

# Guidelines

## British Columbia Region Public Relations Subcommittee

### 1.1 Purpose of BC PR

- a) **Definition:** The British Columbia Region Public Relations Subcommittee (BCPR) is a subcommittee made up primarily of Area PR, PI, H&I, Outreach and Phoneline representatives, Administration, and elected liaison positions. It meets quarterly to serve the specific needs of its member areas.

### 1.2 Decision Making Procedure

Consensus Based Decision Making is used whenever possible.

#### **LEVEL ONE:**

Proposal or item is presented with budget implication if any; any clarification needed is provided, short discussion period if warranted

Facilitator asks for consensus. Does item receive 100% approval or rejection? If 100% approval, proposal carries, if 100% rejection, proposal fails, record the results in the minutes. If item does not receive 100% in either go to **LEVEL TWO**.

#### **LEVEL TWO:**

Facilitator facilitates consensus building. More information is provided, with full intent for proposal. A brief break may be necessary. Discussion is had for/against the proposal; small group discussion may be warranted.

Facilitator asks for consensus. Does item receive 100% approval or rejection? If 100% approval, proposal carries (go to # 9), if 100% rejection, proposal fails (go to # 10), if item does not receive 100% in either go to **LEVEL THREE**.

#### **LEVEL THREE:**

Straw Poll: If 85% in favour/15% opposed: listen to the minority point of view or have small group discussion; discuss to reach consensus. Accept the proposal as proposed

If 50% in favour/50% opposed, 40%/60%, 25%/75% we need reflection:

Delay the decision to next area doing one of the following:

Form an expert group

Seek more information to present at the following meeting

Send back to the groups

Stand Aside: When a concern has been fully discussed and cannot be resolved, the person with the concern is willing to stand aside: that is, acknowledge that the concern still exists, but allow the proposal to be adopted.

Block: A blocking concern must be based on a generally recognized principle, not a personal preference,

or it must be against the entire group's well-being. Before a concern is considered to be blocking, the group must have already accepted the validity of the concern and a reasonable attempt must have been made to resolve it. If legitimate concerns remain unresolved and the person has not agreed to stand aside, consensus is blocked.

**Note:** the chairperson shall be aware of a high number of stand asides as an indication for discussion to continue.

### **1.3 Proposals**

- a) A proposal is an idea brought forward for discussion and resolution by the members of the BCPR.
- b) Any member of the BCPR subcommittee can make a proposal.
- c) Proposals are discussed/decided using CBDM as described above

### **1.4 Communication**

- a) Replying to website requests, media requests, and professional requests:
  - i. All emails are sent to the PR Secretary/PR Chair either through email or website.
  - ii. All requests are sent to the appropriate person on the PR subcommittee or RSC Member and a copy sent to the PR Vice Chairperson.
- b) Before any presentations are accepted, the PR Admin subcommittee will:
  - i. Establish the goal of the project based on prioritized needs and available resources of the Regional PR Subcommittee.
  - ii. Plan step-by-step actions or approaches to reach the identified goal.
  - iii. Use the goal to measure the progress of the project.

### **2.1 Nominations and Election of Administration Officers and Liaisons**

- a) Nominations: The chairperson will ask for nominations from the floor, then will ask if there is anyone willing to stand for the position.
- b) Voting: Voting will take place annually at the August BCPR meeting; election for all service positions will pass with a simple majority. The newly elected officers will begin their term at the next subcommittee meeting following elections.
- c) Appointment of Temporary Officers: When a position has been vacated by the end of a term, resignation, or removal, the BCPR Chair may appoint a temporary officer or chairperson. The vacant position must then be taken back to the areas and announced, for at least one quarter, before an election can be held. This would continue on a quarterly basis until the position has been filled by a duly held election. In the event that the chairperson position becomes vacant, the vice chair or Treasurer assumes the duties of the chairperson.
- d) Interim Elections: If a position is open in between election meetings, a single election will be held as per the details above.
- e) Terms of positions: all positions will be for a two (2) year term

### **2.2 Resignation and Removal from Service**

#### **2.2.1 Voluntary Resignation**

Voluntary resignations are given in writing to the BCPR chairperson in advance of the next BCPR meeting.

