

47 **V. PR/WEB FUNDING:**

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49 This PR/WEB subcommittee will maintain a separate monthly budget of \$50.00 for PR work, and the
website expenses payed in accordance with LMHANA ASC guidelines.

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52 **VI. PR/WEB MEMBERSHIP**

53 Members of the LMHANA PR/WEB subcommittee will be defined according to one or more of
54 the following; PR Chairperson, PR Vice Chairperson, Secretary, Task Force Coordinator, Task
55 Force Member, Website Chair, Website Vice Chair & any other concerned member of Narcotics
Anonymous as a whole.

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57 1. Trusted Servants of this PR/WEB subcommittee shall have the equal right of input & vote on
58 decisions made by this PR/WEB sub-committee with the exception of the PR Chairperson who
59 carries a vote only in the case of a tie vote.
60 2. Any other N.A. member wishing to vote shall have attended the previous LMHANA PR/WEB
61 subcommittee meeting.

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63 **VII. ELECTIONS OF TRUSTED SERVANTS:**

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65 1. Trusted Servants of this PR/WEB subcommittee are as follows:
66 (a) PR Chair (c) Secretary (e) Website Chair
67 (b) PR Vice Chair (d) Task Force Coordinator. (f) Website Vice Chair
68 2. PR Chairperson & Web Site Chairperson: shall be elected in accordance of LMHANA ASC
69 guidelines, and are accountable and subject to LMHANA guidelines.
70 3. Regardless of when Trusted Servants are elected all positions are open to nomination in
71 January, except the PR Chairperson & Website Chair who is nominated and elected by LMHANA.
72 4. Vice Chairperson, Website Vice Chair, Secretary, & Task Force Coordinators: shall be elected in
January by this PR/WEB subcommittee.
73 5. No Trusted Servant shall be eligible to serve more than 2 terms consecutively in the same
74 position.
75 6. All Trusted Servants of LMHANA PR/WEB shall:
76 (a) Attend at least one PR Learning Day/Workshop,
77 (b) Have a N.A. home group.
78 (c) Have a Sponsor.
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80 **VIII. Voting**

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82 1. Voting members of the LMHANA PR/Website Subcommittee consists of the PR Chair, Website Chair, PR
83 Vice Chair, Website Vice Chair PR Secretary, PR Taskforce Coor. and members who have attended the
84 previous PR/Web subcommittee meeting.
85 2. Each shall have one (1) vote.
86 3. All officers are elected for a term of one (1) year, and will be eligible for a second term of one (1) year,
87 followed by one (1) year ineligibility for that position.
88 4. Voting privileges are automatically lost upon loss of clean time or by missing two consecutive meetings.

IX. REMOVAL OF TRUSTED SERVANTS:

1. All Trusted Servants shall attend the monthly LMHANA PR/WEB sub-committee meetings,
three absences constitutes a resignation of PR/WEB commitment.
2. Relapse constitutes automatic removal from LMHANA PR/WEB sub-committee.
3. Any PR/WEB subcommittee member may be removed from service by a two-thirds majority
vote of this PR/WEB subcommittee, except the PR/WEB Chairperson who can only be removed by ASC

89 **X TRUSTED SERVANTS:**

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91 **A. PR CHAIR**

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93 Elected by majority vote of GSRs present at LMHANA for a one year term in accordance
94 with and accountable to LMHANA guidelines.

95

96 **Qualifications;**

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- 98 1. Suggested minimum Two years continuous abstinence.
- 99 2. One year previous involvement in Public Relations/Website .
- 100 3. A working knowledge of the 12, 12 & 12 of N.A.
- 101 4. A working knowledge of LMHANA guidelines & policy
- 102 5. The ability to organize & serve this LMHANA PR/WEB subcommittee.
- 103 6. The willingness to give the time & resources necessary to conduct the business of
104 this LMHANA PR/WEB subcommittee.

