.g. website, domain, hosting, emails accounts, etc.)
JAC	The elected officers of the SCFNA Area Service Committee (e.g. Chair, Vice Chair, Secretary, Treasurer, etc.)
NAWS	Narcotics Anonymous World Services -Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board which is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction; and oversees the activities of NA World Services, including our primary service center, the World Service Office.
NCRNA	Northern California Regional Service Committee - the body that draws together the combined service experience of a number of adjoining areas within Northern California for those areas' mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.
Phoneline	A telephone system that provides the means by which an addict or a general community member can get information about Narcotics Anonymous.
PR	Public Relations - service devoted to increasing the awareness and credibility of Narcotics Anonymous so that those who might benefit from our program of recovery can find us.



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PRT	Public Relations Team - the ASC subcommittee comprised of trusted servants who collaborate to provides information to the fellowship, government, private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that those seeking recovery can find Narcotics Anonymous.
SCFNA	Sonoma County Fellowship of Narcotics Anonymous - the members of narcotics anonymous groups within the boundaries of Sonoma County, California.
WSO	World Services Office - The purpose is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.

Responsibilities

- To be the resource and coordinating body for the SCFNA ASC requests for Public Relations efforts.
- To respond to public requests on behalf of the fellowship from within the Sonoma County Area, or by referring the requests to the appropriate committee, area, region.
- Operate and maintain a 24-hour phonenumber.
- Coordinate phonenumber volunteers to ensure the best possible coverage of shifts.
- Operate and maintain an area website.
- Facilitate requests from the media.
- Provide radio, television, internet, public service announcements, and printed materials such as posters and billboards for use within the Sonoma Area.
- Coordinate public requests for NA informational presentations.
- In the event a request is made through PR for a new H&I meeting, the PR team will collaborate with H&I to fulfill the request.
- Coordinate NA booths at selected professional and community events (ex. fair, schools).
- Coordinating communications within our fellowship and outside organizations, as needed in the event of an emergency.

Elections

All terms of service are for 13 months, but elections will be held in the twelfth month, which provides 1 month overlap training for the position. Positions will be put up for elections at twelve months or immediately upon vacancy. In the spirit of rotation, it is recommended that trusted servants do not serve more than two consecutive terms in the same position.

In the event a trusted servant cannot complete their term of service, and no other person is elected



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Public Relations Team Guidelines

to the position, the PR Team shall delegate the responsibilities of the position to another PR member.

PR Team Members have only one vote in elections regardless of the number of positions they may hold.

Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

Any PR Team Member or non-voting PR Volunteer may be removed from their position for non-compliance by direct communication from the PR Team Leader, or delegate, stating the concerns and reasons that they have been removed. Non-compliance includes, but is not limited to:

- Loss of abstinence from drugs.
- Failing to perform the duties of the position.
- Three consecutively missed PR meetings with no communication or a pattern of absences over time.

The PR Team may remove any trusted servant for any reason it deems appropriate by a 2/3 vote.

Decision Making

All PRT proposals and decisions, except elections, will first be considered using consensus-based decision-making. For the PRT's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the team. If at the end of discussion, the team has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA. In the event consensus cannot be reached, matters will be brought to a vote. PR Teams voting guidelines are as follows:

- Any team member, except for the Team Lead (Leader may vote to break a tie vote), is eligible to vote at business meetings.
- Any voting member can make or second a motion.
- Any voting member may propose an amendment to these guidelines,
- All team voting members have one vote regardless of number of positions held.



Sonoma County Fellowship of Narcotics Anonymous

Public Relations Team Guidelines

Decision Making Between PR Meetings

Items that are time sensitive and require a decision prior to the next regular meeting of the PR Sub-Team are the only items that will be decided through communication via email, phone, or other means of communication.

Any other items discussed between regularly scheduled PR meetings will be added to the regular meeting agenda by the leader.

Discussion

- The discussion is led by the leader or delegate.
- The item is presented and reviewed.
- There is a discussion period that leads to decision making.
- All PR members may fully participate in discussions.
- The leader calls for consensus to make a decision.
- If consensus is not reached, we will vote on the item.
- Decisions cannot conflict with area or PR guidelines

It takes at least 3 PR members to participate in the discussion to make a binding decision. All members of the discussion group will be notified of the outcome.

Budget

The PR team is required to present an annual budget to the ASC on a date specified by the ASC for approval.

- The budget shall define all projected expenses by the team in the coming year (see previous budgets).
- Team members who make expenditures on behalf of the team must provide receipts or mileage calculations to the area representative in order to be reimbursed by the ASC.
- Any changes in the amount of the said budget must be approved by the SCFASC.

Requirements for team members

Public Relations team members are defined as any addict who has attended two consecutive meetings. The right to join consensus or vote commences with the second meeting. Team membership ceases after being absent from three consecutive meetings without prior notice to the team or its leaders. Team members who have completed their commitments may leave in good standing and return without having to meet these requirements.