## **2.2.2 Removal from Service**

**Dismissal:** Officers may be dismissed from their positions at any time for:

- a) Admitted interruption in continuous abstinence (loss of clean time) will result in immediate dismissal.
- b) Misappropriation/Absconding with NA funds will result in immediate dismissal.
- c) Gross negligence of responsibilities or assigned tasks.
- d) Violence or threat of violence.
- e) Continuous non-participation through email, meetings either online or in person including discussion topics and interim decisions (except for humanitarian/ compassionate reasons).
- f) When a person fails to attend two (2) consecutive BCPR meetings, a "Proposal to Remove" can be put before the body during the second consecutive missed meeting.
- g) Inability or unwillingness to perform responsibilities.
- h) Refusal to comply with BCPR guidelines.

**Process for Dismissal:**

- a) A discussion for dismissal, showing due cause
- b) The officer must be contacted during the PR meeting and shall be afforded the opportunity to speak on their own behalf.
- c) Final decision for dismissal will be determined by secret ballot voting of the BCPR body.
- d) A minimum of 2/3 majority is required for the removal of any officer or subcommittee Chair of BCPR. The BCPR chair will verify the final tally.

## **2.3 Job Descriptions**

### **2.3.1 PR Chairperson**

- a. Main point of contact for emails from the BCR website
- b. Sets and facilitates the meeting agenda
- c. Signing authority on the BCPR bank account
- d. Conducts elections of new BCPR officers and liaisons
- e. Assists in auditing PR treasury books for the previous year
- f. Orientated to make Regional PR presentations
- g. Maintains a link of communication between the PR subcommittee and the Area Service Committees, giving a written quarterly report (including a financial summary) to the regional body, including the Sunday subcommittee update.
- h. Keeps communication link with area PR/H&I and PI subcommittees and attending Area Service Committee meetings when at all possible.
- i. Handles all public relations and initial contacts involving groups outside the fellowship. While handling of such requests can be delegated, all requests for contact with a representative of NA coming from the Regional Phonenumber or Website should be initially directed to and responded to promptly by the PR Chair. A copy of all incoming Resource Request Forms also needs to be forwarded to the secretary for tracking.
- j. Works with the secretary to draft all correspondence to all outside facilities served by the subcommittee. Is responsible for interchange of correspondence at the public level, as well any correspondence within Narcotics Anonymous that represents the PR subcommittee.
- k. Must submit a quarterly report to the PR subcommittee, reporting on any issues that come up, and progress on ongoing projects.
2. Attends all quarterly BCPR meetings

- a. Understanding of the Twelve Traditions and Twelve Concepts of NA and the Public Relations Handbook

Minimum Two years clean time

### **2.3.2. PR Vice Chairperson**

- a. The primary role of the vice-chair is to assist the Chair and is responsible for chairing the BCPR meeting if the Chair is unavailable.
- b. Assists the chairperson in setting the meeting agenda
- c. Following the direction of the BCPR
- d. Signing authority on the BCPR bank account
- e. Provides support to PI & HI liaisons
- f. Attends all quarterly BCPR meetings
- g. Understanding of the Twelve Traditions and Twelve Concepts of NA and the Public Relations Handbook

