

1 **Laurel Mt. Highlands Area of Narcotics Anonymous**
2 **Website Subcommittee Guidelines**

3 **Revised October 21, 2006**

4 **A. Definition**

5 The Laurel Mt. Highlands Area Website Subcommittee is a sub-committee of the Laurel Mt. Highlands Area of
6 Narcotics Anonymous. The LMHANA Website Subcommittee is comprised of elected trusted servants and any
7 interested NA members who have the desire and willingness to be of service consistent with the Twelve Steps
8 of NA, the Twelve Traditions of NA, Twelve Concepts of Service of NA, and these guidelines.

9 **B. Purpose**

10 1. To carry the message of Narcotics Anonymous to those within The Laurel Mt. Highlands Area of
11 Narcotics Anonymous as well as those outside of the area.

12 2. To provide general information about Narcotics Anonymous, what we do, who we are, and what we are all
13 about.

14 3. To provide information about NA meetings, NA Activities, NA Public Information and other NA
15 subcommittees within the Laurel Mt. Highlands Area of Narcotics Anonymous.

16 **C. Name**

17 1. The name of the group of trusted servants responsible for publishing the LMHANA Website is the Laurel
18 Mt. Highlands Area of Narcotics Anonymous Website Subcommittee.

19 2. The Uniform Resource Locator (URL) for the site is <http://www.lmhana.com>

20 3. The LMHANA Website Subcommittee is accountable to the NA fellowship throughout the Laurel Mt.
21 Highlands Area of Narcotics Anonymous Service Committee through its work group leader, the “Website Chair”

22 4. The Website Chair is the point of accountability for the LMHANA Website Subcommittee and is responsible
23 to the Laurel Mt. Highlands Area of Narcotics Anonymous for the web site.

24 **D. Operational Guidelines and Policies**

25 1. External hyperlinks will be only to official NA websites. THE LMHANA Website Subcommittee will
26 evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink
27 to that site.

28 2. Meeting directory pages should be checked for updates at least every 30-45 days. These pages will
29 contain only regularly scheduled meetings hosted by groups belonging the LMHANA.

30 3. A single point of contact for each Area Service Subcommittee is established for the purpose of
31 communications to the Web Page Work Group. This communications liaison is utilized for the purpose of
32 updating information on the web site.

33 4. Registration for the Area Service Subcommittee events will be done directly with those Subcommittees.

34 5. Each Area Service Subcommittee, LMHANA groups, or NA members may request to post information
35 concerning local area activities or events, meeting minutes or other NA related information, excluding

36 personal recovery communications.

37 6. Newsletters or other similar content concerning personal recovery are not posted on the website since the site
38 is open to the public's scrutiny; opinions presented may confuse readers as being the opinion of NA as a whole.

39 7. Images of any identifiable person, whether an NA member or not, are never used.

40 8. Sales of merchandise are not done on the website

41 9. Requests for literature purchases will be referred to Narcotics Anonymous World Services or the
42 TriState Regional Service Office.

43 **E. Privacy Policy**

44 Our Twelfth Tradition states, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to
45 place principles before personalities."

46 Cookies: We believe in supporting the spirit of our tradition of personal anonymity on the Internet by stating
47 clearly that we do not employ any technical means to track or identify any visitor to this website. You may take
48 this promise of anonymity for granted as an NA member and wonder why we need to bring this issue up. We do
49 so because of our experience with a few NA related websites that use "cookies" to track your usage of their
50 websites. Even more objectionable is the use of cookies by outside organizations on these NA websites. For
51 further information on "cookies", consult your Internet browser's help utility or other Internet resource.

52 Communications: Any communication submitted to www.lmhana.com will be treated with confidentiality and
53 anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total
54 anonymity in all circumstances. We suggest that the senders of email or feedback forms take their own
55 precautions if they desire to remain anonymous.

56 All communications considered to be official NA business require some level of identification for the purposes
57 of responding to those communications. All efforts will be made to pass on communications in a timely manner
58 to a responsible trusted servant.

59 To ensure privacy and anonymity, we will not publish names, photographs, phone numbers, e-mail addresses,
60 or street addresses of individual members. We will publish phone numbers and addresses of Hotlines, NA
61 Service Offices, and meeting places that are not in a member's home.

62 **F. Responsibilities of the LMHANA Website Subcommittee**

63 1. To operate under the principles of the 12 Steps, 12 Traditions, and, 12 Concepts of Service of
64 Narcotics Anonymous while carrying the message of Narcotics Anonymous.

65 2. To provide current up to date information concerning meeting directory changes, current activities,
66 current email and important announcements within The Laurel Mt. Highlands Area of Narcotics
67 Anonymous as well as NA as a whole.

68 3. To maintain communication with the LMHANA Area Service Committee and the TriState Regional Web
69 Site Committee and provide representation at both monthly meetings of each.

