

GUIDELINES FOR THE WESTERN RESERVE AREA OF NARCOTICS ANONYMOUS NEWSLETTER/WEBSITE COMMITTEE

I. Name

The name of this committee shall be the Western Reserve Area of Narcotics Anonymous Newsletter/Website Committee.

II. Purpose

Our primary purpose is to carry the message of Narcotics Anonymous through the development and publishing of both a newsletter and a website to serve the Western Reserve Area. We will distribute the newsletter monthly as a service to its members and a way to generate unity within the area. We will use the website to provide information and resources relevant to WRASCNA, as well as to NA as a whole.

III. Guiding Principles

The Newsletter/Website Committee will strive to apply these principles as we work to fulfill our primary purpose:

- A. Open-mindedness: We will be open to feedback from members and we will take suggestions about the ways in which we carry the message.
- B. Commitment: We will work to meet all commitments on time and to maintain consistency in the tasks entrusted to us.
- C. Wisdom: We will integrate ideas from other areas which help us to carry the message in positive and creative ways. We will grow and develop by learning from the experiences of others who have gone before us and who can show us how to serve within the Traditions and Concepts.

IV. Function

- A. To receive information to print from the subcommittees of the Western Reserve Area.
- B. To provide committee representation at the monthly Western Reserve Area Service Committee Business meetings.
- C. To provide a monthly newsletter to include, but not limited to:
 - 1. Articles sharing NA members' experience, strength, and hope with the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous
 - 2. Announcements of upcoming subcommittee and group events and functions as a means of encouraging fellowship participation

3. Acknowledgements of recovery anniversaries
 4. Artwork and other creative submissions directly related to recovery submitted by NA members
- D. To build and maintain a website to include, but not limited to:
1. Basic information about Narcotics Anonymous
 2. Information about the WRASCNA Area as well as the Buckeye Region, including the NA Hopeline and link to the Region website
 3. An up-to-date searchable meeting schedule
 4. A clean time calculator and clean time anniversary submission form
 5. An updated listing of events and activities
 6. Contact information for all Area Service Committee trusted servants
 7. Individual pages for each subcommittee's information
- E. To complete all functions within the framework of the Twelve Traditions and Concepts of Narcotics Anonymous.

V. General Guidelines

- A. All Newsletter/Website Subcommittee meetings shall be open to any member of Narcotics Anonymous regardless of clean time but shall be closed to the general public.
- B. Subcommittee meetings will be held monthly on a regular day and time TBD; location also to TBD.
- C. The subcommittee will operate on a consensus based decision-making process. In the event that we cannot reach a consensus, we will reach a decision by a 2/3 majority vote.
- D. During the last week of the month, Newsletter Subcommittee members shall meet at a mutually agreeable time and location to perform any necessary editing and formatting of the forthcoming issue.

VI. Budget

- A. The Newsletter/Website subcommittee shall include in its guidelines two budget line items which are:
 1. GoDaddy Web Domain: \$7.00 annual cost
 2. Newsletter Printing Cost: 50 copies at \$20.00

VII. Qualifications and Duties of Trusted Servants

- A. *NEWSLETTER/WEBSITE CHAIR*
1. Qualifications
 - a. At least six months continuous clean time and maintenance thereof for the duration of the commitment
 - b. Willingness and ability to serve
 2. Duties
 - a. To preside over all monthly Newsletter subcommittee meetings
 - b. To prepare an agenda for all Newsletter subcommittee meetings
 - c. To review/proofread the newsletter prior to printing and distribution
 - d. To attend the monthly WRASCNA business meeting
 - e. To present an oral and written report at the monthly WRASCNA business meeting
 - f. To prepare reports and keep records, incl. financial records such as receipts, invoices, etc.
 - g. To delegate assorted tasks to subcommittee members
 - h. To check the Newsletter subcommittee email (wrascnanewsletter@gmail.com) at least once per week
 - i. To maintain and update the WRASCNA website
- B. *NEWSLETTER/WEBSITE VICE-CHAIR*
1. Qualifications
 - a. At least six months continuous clean time and maintenance thereof for the duration of the commitment
 - b. Willingness and ability to serve
 2. Duties
 - a. To attend all monthly Newsletter subcommittee meetings
 - b. To assume the duties of the Chair in their absence
 - c. To maintain an accurate and up-to-date list of subcommittee members, incl. names, telephone numbers, and/or email addresses
- C. *NEWSLETTER/WEBSITE SUBCOMMITTEE MEMBERS*
1. Qualifications
 - a. Membership in NA, according to the Third Tradition
 - b. There is no clean time requirement; anyone with a willingness to serve is encouraged to attend
 - c. To better serve the Newsletter subcommittee and the Fellowship of NA, standing subcommittee members should be active participants in Narcotics Anonymous
 2. Duties
 - a. To attend monthly Newsletter subcommittee meetings
 - b. To assist the Chair and Vice-Chair in carrying out their duties

Drafted December 2012

These guidelines have been drafted with help from the following:

Bay Cities Area Newsletter Committee

SEAZNA Newsletter Subcommittee

Marin County Fellowship Web Site Guidelines