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Public Relations Team Guidelines

All meetings are open to any interested members of NA, but only the persons listed as the members of this team shall join consensus or vote. All attendees have the right to be heard in the development of consensus.

Team Members must have:

- A stated willingness to serve.
- Time, resources and the ability to serve.
- 24 hours clean time.
- For trusted servants, project volunteers and panel presenters clean time and service experience, commensurate with the position as stated herein.
- Working knowledge and experience of the Twelve Steps, Traditions and Concepts of NA.
- Complete abstinence. Anything other than complete abstinence constitutes an automatic resignation.

Due to the nature of this service, arrests for felonies or conduct unbecoming, while serving the team will result in automatic suspension from team responsibilities and duties until disposition of the case.

Successful completion of a member's term of service results in a "Good Standing" status which enables the member to return to active participation upon their first meeting in attendance.

Since experience and knowledge are valued, we encourage our team members to cross train and gain knowledge of various commitments on the team. It is hoped that team members will take on new commitments within PR when current commitments are finished. We also encourage team members to be aware of their responsibility to transfer knowledge to those taking on new commitments and embody the guiding principles of service; delegation, accountability and rotation.

TRUSTED SERVANTS

"For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern" (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a PR trusted servant. Our groups have shown their trust in these individuals by, "delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it" (3rd Concept). Once we select them, we trust our trusted servants.



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Public Relations Team Guidelines

Team Leader

Requirements:

- 3 years clean time with recovery centered in Narcotics Anonymous.
- 1 year recent (within last 3 years) PR team experience.
- Have read and will follow the PR Handbook.

Duties:

- Arrange times and agendas for meetings.
- Initiate or delegate all necessary correspondence, including communication reports between Areas, Region and NAWS if other positions with those duties are vacant.
- Responsible for files, records, and overall functioning of the team.
- Train and transfer operational knowledge to incoming servants by being available for at least 90 days after term end.
- Keep the SCFASC informed of all ongoing PR Team activities related to urgent decisions or emergency situations between regularly scheduled PR meetings.
- Be the public spokesperson, or delegate to an appropriate member, for SCFASC in communications with the community in emergency situations, and if other positions with community communication duties are vacant.
- Serve as the Emergency contact for SCFNA public relations within the fellowship and the community.
- The team leader or any team member acting as leader shall not vote except in the event of a tie.
- Attend and facilitate the regularly scheduled PR meetings.
- The Team Leader shall select the project task groups and task leaders for limited efforts. (Here defined as projects with a definite end).

Team Leader Alternate

Requirements:

- 2 years clean time.
- 1 year PR Team recent service experience.
- Ability to assume responsibility in the Team Leader's absence.
- A willingness to serve as team leader following completion of term as alternate.
- Have read and will follow the PR Handbook.

Duties:

- Work closely with the Team Lead and assist in all duties of the team.



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Public Relations Team Guidelines

- Carry out the responsibilities delegated by the Team Leader and or team.
- Assume responsibility in the Team Leader's absence.
- Assist project coordinators in the completion of their tasks.

Secretary

Requirements:

- Six months clean time.
- Prior service experience.
- Access to or own a computer and internet access.
- The ability to develop written material in a clear and concise manner.
- Possess the skills necessary to perform all secretarial duties electronically taking full advantage of the team's online platforms for collaboration.
- Have read and will follow the PR Handbook.

Duties:

- Maintain records of attendance at PR meeting.
- Record minutes of each meeting, including real-time screen share during the meeting when applicable.
- Distributes copies of those minutes to team members within 5 days of the last meeting.
- Sends copies of minutes to the RSC PR coordinators at regular intervals.
- Maintains record of name and contact information for team members and oriented members.

PR Representative to ASC

Requirements:

- Clean time requirement of two years.
- A willingness and desire to serve.
- One-year prior involvement in PR.
- Have read and will follow the PR Handbook.

Duties:

- Represent PR at JAC and ASC meetings.
- Prepare a written report on PR efforts to present to JAC and ASC meetings.
- Prepare a written report of ASC to present to PR.
- Act as a liaison between PR and any other ASC sub-teams.



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PR Representative to Region

Requirements:

- Clean time requirement of two years.
- A willingness and desire to serve.
- One-year prior involvement in PR.
- Have read and will follow the PR Handbook.

Duties:

- Represent PR at Regional Public Relations Sharing Forum meetings.
- Prepare a written report on PR efforts to present to Regional Public Relations Sharing Forum meetings.
- Prepare a written report of the Regional Public Relations Sharing Forum meetings to present to PR.
- Act as a liaison between PR and Regional Public Relations Sharing Forum.

Phoneline Coordinator

Requirements:

- Two years clean time with recovery centered in Narcotics Anonymous.
- Prior service experience, preferably at ASC or sub-committee level.
- Have read and will follow the PR Handbook.