Minimum One-year clean time

### **2.3.3 PR Treasurer**

- a. Maintains accurate account of the PR bank account including all income sources and detailed expenditures
- b. Submits a written report of all financial activity between the BCPR meetings which includes the quarterly bank statement and a reconciliation report.
- c. Gives a verbal closing balance before the end of the PR meeting
- d. Disperses funds requested by the PR Subcommittee officers, as reflected by the PR minutes and the procedural guidelines
- e. As an incoming treasurer, will audit treasury books for the previous year
- f. Submits quarterly reports of all financial activity
- g. As an outgoing treasurer, will write a report of the previous year's treasury activity, to be presented at the August PR meeting
- h. Trains the incoming PR Treasurer in all related duties
- i. Attends all quarterly BCPR meetings
- j. Understanding of the Twelve Traditions and Twelve Concepts of NA and the Public Relations Handbook
- k. Treasurer experience

Minimum Two years clean time

### **2.3.4 Secretary**

- a. Has the necessary computer skills to accomplish all tasks, and regular access to an online computer
- b. Point person for all communication within the Regional PR subcommittee
  - i) Collects communication information and forwards it to the rest of the Regional PR subcommittee members or to specific PR members where appropriate and "BCC" subcommittee members in emails and email a copy to themselves.
  - ii) Maintains the email list for PR subcommittee members and PI, H&I, Outreach and PR Area Subcommittee Chairs.
  - iii) Keep communication history records.

- c. Keeps an accurate set of minutes of all Regional PR subcommittee meetings and learning sessions (topics discussed). Forwards draft minutes to the Chairperson for approval within 14 days for distribution to all subcommittee members.
    - i) Distributes approved minutes to all members on the PR mailing list and any other interested members
  - d. Stores an electronic copy of all documents on the PR Secretary email account
  - e. Attend all Quarterly Regional PR Meetings
  - f. Maintains the BCPR booth tracking sheets and booth requests
    - i) Ensures that the BCPR booths are sent where/when they need to be
    - ii) Knows where the booths are located at all times
  - g. Understanding of the Twelve Traditions and Twelve Concepts of NA and the Public Relations Handbook
- Minimum One-year clean time

## **2.4 Liaisons/Coordinators**

### **2.4.1. Jail Liaison**

- a. Point of contact for regional programs offered to all jails in BC such as the "Inmate Literature Program"
  - b. Stays in contact with jails by sending Introductory Guides to Narcotics Anonymous, each with an insert which allows an inmate to order their own copy of Basic Text.
  - c. Checks email regularly for scans of letters from inmates and mails Basic Texts to the inmates by sending to the attention of the Social Programs Officer, Chaplain, or A&D Counsellor.
  - d. Responds to emails from jails looking for literature.
  - e. semi-annually contacts the jails to remind them what the Inmate Literature Program offers and asks if there are any issues or concerns with the program.
  - f. Responds to emails from jails when they request literature other than Intro Guides:
    - i. Periodically send copies of Just for Today books (6 books twice per year for example) as well as one or two extra copies of Basic Texts occasionally for the counselors to use.
    - ii. Ensures to stay within the budget each quarter including literature cost, postage, supplies, and delivery charges.
  - g. Responds to emails from jails when asking about inmates writing the steps and acquiring step guides.
    - i. Email digital PDF files of each individual step to the institutions to print off for the inmates to use.
    - ii. Directs them to the Writing Steps for Recovery program for inmates wanting to write steps
  - h. Responds to emails from jails looking for support regarding NA members coming into the groups - let region and the area responsible PR Chair know the jail is looking for support.
  - i. Purchases all stationary supplies required to deliver the books. All costs are reimbursed by region including postage and km's for travel.
  - j. Places quarterly orders for literature through BCRLC based on anticipated need for the quarter within the budget; extra literature can be ordered throughout the quarter as needed.
  - k. Attends all quarterly BCPR meetings
- Minimum Two years clean time