105

106 **Duties:**

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- 108 1. Coordinates all LMHANA PR/WEB subcommittee business.
- 109 2. Prepares the monthly subcommittee agenda, bringing before the subcommittee
110 matters they should act upon.
- 111 3. To make regular monthly reports to LMHANA on the status of area PR/WEB projects
112 and other services, Regional PR/WEB business meeting, or any other responsibility of
113 this PR/WEB subcommittee.
- 114 4. To rigorously maintain PR/WEB subcommittee archives that are to be given to the next
115 PR/WEB Chairperson.
- 116 5. To establish and maintain contact between this PR/WEB sub-committee and other PR/WEB
117 subcommittees on a Area, Regional and NAWS
- 118 6. To attend Regional PR/WEB subcommittee business meetings.
- 119 7. Is responsible for all correspondence with the general public, and with in NA
120 pertaining to Public Relations/Website .

121

122 **B. PR Vice Chair:**

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124 Elected by majority vote of this PR/WEB subcommittee for a one year term

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126 **Qualifications;**

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- 128 1. Suggested minimum one year continuous abstinence.
- 129 2. Willingness to give the time and resources necessary.
- 130 3. A working knowledge of the 12, 12 & 12 of N.A.
- 131 4. A working knowledge of LMHANA guidelines & policy.
- 132 5. Six months previous PR/WEB experience or previous service experience at any level.

133 PR Vice Chair continued:

134

135 Duties:

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- 137 1. To take an active part in the direction of this PR/WEB subcommittee, working closely
138 with the Chairperson, assisting with organizational duties.
- 139 2. In the absence of the PR/WEB Chairperson will chair the PR/WEB subcommittee business
140 meeting.
- 141 3. In the event of the inability of the PR/WEB Chairperson to perform or upon the
142 resignation of the PR/WEB Chairperson, the PR/WEB Vice Chairperson will receive an
143 automatic nomination for PR/WEB Chairperson in accordance with LMHANA
144 guidelines.
- 145 4. To act as a Lead Task Force Coordinator and assist the PR/WEB subcommittee in any
146 way possible.
- 147 5. Suggested attendance at the Regional PR/WEB subcommittee business meeting and
148 LMHANA business meeting.

150

151 **C. PR SECRETARY**

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153 Elected by majority vote of this PR/WEB subcommittee for a one year term

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155 Qualifications:

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- 157 1. Suggested Nine months continuous abstinence.
- 158 2. Willingness and desire to serve.
- 159 3. Willingness to give the time and resources necessary.
- 160 4. A working knowledge of the 12, 12 & 12 of N.A.

161

162 Duties:

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- 164 1. To keep a complete record of minutes of every regular, and special PR/WEB
165 subcommittee meeting.
- 166 2. To maintain minutes and give them to the PR/WEB Chairperson no later than one week
167 following each monthly PR/WEB subcommittee meeting.
- 168 3. To keep an accurate archives of minutes and make them available to any N.A.
169 member upon request.
- 170 4. To keep a continuing roster of monthly attendance at the LMHANA PR/WEB
171 subcommittee meeting.
- 172 5. Assist This PR/WEB subcommittee in developing or creating an informational database
173 for use in LMHANA PR/WEB efforts.
- 174 6. Assist This PR/WEB subcommittee with any typing needed for correspondence used in
175 LMHANA PR/WEB efforts.
- 176 7. Keeps a record of all PR/WEB subcommittee members' names, phone numbers, and
177 addresses.
- 178 8. Maintains all necessary stationary supplies needed.
- 179 9. Keeps in close contact with the PR/WEB Chairpersons.

180

181 **D. PR TASK FORCE COORDINATOR**

182 Elected by majority vote of this PR/WEB subcommittee for a one year term

184 Qualifications:

185

- 186 1. Suggested minimum of one year continuous abstinence.
- 187 2. Willingness and the desire to serve.
- 188 3. Willingness to give the time and resources necessary.
- 189 4. Six months previous PR/WEB experience or previous service experience at any level.

190

191 Duties:

- 192 1. To coordinate the efforts of their Task Force committee
- 193 2. Act as a liaison between their Task Force committee and this PR/WEB subcommittee.
- 194 3. Shall keep in close contact and work with the PR/WEB Chairperson, Vice Chairperson,
195 and Secretary.
- 196 4. Shall make a written monthly report on the progress of any current PR/WEB project.
- 197 5. Shall make available to the secretary all accumulated data pertaining to any current
198 PR/WEB projects
- 199 6. Shall appoint needed Task Force Members, to be reported to and approved by this
200 PR/WEB subcommittee.
- 201 7. Should make an effort for a suggested replacement for Task Force Coordinator near
202 the end of their commitment.