Duties:

- Enroll and train NA members to work on the phoneline.
- Train the Alternate Phoneline Coordinator to assume responsibilities.
- Regularly maintain and respond to each message received from the public that presents an opportunity to help an addict find a meeting, or to provide info about NA.
- Formulate and maintain shift schedules of Help Line volunteers.
- Provide the PR team with a monthly report of phoneline activity, including any shifts that need coverage.
- Establish and maintain guidelines for the phoneline system, Help Line volunteers and any other positions required in operating the phoneline system.
- The phoneline guidelines will be presented to the PR Team for initial approval and every time a revision is required. The guidelines should document the use and maintenance of the phone line system currently in use in the Sonoma Area.
- Provide schedule updates and activity information to volunteers, as needed.
- Check the Phoneline on a regular basis to ensure that it is operational.
- Periodically Contact volunteers not fulfilling their commitments to ensure their well-being



Sonoma County Fellowship of Narcotics Anonymous

Public Relations Team Guidelines

and willingness to continue in the commitment.

- Control the Phonenumber login credentials/passwords and ensure that the Team Lead has a copy of the credentials. In the absence of a Team Lead, a consensus by the PRT on the delegate(s) authorized to have credentials.

Alternate Phonenumber Coordinator

Requirements:

- One year clean time with recovery centered in Narcotics Anonymous.
- Prior service experience, preferably at ASC or sub-team level.
- Have read and will follow the PR Handbook.

Duties:

- Enroll and train NA members to work on the phonenumber.
- Learn the Phonenumber Coordinator responsibilities and take over the position when the coordinator rotates from the service position.
- Assist with regularly maintaining and responding to each message received from the public that presents an opportunity to help an addict find a meeting, or to provide info about NA.
- Assist in maintaining shift schedules of Help Line volunteers.
- Assist in maintaining guidelines for the phonenumber system, Help Line volunteers and any other positions required in operating the phonenumber system.
- Assist Phonenumber Coordinator to provide schedule updates and activity information to volunteers, as needed.
- Provide schedule updates and activity information to volunteers, as needed.

Help Line Volunteers

Requirements:

- One year clean time with recovery centered in Narcotics Anonymous.
- Receive Help Line training, plus optional attendance at one or more PR meeting.
- Attend NA meetings regularly, have an NA sponsor, and actively participate in NA service.
- A personal telephone number that can receive calls forwarded from the phonenumber.

Duties

- Receive appropriate training from Phonenumber Coordinator.
- Serve on a help line shift from their personal telephone.
- Knowledgeable of the 12 Traditions of NA in order to uphold them while doing their time slot.



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- Have only a trained help line volunteer cover their shift if they are unable, and call other volunteers before calling the Phonenumber Coordinator.

Public Communications Coordinator

Requirements:

- One year clean time with recovery centered in Narcotics Anonymous.
- Prior service experience, preferably at ASC or sub-team level.
- An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.
- Have read and will follow the PR Handbook.

Duties:

- Be Vigilant. Ensure that a clear message of NA recovery is always shared with the public.
- Respond to requests from the public with a clear message of recovery in NA with printed and/or electronic mailers, as applicable.
- Write form/template correspondence to be sent out to selected legal, treatment, medical, AIDS, mental health, and other community-based outreach organizations with current meeting schedules and other supporting NA literature.
- Maintain the PR Team literature and have a current inventory available
- Create and maintain a database of facility contacts.
- Mail or drop-off printed or electronic information to the facility contacts on at least a quarterly basis.
- Enroll and train Literature Rack Volunteers to assist as needed or to fulfill this position upon completion of your term.
 - If SCFNA groups are sponsoring the literature racks at various facilities maintain a contact list for the group/volunteers and which facilities they serve.
 - Provide the group/volunteer with literature to populate the racks, if the group does not have the funds to purchase the needed literature.
 - A group sponsor of a literature rack can purchase and maintain the rack themselves, or can use literature purchased by PR but is responsible for maintaining the racks at the facilities in which they 'sponsor a rack'
- Be present at the regular team meetings.

Literature Rack Volunteers

Requirements:

- Six Months clean time with recovery centered in Narcotics Anonymous.



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Public Relations Team Guidelines

- Receive Literature Rack training plus optional attendance at one or more PR meeting.
- Attend NA meetings regularly, have an NA sponsor, and actively participate in NA service.
- Ability to travel to facilities in which assigned literature racks are sponsored to inventory and refill racks with NA Literature and schedules.

Duties

- Participate in Literature Rack training from the Public Communications Coordinator.
- Inventory the literature racks serviced at the assigned facilities.
- Coordinate with PR and/or NA group that is sponsoring the rack to obtain literature.
- Periodically refill the literature rack at assigned facilities with NA literature and Meeting Schedules.
- Knowledgeable of the 12 Traditions of NA in order to uphold them while performing commitment.

