

January 2017

G.L.A.N.A PUBLIC INFORMATION POLICIES AND PROCEDURES

pi@glana.ca
www.glana.ca

Public Information Policies and Procedures

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Overview

Why public relations is important to the NA member.

The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live.” Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose. The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.

The following statement can be used to inform the public about NA

Narcotics Anonymous is a global, community-based organization with a multi-lingual and multicultural membership. NA was founded in 1953, and our membership growth was minimal during our initial twenty years as an organization. Since the publication of our Basic Text in 1983, the number of members and meetings has increased dramatically. Today, NA members hold more than 61,800 meetings weekly in 129 countries. We offer recovery from the effects of addiction through working a twelve-step program, including regular attendance at group meetings. The group atmosphere provides help from peers and offers an ongoing support network for addicts who wish to pursue and maintain a drug-free lifestyle. Our name, Narcotics Anonymous, is not meant to imply a focus on any particular drug; NA’s approach makes no distinction between drugs including alcohol. Membership is free, and we have no affiliation with any organizations outside of NA including governments, religions, law enforcement groups, or medical and psychiatric associations. Through all of our service efforts and our cooperation with others seeking to help addicts, we strive to reach a day when every addict in the world has an opportunity to experience our message of recovery in his or her own language and culture.

How to join

Anyone can attend our Monthly PI Meeting as a visitor or as a member. If you have any questions, please email pi@glana.ca or go to a PI Monthly Meeting.

Monthly PI Meeting

The PI committee meets the **4th Sunday of every month at 2:00pm** at St. Joe’s Hospital in the Roney Rooms A&B (Cheapside Entrance).

When there is consistent attendance from all members of the PI committee it is easier for us to attain Group Conscience. The development of which directs us to deliver services where they are needed so we can reach the Addict Who Still Suffers with greater efficiency and effectiveness. There is strength in our diversity, so please come out and contribute to the growing of this fellowship that has the power to change lives!

Positions

Holders

PI Chairperson	1 Year CTR	_____
Alternate Chair	1 Year CTR	_____
Secretary	9 Months CTR	_____
P&P Manual Administrator	9 Months CTR	_____

Note: If a position holder misses three consecutive P&P Monthly meetings, they are said to have stepped down from their position, consequently rendering that position vacant

Descriptions

Chairperson

The responsibilities of the PI Chairperson shall be:

- Attend the Greater London Area Service Committee (GLASC) meetings and submit accurate Public Information reports.
- Keep the Webservant informed, of any changes that may affect the website, or the @glana.ca email addresses
- Inform the Webservant of any new meeting openings and closures and meeting list updates.
- Maintain an accurate account of the budget expenditures, including literature disbursements and literature donations
- Order and disburse all literature for PI
- Open and Chair the monthly PI subcommittee meeting
- Have on hand an accurate and updated copy of the Policies and Procedures

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- Maintain the members contact list which is to be brought to monthly PI meetings
- Check and respond to pi@glana.ca emails a minimum of once per week.
- Report any concerns to the PI committee and or GLASC
- Perform the duties of all other vacant positions
- Forward Business Meeting minutes to Regional PI chair public.info@orscna.org

Alternate Chair

The responsibilities of the PI Alt-chairperson shall be:

- Perform the duties of the Chairperson in their absence.
- Perform the duties of all other vacant positions
- Work together with Chairperson

Secretary

The responsibility of the PI secretary shall be:

- Draft and maintain accurate and concise minutes which reflect the essence of the business conducted at the business meetings including attendance
- Forward the minutes to the PI chairperson in a timely manner for the chairperson's area report, forwarding to regional PR, and to P&P admin for document updating.
- Read the previous month's minutes at each business meeting
- Call all active members the Thursday or Friday before the meeting to remind them of the upcoming meeting.

Policies and Procedures Manual Administrator

The responsibility of the Policies and Procedures Manual Administrator shall be:

- Keep the manual updated and accurate
- Produce copies when requested by PI committee and GLASC
- Forward all updated manuals to Webservant@glana.ca for posting on www.glana.ca

Voting

The **voting** participants of the PI Committee shall be all members attending the PI Committee meeting who hold a position or have attended two consecutive Monthly PI Meetings.