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XI - LMHANA Public Relations - Website Guidelines

4 A. Definition

5 The LMHANA PR/Website Subcommittee is part of the Public Relations Subcommittee of the Laurel Mt. Highlands Area of Narcotics Anonymous.

6 The LMHANA PR/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

17

18 C. Name:

19 1. The name of the group of trusted servants responsible for publishing the LMHANA Website is the Laurel

- 20 Mt. Highlands Area of Narcotics Anonymous PR/Website Subcommittee.
- 21 2. The Uniform Resource Locator (URL) for the site is <http://www.lmhana.com>
- 22 3. The LMHANA PR/Web members are accountable to the NA fellowship throughout the Laurel Mt.
23 Highlands Area of Narcotics Anonymous Service Committee through its work group leader, the “Website
Chair”
- 24 4. The PR Chair & Website Chair is the point of accountability and responsibility for the Laurel Mt. Highlands
Area
25 of Narcotics Anonymous for the web site.

26 **D. Operational Guidelines and Policies:**

- 27 1. External hyperlinks will be only to official NA Websites. THE LMHANA PR/Website Subcommittee will
28 evaluate these PR/Websites for upholding the 12 Traditions and 12 Concepts of Service before making a
29 Hyperlink to that site.
- 30 2. Meeting directory pages should be checked for updates at least every 30-45 days. These pages will
31 contain only regularly scheduled meetings hosted by groups belonging the LMHANA.
- 32 3. A single point of contact for each Area Service Subcommittee is established for the purpose of
33 communications to the Web Page Work Group. This communications liaison is utilized for the purpose of
34 updating information on the web site.
- 35 4. Registration for the Area Service Subcommittee events will be done directly with those Subcommittees.
- 36 5. Each Area Service Subcommittee, LMHANA groups, or NA members may request to post information
37 concerning local area activities or events, meeting minutes or other NA related information, excluding
4 personal recovery communications.
- 5 6. Newsletters or other similar content concerning personal recovery are not posted on the PR/Website since the
6 site
is open to the public’s scrutiny; opinions presented may confuse readers as being the opinion of NA as a
whole.
- 7 7. Images of any identifiable person, whether an NA member or not, are never used.
- 8 8. Sales of merchandise are not done on the PR/Website
- 9 9. Requests for literature purchases will be referred to Narcotics Anonymous World Services or the
10 TriState Regional Service Office.

11 **E. Privacy Policy:**

- 12 1. Our Twelfth Tradition states, “Anonymity is the spiritual foundation of all our traditions, ever reminding us
13 to place principles before personalities.”
- 14
- 15 2. **Cookies:** We believe in supporting the spirit of our tradition of personal anonymity on the Internet by stating
16 clearly that we do not employ any technical means to track or identify any visitor to this PR/Website. You
17 may take this promise of anonymity for granted as an NA member and wonder why we need to bring this

18 issue up. We do so because of our experience with a few NA related PR/Websites that use “cookies” to track
19 your usage of their PR/Websites. Even more objectionable is the use of cookies by outside organizations on
20 these NA PR/Websites. For further information on “cookies”, consult your Internet browser's help utility or
21 other Internet resource.

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

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

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

32 **F. Responsibilities of the LMHANA PR/Website Subcommittee**

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

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

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

40 4. To maintain basic operations of the LMHANA Website such as uptime, email transmission, bulletin board,
41 posting, and general maintenance.

42 5. To assist other LMHANA service Subcommittees in maintaining a presence on the World Wide Web via the
4 LMHANA PR/Website. 6. To respond to all Website issues and inquiries in a timely manner.

5 7. The LMHANA PR/Website Subcommittee is responsible for investigating and choosing a vendor to host the
6 LMHANA Website. Final responsibility rests with the LMHANA Area Service Committee for distribution
of funds.

7 8. The LMHANA PR/Website Subcommittee is responsible for the procurement of LMHANA Website domain
8 (www.lmhana.com) registration, maintenance, and renewal of such domain.

9 9. The LMHANA PR/Website Subcommittee is responsible for the security of all sensitive data such as
10 usernames, passwords, contact information and technical support information.