Community & Schools Presentation Coordinator

Requirements:

- Two years clean time with recovery centered in Narcotics Anonymous.
- Prior service experience, preferably at ASC or sub-team level.
- An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.
- Have read and will follow the PR Handbook.

Duties:

- Communicate with community-based organizations to offer presentations informing them of NA's primary purpose and function within the community.
- Maintain active and ongoing communications with Sonoma County schools to ensure the schools are aware that SCFNA offers specialized presentations to their students, parents, and staff.
- In a timely manner, and in consultation with the PR Team, coordinate requests for PR presentations to the public.
- Enroll and train NA members to facilitate and present during NA presentations.
- Train presentation team members having minimum one year clean time.
- Maintain and oversee the pool of trained presentation volunteers by coaching presenters to avoid profanity, NA jargon, and personal stories.
- Hold regular trainings for presenters which will include mock presentations, question and answer periods, and cautions on grooming and behavior.
- Communicate with other NA Community & Schools Project Coordinators, or equivalent positions, in the Region to share experience and best practices.



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- Train an assistant to take over the commitment when the term is completed.
- Be present at the regular team meetings.

Schedule Coordinator

Requirements:

- One year clean time with recovery centered in Narcotics Anonymous.
- Prior service experience, preferably at ASC or subcommittee level.
- Computer skills and access to current word processing, data base or desktop publishing programs utilized to maintain the schedule.
- Access to a computer and e-mail.
- Have read and will follow the PR Handbook.

Duties:

- Update the printed area schedule on a regular basis as required by the team.
- Update the website meeting directory and NAWS meeting list, as applicable.
- Arrange for printing and delivery of schedules to the regularly scheduled area service meeting.
- Regularly check the area schedule coordinator e-mail and voicemail for updates prior to printing the schedules.
- Renew the annual Yellow Pages and 211 listings in the various phonebooks distributed within the area.
- Train an assistant to take over the commitment when the term is completed.
- Be present at the regular team meetings.

Website Coordinator

Requirements:

- Two years clean time with recovery centered in Narcotics Anonymous.
- Prior service experience at PR Team level as well as area service experience.
- Web site design experience and a working knowledge of necessary software and internet fundamentals.
- Have read and will follow the PR Handbook.

Duties:

- Design and maintain, as needed, the infrastructure of the SCFNA web site.
- Update the website at a minimum monthly with events, fliers, or other applicable information approved by SCFNA ASC, JAC, or PR Team.
- Update e-mail addresses and distribution lists for SCFNA Trusted Servants with SCFNA



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emails.

- Ensure that the SCFNA Treasurer is aware of the timelines for payment of the website domain and hosting services, and those cost are included in the PR Budget.
- Keep within the NA Traditions, Concepts, and guidelines and consider recommendations from the WSO.
- Provide the PR Team with a monthly report of web site activity, its functions and current status.
- Be present at the monthly PR Team meeting.
- Communicate with the NCRNA & WSO web coordinator to ensure that links and information relating to either site are current and accurate.
- Enroll and train NA members to assist as needed or to fulfill this position upon completion of the term.
- Advise on technical solutions to support SCFNA as requested by SCFNA. Implement fellowship or committee approved changes to the systems administered by the Website Coordinator
- Control all login credentials/passwords to all IT systems maintained by the PR Team, with exception of the phonenumber, and ensure that the Team Lead has a copy of the credentials. In the absence of a Team Lead, a consensus by the PRT on the delegate(s) authorized to have credentials.



Sonoma County Fellowship of Narcotics Anonymous

Public Relations Team Guidelines

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Mission

In keeping with the current service methodology of NA World Services we have transitioned the Public Relations Sub-Committee into the Public Relations Team. By operating as a service team we seek to further NA unity. Our mission as the Public Relations team is to continue to maintain all of the former responsibilities of the PR Sub-Committee as described below while developing positive, ongoing, cooperative relationships with community based organizations (including, but not limited to public media and communications, churches and religious organizations, treatment & detoxification facilities, homeless shelters, hospitals, service organizations, professional associations, other 12 step fellowships, other self help groups, various government branches including police departments, military facilities, and educational facilities,) operating within Sonoma County. We, the Public Relations Team in particular, as well as all NA members in general are responsible for maintaining a positive public image of NA by increasing public awareness of our primary purpose, what NA can offer the still-suffering addict, and our good works.

Our team is also responsible for raising fellowship awareness of the necessity for providing an atmosphere of recovery. This is to be done by encouraging NA members to exemplify positive behavior in their personal conduct wherever NA can be found. The team will also be prepared, if needed, to assist the groups in their relationships with the facilities where they meet. We share information with outside groups and community organizations about NA's program of recovery and our traditions in an effort to create a more successful interaction. This means that we should also take the time to learn about the goals, language, and values of the organizations we are working with. The relationship with these facilities and organizations is the foundation for our overall community relations effort.