### **2.4.2 Outreach Coordinator**

- a. Maintain records of contact with loner groups and individuals not currently connected to an area service body.
- b. Sends Regional Meeting Lists to loner groups
- c. Point person for any individuals who may be in contact with the region regarding starting meetings or wishing to join a service structure.
- d. Resource for areas in the region who are actively doing outreach in that area – prepare a report of any outreach activities and be in contact with such committees where they exist.
- e. Attempts to contact known groups in the province that we know exist but do not attend areas or the regional meeting (an example would be the groups in the Kootenays)
- f. Receives requests for group starter kits from individuals, groups or areas and provide this information to the regional PR committee.
- g. Coordinates requests for assistance from areas/groups that need help with providing services
- h. Contact person for group meeting changes sent thru the RSC website
- i. Contact person for the regional meeting list directory
- j. Understanding of the Twelve Traditions and Twelve Concepts of NA and the Public Relations Handbook
- k. Some PR experience - preferred not required
- l. Attends all quarterly BCPR meetings

Minimum Two years clean time

### **2.4.3 Writing Steps for Recovery Coordinator**

- a) Attends quarterly RSC PR subcommittee meetings
- b) Keeps accurate record of funds received and spent
- c) Maintains a list of corresponding writing step mentors/inmate step writers, including writing step mentors alias and actual name
- d) Mails Correspondence Only agreements to DOC Volunteer Office and to inmate's facility each time the writing step mentor is assigned a new inmate step writer
- e) Picks up WSR mail on a weekly basis and within 48 hours forwards all mail to the corresponding writing step mentor
- f) To assure accountability, keeps a complete log of all writing step mentor/step writer communications
  - i. All incoming and outgoing letters are logged by date with name, facility, and DOC identification number of the inmate step writer, and name, pen name, and phone number of the writing step mentor by the WSR Coordinator
- g) Keeps in phone contact with writing step mentors if needed
- h) Attends all quarterly BCPR meetings
- i) Understanding of the Twelve Traditions and Twelve Concepts of NA and the Public Relations Handbook

Minimum Two years clean time

### **2.4.4 Phonenumber Coordinator**

- a) Is the single point of contact for the Regional Phonenumber
- b) Updates any meeting information/area links on the phonenumber as necessary
- c) Listens to all messages left on the phonenumber and either returns the calls or directs the information to the appropriate person/position
- d) Attends all quarterly BCPR meetings

Minimum Two years clean time

### **3.1 Financial Policies**

- a) The annual budget is set out at the August BCPR meeting and approved by the regional body.
- b) Quarterly updates will be given to the regional body along with the financial top-up request
- c) Travel costs are a portion of the BCRSC PR Subcommittees overall budget dependent on the location of the Regional meeting and the number of trusted servants travelling
- d) All trusted servants shall fill out a travel reimbursement form
  - i. Reimbursement for travel & accommodation expenses will be issued at the PR meeting
- e) If additional funds are required for unexpected expenses, receipts must be submitted at that time and a proposal will be required for reimbursement
- f) The budget is to cover all reasonable expenses incurred. Trusted servants are encouraged to use this fund with discretion and respect for our primary purpose, sharing expenses whenever possible.
- g) Members eligible for reimbursement of expenses are the BCPR Admin members and any member specifically asked to fulfill a duty for and by the BCPR Subcommittee.
- h) All expenses for fellowship development and PR travel need to be approved the quarter prior to the expense, with an approximate budget attached
- i) Signing Authorities for the BCPR Bank Account: Any two of the following signing authorities shall be required
  - i. PR Chairperson
  - ii. PR Vice Chairperson
  - iii. PR Treasurer
  - iv. PR Secretary

