

PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES

- I. **Name** The “Wisconsin Region Public Relations Subcommittee” (WRPR) is directly responsible to the Wisconsin Regional Service Conference of Narcotics Anonymous (WRSC).

II. Purpose

1. WRPR's primary purpose is to inform addicts and others in the region of the availability of recovery in Narcotics Anonymous, including how to find NA meetings.
2. WRPR acts as a liaison between NA and society as a whole.

III. Responsibilities

1. WRPR attends professional conferences, bringing NA literature and displays to inform the public about NA.
2. Acting as a resource for areas' PR subcommittees.
3. Being available to provide a presentation to professionals at NA conventions in the Wisconsin region.
4. Reaching out to establish lines of communication with regional or state-wide agencies, associations, organizations, facilities and/or professionals who work with addicts.
5. Providing information on what NA is and isn't, how to find meetings, how to find our literature, etc.
6. Be available for public speaking engagements with any requesting facility or organization.
7. Maintains archives of PR materials and any information useful to the PR subcommittee.
8. The WRPR responds to any requests it receives for information.
9. WRPR is responsible for developing and implementing Regional Public Relations projects, possibly to include cooperating with neighboring regions in joint PR efforts.

IV. Position Descriptions

1. **Chairperson:**
 - a. Schedules monthly subcommittee meetings.
 1. Creates an agenda for and presides over the regular meetings.
 2. Maintains a mailing list of interested members and emails them the agenda in advance of the meeting.
 - b. Brings a report and represents the subcommittee at the regularly scheduled WRSC meeting.
 - c. Attends Zonal learning days or NAWS PR webinars as feasible.
 - d. Delegates work as necessary to keep the subcommittee functioning smoothly.
2. **Vice-chairperson**
 - a. Is elected by the subcommittee
 - b. In the absence of the chairperson
 1. Presides over the regular meetings
 2. Brings a report and represents the subcommittee at the regularly scheduled WRSC meeting.
3. **Secretary**
 - a. Is elected by the subcommittee
 - b. Takes notes at the meeting and distributes as minutes to the subcommittee members.