Definition

The PR team is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA's reputation as a viable program of recovery in our community. It is also an opportunity for any team member to receive information on public relations related issues that they would like guidance on, and for our team members to report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. The PRT establishes a time and place to meet that accommodates the needs of the group and current or prospective team members. We are supported by the SCFASC and thusly accountable to that committee as well as to all the groups in the area.

Purpose

Our purpose is based on NA's 5th tradition, "Each group has but one primary purpose—to carry the message to the addict who still suffers," and the 12th step, "we tried to carry the message to the addict who still suffers". Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery— that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The Sonoma County Area Public Relation's Team is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions, "The final responsibility and authority for NA Services rests

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with the NA Groups” (2nd Concept). The team will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.

- To carry the NA message of recovery in accordance with the Twelve Steps, Traditions and Concepts of Narcotics Anonymous.
- To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- To open and maintain lines of communication with the PR Coordinators of the Northern California Regional Service Committee and WSO Fellowship Services.

Responsibilities

- To be the resource and coordinating body for all SCFASC Public Relations efforts, assisting with all PR functions upon request.
- To respond to any request for public contact within the Sonoma Area, maintaining caution not to interfere in the responsibilities of other area subcommittees.
- To maintain a close working relationship with the other PR/PI bodies of the Region by active participation in the bi-monthly Regional sharing forum.
- To maintain a close working relationship with the NCRSC PR coordinators. This is to be accomplished by the PR Rep or designate attending the bi-monthly NCRSC sharing forum.
- To maintain a close working relationship with other subcommittees within the Sonoma Area, thereby insuring that all requests for information are referred to and carried out by the appropriate subcommittee/team in accordance with the Twelve Traditions and Concepts of NA.

Function

The PRT establishes a regular time and place to meet that accommodates the needs of the groups/team and current or prospective team members.

Public relations services within the Sonoma Area, other than those carried out at Regional or World levels, shall be initiated and performed by the Public Relations Team of the SCFASC.

To inform the public about Narcotics Anonymous through services including, but not limited to, the following:

- Operating and maintaining a 24-hour phoneline.
- Coordinating all phoneline volunteers to insure the best possible coverage of shifts.

- Operating and maintaining an area website.
- Coordinating all requests from the media.
- Providing all radio and television public service announcements for use within the Sonoma Area. (It is important to remember that these efforts must be coordinated with other areas served by the same broadcast media.)
- Creating, distributing and maintaining NA PR posters in the Sonoma Area.
- Coordinating all non-NA requests for NA speakers. Referring to H&I, any speaker requests requiring their area of expertise. In the event a request is made for a new H&I meeting the PR team and H&I will deliver a joint presentation to determine if the request is appropriate for H&I or should be dealt with in some other way.
- Coordinating NA booths at selected professional and community events.
- Presenting information to community based organizations about NA and maintaining ongoing relationships with these organizations.
- Raising fellowship awareness of our public image in the Sonoma Area.

Description

The Public Relations Team is a consensus-first based service body. In the event consensus cannot be reached, matters will be brought to a vote. Consensus is defined as: General agreement or accord that takes into consideration the interests of all concerned parties. This will be our primary method for reaching group conscience.

This team shall consist of a Team Leader, Team Leader Alternate, Secretary, Area Representative, Project Coordinators (as deemed necessary by the team), presentation panel members, and team members.

Public Relations team members are defined as any addict who has attended two consecutive meetings. The right to join consensus or vote commences with the second meeting. Team membership ceases after being absent from two consecutive meetings without prior notice to the team or its leaders. Team members who have completed their commitments may leave in good standing and return without having to meet these requirements.

Project Coordinators are chosen by team consensus. In the event consensus cannot be reached elections will be held.

The Team Leader shall select the project task groups and task leaders for limited efforts. (Here defined as projects with a definite end).

All meetings are open to any interested members of NA, but only the persons listed as the members of this team, including the leaders (as designated above) shall join consensus or vote. All attendees have right to be heard in the development of consensus.

The team leader or any team member acting as leader shall not vote except in the event of a tie.

Elections

The fellowship will be notified of available positions at the ASC starting in September of each year. Nominations will be made at the November PR meeting. Elections will be held at the PR meeting in December of each year.

In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We trust that our team's group conscience will select the coordinators and leaders best suited to fulfill the responsibilities of the positions.

All terms of service are for 13 months to include 1 month training with the exiting Volunteer. In the event a member cannot complete his or her term of service, the Leader shall appoint someone to fill the vacancy until the next regularly scheduled election.

No service team member is recommended to hold a position for more than 2 consecutive terms. In the event that a position is not filled the previous holder may continue to fulfill the duties of that position until said position is filled under the following considerations:

- *If the remaining term of a vacated office is less than 6 months of a remaining term that office will be available to that person for 2 more terms.*
- *If the remaining term of a vacated office is longer than 6 months it will be considered the same as a full term in office.*

All team members have one vote in elections for any position regardless of number of positions a team member holds.

Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

Any PR trusted servant or Volunteer may be removed from their position for non-compliance by either letter or phone call from the PR team leader stating the concerns and reason they have been removed. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their non-compliance of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes, but is not limited to:

- Loss of abstinence from drugs.
- Failing to perform the duties of the position.
- Three consecutively missed PR meetings for which they are required to attend or a pattern of absences over time.

The team may remove officers for any reason it deems appropriate by a 2/3 vote, for positions elected within the PR steam

Decision Making

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is that it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the PRT.

All PRT proposals and decisions except elections will first be considered using consensus-based decision-making. For the PRT's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the team. If at the end of discussion the team has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.

Any team member, except for the Leader (Leader may vote to break a tie vote), is eligible to vote at business meetings.

Any voting member can make or second a motion.

Any voting member may propose an amendment to these guidelines,

All team voting members have one vote regardless of number of positions held.

Decision Making Between PR Meetings

Membership in the "[sonomanapr](#)" Yahoo group is necessary if a PR member wants to participate in discussion and decisions made between PR meetings.

Items that are time sensitive and require a decision prior to the next regular meeting of the PR Sub-Team are the only items that will be decided online.

Any other items discussed in the Yahoo group will be added to the regular meeting agenda by the leader.

Discussion

- The discussion is led by the leader or the group moderator.

- The item is presented and reviewed.
- There is a discussion period that leads to decision making.
- All PR members may fully participate in discussions.
- The leader calls for consensus to make a decision.
- If consensus reached we will vote on the item.
- Decisions cannot conflict with area or PR guidelines

It takes at least 3 PR members to participate in the discussion to make a binding decision.

All members of the discussion group will be notified of the outcome.

Requirements for team members

A stated willingness to serve.

Time, resources and the ability to serve.

24 hours clean time.

For project coordinators and panel presenters clean time and service experience, commensurate with the position as stated herein.

Working knowledge and experience of the Twelve Steps, Traditions and Concepts of NA.

Complete abstinence. Anything other than complete abstinence constitutes an automatic resignation.

Due to the nature of this service, arrests for felonies or conduct unbecoming, while serving the team will result in automatic suspension from team responsibilities and duties until disposition of the case.

Successful completion of a member's term of service results in a "Good Standing" status which enables the member to return to active participation upon their first meeting in attendance.

Since experience and knowledge are valued we encourage our team members to cross train and gain knowledge of various commitments on the team. It is hoped that team members will take on new commitments within PR when current commitments are finished. We also encourage team members to be aware of their responsibility to transfer knowledge to those taking on new commitments and embody the guiding principles of service; delegation, accountability and rotation.

TRUSTED SERVANTS

"For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern" (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a PR trusted servant. Our groups have shown their trust in these individuals by, "delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it" (3rd Concept). Once we select them, we trust our trusted servants.

Team Leader

Requirements:

3 years clean time with recovery centered in Narcotics Anonymous.

1 year recent (within last 3 years) PR team experience.

Have read and will follow the PR Handbook.

Duties:

Arrange times and agendas for meetings.

Initiate or delegate all necessary correspondence, including communication reports between Areas, Region and NAWS.

Responsible for files, records, and overall functioning of the team.

Train and transfer operational knowledge to incoming servants by being available for at least 90 days after term end.

Keep the SCFASC informed of all ongoing PR Team activities.

Attract and enroll new team members.

Be the public spokesperson for SCFASC in communications with the community.

Team Leader Alternate

Requirements:

2 years clean time.

1 year PR Team recent service experience.

Ability to assume responsibility in the Team Leader's absence.

- *If the absence is permanent the Alternate Team Leader will become the team leader for the remainder of the term. Unless the team reaches a consensus that the position should be opened up to the fellowship.*
- *A new alternate team leader will be chosen by the team.*

A willingness to serve as team leader following completion of term as alternate.

Have read and will follow the PR Handbook.

Duties:

Work closely with and assist in all duties of the team.

Carry out the responsibilities delegated by the team leader and or team.

Assume responsibility in the Team Leader's absence.

Maintain the PR Team literature and have a current inventory available.

Assist project coordinators in the completion of their tasks.

Attract and enroll new team members.

Secretary

Requirements:

Six months clean time.

Prior service experience.

Access to or own a computer and internet access.

The ability to develop written material in a clear and concise manner.

Possess the skills necessary to perform all secretarial duties electronically taking full advantage of the team's online platforms for collaboration.

Have read and will follow the PR Handbook.

Duties:

Maintain records of attendance at PR meeting.

Record minutes of each meeting.

Distributes copies of those minutes to team members within 5 days of the last meeting.

Sends copies of minutes to the RSC PR coordinators at regular intervals.

Maintains record of name and contact information for team members and oriented members.

Support management of the PR Yahoo group.

Attract and enroll new team members.