### **4.1 Writing Steps for Recovery Guidelines:**

- a) All letters are sent via the Regional PR PO Box with no personal last names, addresses, or phone numbers of writing step guides. Writing step guides use pen names or first names only, decided upon by the step guide. "Correspondence Only" agreements with these signatures are filed with the WSR committee.
- b) All inmates that request a step guide get sent a package, whether or not there is currently a step guide for them or not. The package includes a welcome letter, copy of Reaching Out, IP#7 (Am I An Addict), and a single page essay on how the program works
- c) Writing step guides have an individual addict assigned in the order that the writing step guides have qualified and that addicts of the same sex become available. The WSR Coordinator notifies the new step mentor. The step mentors agree to have no prior knowledge of their assigned inmate step writer, and to respect the confidentiality of their assigned addict.
- d) Only inmates being incarcerated for a length of 4 months or more will be assigned a step mentor due to the turn-around time of the correspondence.
- e) All correspondence between step mentor and step writer is confidential.
- f) All incoming and outgoing letters are logged by date with name, facility, and DOC identification number of the inmate step writer, and name, pen name, and phone number of the step mentor by the WSR Coordinator.
- g) No arrangements for RIDES, VISITS, LOANS, PHONE CALLS, MATERIALS FOR CORRESPONDING, PHOTOS, BOOKS\*, DRAWINGS, RECORDINGS, CONTACTING FAMILY MEMBERS OR FRIENDS will be made between step mentor and step writer. \*The step writer may request Narcotics Anonymous Basic Text and upon notification of the request this mentor will be sent by the Jail Liaison.
- h) The 12 Traditions of Narcotics Anonymous will be strictly upheld.

- i) All rules and regulations of the INSTITUTION will be strictly upheld.
- j) Only women write to women, and only men write to men.
- k) At H&I commitments, the availability of WSR can be announced, and that informational cards will be available upon request of the addicts behind the walls.
- l) Informational cards will also be available for the prison addicts and volunteer services staff so that inmates who are unable to attend the H&I presentations can have equal access to WSR.
- m) Any addict behind the walls or anyone who thinks they may have a problem may write the Committee as a whole with any questions or concerns at any time
- n) All step writing will be done using the Narcotics Anonymous Step Working Guide
- o) Step Mentor Requirements:
  - i. Is your recovery based in Narcotics Anonymous?
  - ii. Have you worked all 12 steps using the Narcotics Anonymous Step Working Guide?
  - iii. Do you work the steps in writing with an NA Step Working Guide?
  - iv. Do you have at least 2 years clean time?
  - v. Do you attend NA meetings regularly?
  - vi. Do you have a working knowledge of the 12 steps and 12 traditions of NA?
  - vii. Do you have experience as an NA writing step guide?
  - viii. Do you have the means to provide stationery and stamps for regular correspondence?
  - ix. Do you have the willingness and availability to reply to any letter you receive within 2 weeks, and to notify the coordinating secretary each time?
  - x. Are you willing to sign and follow the NA Correspondence Only agreement?
  - xi. Are you willing to attend at least one Committee meeting or one workshop per year?
- p) Sample letters are Addendum A

### **5.1 Fellowship Development Requests**

- a) Any area or group may request BCPR bring them service related workshops
  - i. Requests must be submitted in writing to the PR chair a minimum of three (3) months prior to the date of their request
  - ii. Area or group must show that at least half of their body is in favor of holding workshops and committed to attend
  - iii. Area/group must forward the topics that they wish to have discussed to the BCPR chair
- b) Not all requests can be filled, they will be decided based on need, availability of facilitators to attend, and available finances

Addendum A: Writing Steps for Recovery letters:

**Info letter for Inmates:**

WRITING STEPS FOR RECOVERY  
BRITISH COLUMBIA REGION OF NA  
PO Box 444 Maple Ridge  
Maple Ridge, BC V2X 8K9

Addicts on the outside are able to choose someone to guide them through the 12 Steps of Narcotics Anonymous by listening to them in meetings, and seeing how they live outside of meetings. Although



your circumstances do not make this possible for you, our committee has set up a process by which we choose a Step Mentor to help guide you through the Steps of NA and help you grow in recovery. All the Steps mentors have shared their commitment and willingness to help you write the steps, as well as meeting certain requirements. The Step mentors will remain anonymous, using pen names; they must have a minimum of 2 years clean, attend N.A, meetings regularly, work their steps in writing, and have completed at least the first five steps with a NA sponsor.