70 4. To maintain basic operations of the website such as uptime, email transmission, bulletin board,
71 posting, and general maintenance.

72 5. To assist other LMHANA service Subcommittees in maintaining a presence on the World Wide Web via the
73 LMHANA website.

- 74 6. To respond to all website issues and inquiries in a timely manner.
- 75 7. The LMHANA Website Subcommittee is responsible for investigating and choosing a vendor to host the
76 LMHANA website. Final responsibility rests with the LMHANA Area Service Committee for distribution of
77 funds.
- 78 8. The LMHANA Website Subcommittee is responsible for the procurement of website domain
79 (www.lmhana.com) registration, maintenance, and renewal of such domain.
- 80 9. The LMHANA Website Subcommittee is responsible for the security of all sensitive data such as
81 usernames, passwords, contact information and technical support information.
- 82 10. Costs for web hosting, domain registration, and associated publishing software are the responsibility of the
83 LMHANA Website Subcommittee. Costs for Internet access by members of the LMHANA Website
84 Subcommittee are not included.

85 **G. LMHANA Website Subcommittee Membership**

86 Membership of the LMHANA Web Subcommittee consists of the Website Chair, the Website Vice-Chair, and
87 the various website Subcommittee members who have the willingness to serve and fulfill our purpose.

88 1. Voting

89 Voting members of the LMHANA Website Subcommittee consists of the Website Chair, the Website Vice-
90 Chair, and members who have attended two (2) consecutive meetings and have at least 60 days of continuous
91 clean time. Each shall have one (1) vote. All officers are elected for a term of one (1) year, and will be eligible
92 for a second term of one (1) year, followed by one (1) year ineligibility for that position. Voting privileges are
93 automatically lost upon loss of clean time or by missing two consecutive meetings.

94 a. Guideline Amendments

95 1. The LMHANA Website Subcommittee Guidelines will be reviewed annually and open for
96 revision.

97 2. Any revisions or amendments of the LMHANA Website Subcommittee Guidelines
98 require a 2/3 majority of voting Subcommittee members and the approval of the LMHANA
99 Area Service Committee.

100 3. Any change to the LMHANA Area Service Guidelines that affect the LMHANA Website
101 Subcommittee Guidelines will immediately be adhered to

102 2. Qualifications and Responsibilities of LMHANA Website Chair

103 a. Elected by the LMHANA Area Service Committee

104 b. Suggest 2 years clean time (1 year required) and 6 months PI or Website experience

105 c. Minimum of 6 months activity at the group or area level of service

106 d. Sets the agenda and mediates all meetings of the LMHANA Website Subcommittee

107 e. The Website Chair will submit a written report on behalf of the LMHANA website Subcommittee at
108 each area meeting. This report communicates all financial, technical, and correspondence related to

109 the operation of the site. The website chair also communicates, makes motions, and votes on behalf
110 of LMHANA website Subcommittee.

111 f. The Website Chair is responsible for orientating the new chair for transitional period of 2 months.

112 g. The Website Chair is responsible for the procurement of domain registration, maintenance and
113 renewal of such registration.

114 h. The Website Chair is responsible for the security of all sensitive data such as usernames, passwords,
115 contact information and technical support information.

116 i. The Website Chair is responsible for all technical operations, maintenance, monthly meeting
117 directory updates, and general upkeep of the site.

118 j. The Website Chair is responsible for downloading and distributing email and website feedback
119 communications. Emails will be distributed to each area service Subcommittee's point of
120 responsibility.

121 k. Email addresses will be provided for all area service Subcommittees and other trusted servants
122 as needed. The Website Chair will distribute all email received through the one POP mail
123 account established for the domain www.lmhana.com.

124 l. Personal email addresses are not to be used on the LMHANA web site so that official NA
125 communications are processed properly and appropriately. It is up to the trusted servant
126 whether or not to use their own personal email to reply to communications or have the website
127 chair relay emails through www.lmhana.com domain for such replies.

128 m. Trusted servants and or service Subcommittees receiving communications relayed from the
129 Website Chair are responsible for acknowledging the communication and informing the web
130 servant of the disposition of the communication.

131 n. The LMHANA Area Service Committee meeting minutes will be posted on the LMHANA
132 website for downloading and review by any fellowship member, as they become available.

133 o. The Website Chair is responsible for back up of all website files by way of CD, floppy disk and
134 written reports.

135 3. Qualifications and Responsibilities of the LMHANA Website Vice-Chair

136 a. Elected by the LMHANA Website Subcommittee

137 b. Minimum of 6 months clean time and 3 months PI or Website experience

138 c. Minimum of at least one (1) year experience in Internet communications and is proficient in current
139 web technology.

140 d. Minimum of 3 months experience at the area or group level of service.

141 e. Willingness to assist the Website Chair with all assigned duties and responsibilities, including,
142 but not limited to those listed under "Qualifications and Responsibilities of LMHANA Website
143 Chair"