Representative

Requirements:

Clean time requirement of two years.

A willingness and desire to serve.

One-year prior involvement in PR.

Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.

Actively participate in NA service.

Have read and will follow the PR Handbook.

Duties:

Represent PR at JAC, ASC, and Regional Public Relations Sharing Forum meetings.

Prepare a written report on PR efforts to present to JAC, ASC, and Regional Public Relations Sharing Forum meetings.

Prepare a written report of the JAC, ASC, and Regional Public Relations Sharing Forum meetings to present to PR.

Act as a liaison between PR and any other ASC sub-teams.

Phoneline Coordinator

Requirements:

Two years clean time with recovery centered in Narcotics Anonymous.

Prior service experience, preferably at ASC or sub-team level.

Have read and will follow the PR Handbook.

Duties:

Enroll and train NA members to work on the phoneline.

Train the Alternate Phoneline Coordinator to assume responsibilities.

Formulate and maintain shift schedules of phoneline volunteers.

Provide the PR team with a monthly report of phonenumber activity.

Establish and maintain guidelines for the phonenumber system, volunteers and any other positions required in operating the phonenumber system. These guidelines will be presented to the CR Team for initial approval and every time a revision is required. These guidelines are intended to define and document the physical structure and character make up of the phone line system currently in use in the Sonoma Area.

Communicate with the Web Coordinator and Schedule Coordinator to ensure that the information given out over the phonenumber is current and consistent.

Mail printed or electronic updates and activity information to volunteers as needed.

Check the Phonenumber on a regular basis to ensure that it is operational.

Contact volunteers not fulfilling their commitments to insure their well being and willingness to continue in the commitment.

Renew the annual Yellow Pages listings in the various phonebooks distributed within the area.

Attend the regularly scheduled regional sharing forum.

Attract and enroll new team members.

Alternate Phonenumber Coordinator

Requirements:

One year clean time with recovery centered in Narcotics Anonymous.

Prior service experience, preferably at ASC or sub-team level.

Have read and will follow the PR Handbook.

Duties:

Enroll and train NA members to work on the phonenumber.

Learn the Phonenumber Coordinator responsibilities and take over the position when the coordinator rotates from the service position.

Regularly maintain and respond to all voicemails left in the PR Mailbox.

Assist in maintaining shift schedules of phonenumber volunteers.

Assist in maintaining guidelines for the phonenumber system, volunteers and any other positions required in operating the phonenumber system.

Communicate with the Phonenumber Coordinator and Schedule Maker to ensure that the information given out over the phonenumber is current and up to date.

Assist in sending printed or electronic updates and activity information to volunteers as needed.

Attend the regularly scheduled regional PR Team meeting.

Attract and enroll new team members.

Phone Line Volunteers

Requirements:

A willingness and desire to serve clean time requirement of one year clean.

Attendance at one or more PR meeting.

Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.

Attend NA meetings regularly and actively participate in NA service.

Duties

Receive appropriate training from Help Line Coordinator.

Serve on a help line shift from their personal telephone.

Knowledgeable of the 12 Traditions of NA in order to uphold them while doing their time slot.

Attend one PR Meeting.

Have only a trained help line volunteer cover their shift if they are unable, and call other volunteers before calling the Help Line Coordinator.

Public Communications Coordinator

Requirements:

One year clean time with recovery centered in Narcotics Anonymous.

Prior service experience, preferably at ASC or sub-team level.

An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.

Have read and will follow the PR Handbook.

Duties:

Be Vigilant. Ensure that a clear message of NA recovery is always shared with the public.

Respond to requests left in the PR voicemail box and e-mail with a clear message of recovery in NA with printed and electronic mailers.

Write form correspondence to be sent out to selected legal, treatment, medical, AIDS, mental health, and community based outreach organizations with current meeting schedules and other supporting NA literature.

Create and maintain a database of facility contacts.

Mail printed or electronic information out to the facility contacts on a quarterly basis.

Enroll and train NA members to assist as needed or to fulfill this position upon completion of your term.

Establish and/or update and maintain project/position guidelines. These guidelines will be presented to this PR Team for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.

Be present at the regular team meetings.

Attract and enroll new team members.

Public Image Coordinator

Requirements:

Two years clean time with recovery centered in Narcotics Anonymous.

Prior service experience, preferably at ASC or sub-team level.

An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.

Have read and will follow the PR Handbook.

Duties:

Cooperate with the presentations coordinator to enroll, organize, and train a presentation team with six members having minimum one year clean time.

Coordinate if needed Public Image presentations to meetings and regular events in the area.

Coordinate the Newcomer Orientation and arrange the times and places for these orientations.

Organize public presentations when requested by members of the community.

Establish and/or update and maintain project/position guidelines. These guidelines will be presented to this PR Team for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a

working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.

Train an assistant to take over the commitment when the term is completed.

Be present at the regular team meetings.

Attract and enroll new team members.