Below you will find the address to mail your request for a Step mentor. The process may take as long as 4 weeks to begin as there are several steps in contacting the Step mentor, but you will receive a letter as soon as our Coordinating Secretary gets your initial request. All future correspondence will be sent to your Step Mentor and be between the two of you. You will still be subject to your facilities rules regarding mail and contact with your Step Mentor will be limited to writing only and cannot include requests for photos, drawings, pictures, messages to others, phone calls, rides, visits, or other personal information, and correspondence will cease upon your release.

*If you are interested in participating please take the information below or use the address listed above and write to the committee.*

**Response letter to inmate:**

BRITISH COLUMBIA REGION OF NA  
PO Box 444 Maple Ridge  
Maple Ridge, BC V2X 8K9

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Dear \_\_\_\_\_:

The Writing Steps for Recovery Committee has received your letter asking for help in finding

recovery. We are currently in the process of getting a committee's Step Mentor to respond to your letter. Since addicts on the outside are able to choose a sponsor to help them work the steps of Narcotics Anonymous, our committee has come up with an anonymous way for a Step Mentor to help you work these steps until you are released and able to find a sponsor.

All of the committee's Step Mentors have shared with this committee their commitment to their NA based recovery. They have stated they work all their steps in writing and have completed at least the first 5 steps with an NA sponsor. They are asked to have a minimum of 2 years clean and attend NA meetings on a regular basis.

The process of the WSR committee is that mail is collected at the post office, mailed to our coordinating secretary who will send it to your Step Mentor. The Step Mentor is to respond to your letter within a two week period after they receive it. The first letter from you is read in order to find a Step Mentor, but future letters are strictly confidential and sent directly to your Step Mentor. It is important that you understand that every letter between you and your Step Mentor will be subject to your facilities rules regarding review of mail. Contact with your Step Mentor will be limited to writing only and cannot include requests for photos, drawings, pictures, massages to others, phone calls, rides, visits, and will not include damaging personal information. We are bound by the 12 Traditions of NA as well as the rules of your facility. We can assure you that the Step Mentor will be of the same gender as yourself and will have no knowledge or acquaintance with you prior to your incarceration. Anonymity will be followed by the Step Mentor using a pen name or first name only and will not be giving out personal contact information. Once you are released from your facility, contact through our committee will end. Please feel free to write the WSR Committee if you have questions or concerns about the relationship with your Step Mentor, or if you feel your needs are not being met. Be sure to make this letter to the attention of the Committee and not your Step Mentor. As those on the outside have the option to make changes with sponsors, you also have that option as well, in regard to your Step Mentor. We have many willing addicts that would like to help you grow in recovery with the Narcotics Anonymous steps. Please be patient and someone will respond to you again in the near future. If you have not heard anything from your Step Mentor within a month, please contact us again.

*Your Friends in Recovery  
Writing Steps for Recovery Committee*

**Letter to Step Mentor:**

WRITING STEPS FOR RECOVERY

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Enclosed you will find a letter received by the Writing Steps for Recovery Committee from a new inmate requesting a Step Mentor. Your contact's name is \_\_\_\_\_ and

their address is:

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Please remember to use only the name you picked and gave to the Coordinating Secretary when you signed your orientation packet so we can be sure to get the letter to the correct Step Mentor as soon as possible. Remember to abide by the guidelines concerning your anonymity and personal information, as well as not sending stamps, literature or money, etc. These guideline restrictions are in accordance with the facility regulations as well as the committee's decisions.

In following our guidelines we ask that you respond to your new contact within 2 weeks which will be due: \_\_\_\_\_ . Please mail back the postcard enclosed with the date you mailed your response to your new step writer. If you have any questions and need further information, or have any changes or comments for the WSR Committee, please note this on the postcard also.

We thank you for your 12<sup>th</sup> step work with your step writer and the Writing Steps for Recovery Committee.

*Writing Steps for Recovery Committee*