Majority Proportion applies which means **two-thirds** of all voting members. A tie vote declares the motion defeated. Members abstaining from voting do not count as a voting member.

Motions

Motions can only be submitted at business meetings.

All motions should be submitted in writing to the secretary in clear and concise written form reflecting any specific changes to the Policies and Procedures Manual. Any motions voted in must remain in effect for a minimum of **6 months**.

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Telephone Line

The Ontario Region of Narcotics Anonymous is the controlling authority of our phone line. Any Changes affecting GLANA meeting must be emailed to public.info@orscna.org

211 Number

211, is like the 411 or the 911 number in that it is a public service phone number. People can dial 211 to access free, confidential, multilingual access to information about non-emergency community, social, health and government services which includes information on NA in this area.

Their main website for those looking for information is:
www.211southwestontario.ca

To view this area's information currently on file, see:
<http://centraleastontario.cioc.ca/record/PER0088?Ln=en-CA>

To make changes, go to:
<http://centraleastontario.cioc.ca/feedback.asp?NUM=PER0088&Ln=en-CA>

Contact the United Way of Perth-Huron at 211editors@pcin.on.ca or (519) 271-7730 Ext 228; Toll-free: 1-877-818-8867 with any questions or problems with the current listing Introduction Packages

Introduction Information Letter

The following is our generic Introduction Information Letter.



Date

Individual Contact Name
Organization
Address
City, Province
Postal Code

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Dear ____:

We are writing in an effort to increase your awareness of Narcotics Anonymous (NA). Many organizations, who interact with people with drug dependence, found it helpful to know about NA as a community resource. Please feel free to refer people with drug problems to our meetings or pass information about our program to those who may benefit from it. We hope you find the following information and enclosed materials useful.

NA is a member-driven, international organization in which no dues or fees are charged for membership. All we ask is for a potential member to have a desire to stop using drugs. Members recover from the disease of addiction by application of the principles contained in the Twelve Steps. Our program is based on a set of spiritual principles, and we have no affiliation with any organized religion.

NA is a twelve-step approach to recovery with the primary purpose of helping any individual stop using drugs. NA's program focuses on an addict's recovery from the disease of addiction, rather than any specific drug. Through our group meetings and the therapeutic value of one addict helping another, addicts learn how to live drug-free and productive lives.

Additional information is accessible on the internet at www.glana.ca and enclosed you will find NA Information Pamphlets, brochures and business cards. We are willing to provide your organization with a presentation to help better acquaint you with NA. Please email pi@glana.ca if you are interested in a presentation, would like to receive additional copies of the material in this package, are intrigued about additional material available and/or if you have any questions related to NA. We will do our best to help you in any way we can; if you would like us to call you, please provide us with your name and telephone number.

Thank you for your time, and we look forward to hearing from you.

Sincerely,

G.L.A.N.A. Public Information Chairperson

Literature for Information Packages

Here is the possible literature we can send out with Information Packages:

- Meeting List
- IP No. 1, Who, What, How, and Why
- IP No. 7, Am I an Addict?
- IP No. 8, Just for Today
- IP No. 11, Sponsorship
- IP No. 16, For the Newcomer
- IP No. 22, Welcome to Narcotics Anonymous
- Booklet: An Introduction to NA Meetings
- Drug Problem? Business cards (with label containing local contact information-see below)
- "Drug Problem?" Posters

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- “Drug Problem?” Pamphlet cards

Drug Problem? Business Card Label

We should have available and ready for distribution business cards with the toll free number 1-888-881- 3887, and the website address glana.ca as well as the pi@glana.ca

Representation to Unaffiliated Organizations

Annual Seminar on Substance Abuse in the Workplace

Every year, NA is asked to partake in the Annual Seminar on Substance Abuse in the Workplace event put on by the Tri-County Council of Elgin, Middlesex and Oxford Townships. As an Act of Commerce, which does not violate NA Traditions, two NA members are allowed to attend the event at no charge and \$100.00 is given to pay for the cost of the literature we make available to other event attendees.