



## **GUIDELINES OF THE NORTH EAST WASHINGTON AREA WEBSITE LIAISON**

Approved **January 2013**

### **Guidance**

The Website Liaison shall be directly responsible to the Northeast Washington Area Service Committee (NEWASC) and shall report monthly at the regularly scheduled ASC. The Liaison shall comply with any and all actions directed by the N.E.W.A.S.C. and its guidelines, The Twelve Steps, The Twelve Traditions, The Twelve Concepts of Service of NA, A Guide to Local Services in NA, and any NAWS approved Website handbooks. The Website Liaison shall be the single point of accountability to the NEWASC regarding all activities pertaining to the NEWANA Website.

### **Purpose**

The purpose of the Website Liaison position shall be:

To update and maintain the Northeast Washington Area of Narcotics Anonymous Website.

To serve as a communications link in all matters concerning the Website, between groups and committees at all levels within Narcotics Anonymous (Area, Region, and World).

To provide a forum and atmosphere necessary for members to contribute to the development and creation of NEWANA's Website.

### **Qualifications of the Website Liaison**

Must have a minimum two years continuous abstinence from all drugs.

Must have a computer and computer experience and be able to convert documents to PDF format.

### **Duties of the Website Liaison**

Update and maintain NEWANA Website by posting approved documents pertaining to NEWANA and maintain website content.

Will post documents within 48 hours of receipt by email and after converting to PDF format. PDF format will aid in attaining the integrity and providing for easier access and printability of said documents. Remove old flyers from website after the event date has passed.

Checks NEWANA email on a daily basis and forwards questions and comments to appropriate committee Chair or representative.

Maintains contact with and updates NEWANA Vice Chair with any changes to passwords.

Will post RSC minutes to website.

### **Content Management Details**

The Website Liaison will maintain the content on the area website. Approved content/documents include ASC Minutes and Current Guidelines, Current Subcommittee Guidelines and Flyers, and Current Meeting Schedule. Any other Area related items such as group announcements and flyers or regional activities must adhere to the pertinent areas of the PR Handbook, *chapter 5 – page 1*, “Resources for Media” suggested guidelines for flyers before being posted. The Website Liaison should err on the side of caution when posting flyers and seeks approval of the Area before posting anything that might go against the 12 Traditions of Narcotics Anonymous.

### **Website Archives Management**

Relevant content that would be good reference materials for service committee members or GSR's will be moved to the Archives area of the website after a newer or updated version is posted to the website. Documents such as ASC Minutes, Treasurers Reports and previous versions of guidelines. Service handbooks such as Public Relations, H&I and Treasurer handbooks. This would include but not be limited to:

1 previous version of ASC Guidelines and Subcommittee Guidelines

11 previous months of ASC Minutes

5 previous months of Treasurers Reports

## **Noncompliance**

The Website Liaison may be found in noncompliance or removed from the position for any of the following:

Misappropriation of funds, defined as taking, stealing, or borrowing money or property belonging to the NEWASC.

Loss of abstinence from drugs

Failing to perform the duties of the position

Two consecutively missed ASC meetings

Posting unapproved documents or messages on the Website

Addendum: Excerpt from the PR Handbook, chapter 5, page 1:

## **SUGGESTED**

### **FLYER GUIDELINES**

A random viewing of an NA flyer may be the first exposure a potential member or non-member has to Narcotics Anonymous. If we keep that in mind, we are more likely to present an attractive and effective flyer. Trusted servants can consider the following ideas when preparing a flyer for an NA event or an event open to the public:

☞ Remember to include all pertinent information about the time, date, and location of the event.

☞ State the purpose of the event as briefly and as clearly as possible.

☞ Prior to distribution, have the committee or trusted servants review the flyer for accuracy of information and typographical errors.

☞ Be careful not to include potentially offensive or off-putting material. One person's idea of a joke may be offensive to someone else. Avoiding controversial images, slogans, and comments can help ensure the flyer is not considered offensive. For public events, avoid NA slang or jokes that only NA members would understand. Also, to avoid potential legal conflict, be careful not to include any copyrighted materials such as song lyrics, professional cartoons, etc.

☞ When it comes to public events, it helps to use language that will attract that audience. If NA is participating in an event with another organization (such as county fairs, health fairs, etc.), using the words "in cooperation with" on the flyer will help make clear that there is no implied endorsement or affiliation with the other organization.

☞ Proofread, proofread, and proofread!

These suggestions are offered in the spirit of our primary purpose. Creating flyers that portray NA in a positive light can only help us continue to present NA as an attractive choice for still-suffering addicts.