11 10. Costs for web hosting, domain registration, and associated publishing software are the responsibility of the
12 LMHANA PR/Website Subcommittee. Costs for Internet access by members of the LMHANA PR/Website
13 Subcommittee are not included.

14 **G. LMHANA PR/Website Subcommittee Membership**

15 1. Membership of the LMHANA Web Subcommittee consists of the PR Chair, Website Chair, PR Vice Chair

16 Website Vice-Chair, and the various PR/Website Subcommittee members who have the willingness to serve
17 and fulfill our purpose.

18 **I. Qualifications and Responsibilities of LMHANA Website Chair**

- 19 1. Elected by majority vote of GSRs present at LMHANA for a one year term in accordance with and accountable
20 to LMHANA guidelines.
- 21 2. Suggest 2 years clean time (1 year required) and 6 months PI or PR/Website experience
- 22 3. Minimum of 6 months activity at the group or area level of service
- 23 4. Sets the agenda and mediates all meetings of the LMHANA PR/Website Subcommittee
- 24 5. The Website Chair will submit a written report on behalf of the LMHANA PR/Website Subcommittee at
25 each PR/Web and LMHANA ASC meeting. This report communicates all financial, technical, and
26 correspondence related to
27 the operation of the site. The Website chair also communicates, makes motions, and votes on behalf
28 of LMHANA PR/Website Subcommittee.
- 29 6. The Website Chair is responsible for orientating the new chair for transitional period of 2 months.
- 30 7. The Website Chair is responsible for the procurement of domain registration, maintenance and
31 renewal of such registration.
- 32 8. The Website Chair is responsible for the security of all sensitive data such as usernames, passwords,
33 contact information and technical support information.
- 34 9. The Website Chair is responsible for all technical operations, maintenance, monthly meeting
35 directory updates, and general upkeep of the site.
- 36 10. The PR/Website Chair is responsible for downloading and distributing email and PR/Website feedback
37 communications. Emails will be distributed to each area service Subcommittee's point of responsibility.
- 38 11. Email addresses will be provided for all area service Subcommittees and other trusted servants
39 as needed. The Website Chair will distribute all email received through the one POP mail
40 account established for the domain www.lmhana.com.
- 41 12. Personal email addresses are not to be used on the LMHANA web site so that official NA
42 communications are processed properly and appropriately. It is up to the trusted servant
43 whether or not to use their own personal email to reply to communications or have the PR/Website
44 chair relay emails through www.lmhana.com domain for such replies.
- 45 13. Trusted servants and or service Subcommittees receiving communications relayed from the
46 Website Chair are responsible for acknowledging the communication and informing the web
47 servant of the disposition of the communication.
- 48 14. The LMHANA Area Service Committee meeting minutes will be posted on the LMHANA
49 Website for downloading and review by any fellowship member, as they become available.
- 50 15. The PR/Website Chair is responsible for back up of all PR/Website files by way of CD, floppy disk and
51 written reports.

52 **J. Qualifications and Responsibilities of the LMHANA PR/Website Vice-Chair**

- 53 1. Elected by the LMHANA PR/Website Subcommittee
- 54 2. Minimum of 6 months clean time and 3 months PI or PR/Website experience
- 55 3. Minimum of at least one (1) year experience in Internet communications and is proficient in current
56 web technology.

- 57 4. Minimum of 3 months experience at the area or group level of service.
- 58 5. Willingness to assist the PR/Website Chair with all assigned duties and responsibilities, including,
59 but not limited to those listed under "Qualifications and Responsibilities of LMHANA Website Chair"

107 **L. IN THE EVENT:**

108 In the event that an issue comes up that is not addressed in our LMHANA PR/Website guidelines,
109 we will use the policy from the current NAWS Guide to PR/Website Handbooks.

110 **M. Guideline Amendments**

- 111 1. The LMHANA PR/Website Subcommittee Guidelines will be reviewed annually and open for revision.
112 2. Any revisions or amendments of the LMHANA PR/Website Subcommittee Guidelines
113 require a 2/3 majority of voting Subcommittee members and the approval of the LMHANA ASC.
114 3. Any change to the LMHANA Area Service Guidelines that affect the LMHANA PR/Website
Subcommittee Guidelines will immediately be adhered to.

Add Amendments