Outreach Coordinator

Requirements:

Two years clean time with recovery centered in Narcotics Anonymous.

Prior service experience, preferably at ASC or sub-team level.

An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.

Have read and will follow the PR Handbook.

Duties:

Cooperate with the Public Image and Schools Project Coordinators to enroll, organize, and train presentation team members having minimum one year clean time.

Reach out to community based organizations to offer presentations informing them of NA's primary purpose and function within the community.

Be vigilant in providing a clear message of recovery in Narcotics Anonymous by coaching presenters to avoid profanity, NA jargon, and personal stories.

Hold regular trainings for presenters which will include mock presentations, question and answer periods, and cautions on grooming and behavior.

Establish and/or update and maintain project/position guidelines. These guidelines will be presented to this PR Team for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.

Train an assistant to take over the commitment when the term is completed.

Be present at the regular team meetings.

Attract and enroll new team members.

Schedule Coordinator

Requirements:

One year clean time with recovery centered in Narcotics Anonymous.

Prior service experience, preferably at ASC or subcommittee level.

Computer skills in current word processing, data base or desktop publishing programs being utilized by the team.

Access to a computer and e-mail.

Have read and will follow the PR Handbook.

Duties:

Update the area schedule on a regular basis as required by the team.

Coordinate with the web coordinator to receive all recent updates.

Arrange for printing and delivery of schedules to the regularly scheduled area service meeting.

Provide the updates to the web coordinator in a timely fashion.

Regularly check the area schedule coordinator e-mail and voicemail for updates prior to printing the schedules.

Train an assistant to take over the commitment when the term is completed.

Be present at the regular team meetings.

Attract and enroll new team members.

Schedule Mailing Coordinator

Requirements:

Computer skills in current word processing, data base or desktop publishing programs being utilized by the team.

A willingness and desire to serve clean time requirement of one years.

One year prior involvement in PR.

Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.

Attend NA meetings regularly.

Actively participate in NA service.

Duties:

Prepare a written report to PR.

Prepares and maintains a current list of non-NA organizations for distribution of the Meeting Directories.

Acquires the Meeting Directories and makes a regular mailing both snail-mail and electronically of the Meeting Directories to organizations on the list as scheduled by the PR Team.

Update, maintain & store the mailing list in a location identified by the PR Team and remain accessible by team leaders.

Schools Project Coordinator

Requirements:

Two years clean time with recovery centered in Narcotics Anonymous.

Prior service experience in PR.

An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.

Have read and will follow the PR Handbook.

Duties:

Be Vigilant. Ensure that a clear message of recovery in NA is always shared with the public.

Maintain active and ongoing communications with Sonoma County schools to ensure the schools are aware that SCFASC PR Team offers specialized presentations to their students, parents, and staff.

In a timely manner and in consultation with the PR Team, coordinate requests for PR presentations to the public.

Enroll and train NA members to do school presentations.

Maintain and oversee the pool of trained school project volunteers by coaching presenters to avoid profanity, NA jargon, and personal stories.

Communicate with other Schools Project Coordinators in the Region to share experience.

Notify the PR team when School Project presentations are requested.

Establish and/or update and maintain project/position guidelines. These guidelines will be presented to this PR Team for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a

working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.

Train an assistant to take over the commitment when the term is completed.

Maintain contact with the drug awareness liaison at each school in Sonoma County.

Send out e-mails to the drug awareness contacts between March and May each year to arrange presentations dates in the next school year so that these will be part of the upcoming curriculum.

Be present at the regular team meetings.

Attract and enroll new team members.

Website Coordinator

Requirements:

Two years clean time with recovery centered in Narcotics Anonymous.

Prior service experience at PR Team level as well as area service experience.

Web site design experience and a working knowledge of necessary software and Internet fundamentals.

Have read and will follow the PR Handbook.

Duties:

Design and maintain, as needed, the SCFNA web site.

Keep within the NA Traditions, Concepts, and guidelines and consider recommendations from the WSO.

Provide the PR Team with a monthly report of web site activity, its functions and current status.

Establish and/or update and maintain project/position guidelines. These guidelines will be presented to this PR Team for approval when first drafted and every time a revision is required. These guidelines are intended to define and outline the tasks and parameters of the project, to be a working document that will maintain continuity from year to year and insure that the project goals remain clear and achievable.

Be present at the monthly PR Team meeting.

Communicate with the NCRNA & WSO web coordinator to ensure that links and information relating to either site are current and accurate.

Enroll and train NA members to assist as needed or to fulfill this position upon completion of the term.

Budget

The PR team is required to present an annual budget to the ASC on a date specified by the ASC.

The budget shall define all projected expenses by the team in the coming year (see previous budgets).

Team members who make expenditures on behalf of the team must provide receipts or mileage calculations to the area representative in order to be reimbursed by the ASC.

Any changes in the amount of the said budget must be approved by the SCFASC.