



MARSCNA Sub-Committee Guidelines
February 2011

The name of this assembly shall be the Mid America Regional Service Committee of Narcotics Anonymous, hereafter referred to as “MARSCNA”.

The primary purpose of MARSCNA is through service to further the unity of the fellowship within our Region and other Regions by maintaining communication between the Areas represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions.

Everything that is ***bold italicized*** is Policy and cannot be changed by Sub-Committees

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ACTIVITIES

Purpose

Our primary purpose is to host the quarterly Regional Service Meetings, the annual General Service Assembly and the NA World Unity Day function. Also used as the catalyst to inform the Region of activities occurring and work with sub-committees as needed or requested.

Duties

Regional Service Meetings

1. ***Host quarterly Regional Service Meetings to be held on the Saturday of the weekend of the third (3rd) Sunday of February, May, August and November.***
2. Responsible for securing the building, DJ and the speaker for Saturday night of the Regional Service Meetings. Make sure the rooms are set up for the Saturday and Sunday business meetings, coffee is ready, bring copier from the storage shed, be responsible for the key to the storage shed, clean up, pay rent on Sunday and pay the DJ on Saturday night.
3. Keep the door money and the 50/50 money to pay for expenses. Responsible for the money until it is turned over to the Regional Treasurer at the Sunday business meeting.
4. Produce an itinerary of sub-committee meetings and RSC functions for the upcoming RSC. This will be placed in the RSC minutes, will be sent to web-servant to be placed on regional calendar of events and hard copies of itinerary will be made available. Also develop and send out a flier of the upcoming RSC weekend and have posted on regional website.

General Service Assembly

1. ***Host the annual service assembly.***
2. Responsible for securing a site for the service assembly, lock in weekend dates, plan and organize the itinerary for the weekend.
3. Produce a flier to be distributed detailing the weekend event, dates, location, times, cost and directions. Also have posted on regional website.

NA World Unity Day

1. ***Host the bi-annual World Unity Day that coincides with the World Convention or find an area or group in the Mid-America Region that can hold the function.***
2. Responsible for securing a site for the event, lock in the time of event (for the Central time zone) to coincide with World Unity Day speaker and set up phone number with NAWS for the transmission of the speaker.
3. Produce a flier to be distributed detailing the event, date, time and location (with directions). Have flier posted on regional web-site.

Positions

Activities Chair

1. ***Two (2) years continuous clean time***
2. ***Experience with activities at the Regional level***
3. ***Must attend two (2) prior Sub-Committee meetings before accepting an officer's position***

Vice –Chair

1. One (1) year continuous clean time
2. Experience with activities at the Regional level
3. Must attend two (2) prior Sub-Committee meetings before accepting an officer's position

Secretary

1. One (1) year continuous clean time.
2. Experience with Activities at the Regional level.
3. Must attend two (2) prior Sub-Committee meetings before accepting an officer's position.

CAMPOUT

Purpose

1. Our primary purpose is to carry the message of recovery and to bring addicts together in a celebration of recovery through fun and fellowship.
2. To promote N.A. unity in Mid-America Region and around the World.

Guidelines

1. ***Designate site or sites for the upcoming campout at the closing meeting of previous Campout: dates of event to be weekend of or before 4th of July.***
2. Ensure that all speakers and meetings carry a clear N.A. message.
3. All committee members shall be available throughout the campout.
4. Committee members shall mingle throughout campout to ensure a fun, safe and recovery based campout for all. Any concerns or issues that arise shall be addressed by committee consensus.
5. Committee members shall attend all meetings and have a written or digital report to be given to the committee secretary.
6. Committee will meet quarterly at the Saturday RSC meeting. Interim meeting can be scheduled as needed by the committee.
7. Committee members should have willingness to ask for help.

Financial

1. Four (4) names shall be on the checking account signature card. These names will be decided by committee each year. All checks will require two (2) signatures.
2. All paperwork for Secretary (site contracts, site confirmations, special permits or any legal papers) shall be signed by at least two (2) current committee members.
3. The committee shall retain a minimum of \$2,000.00 at the conclusion of campout and upon payment of all debts. This is the working capitol for the following year. Increases in this amount may be made as necessary by committee decision.
4. Funds above the working capitol can be donated to the MARSCNA at the discretion of the committee.

Positions

Campout Chair

1. ***Five (5) years continuous clean time***
2. ***Three (3) years of Campout Sub-Committee experience***
3. ***Chair the Campout Committee meetings***

Vice-chair

1. Five (5) years continuous clean time
2. Three (3) years of Campout Sub-Committee experience.
3. Chair the Campout Committee meetings if Chair not present.
4. Responsible for stepping into the chair role in absence of the chair. Will also step into other positions of the committee when that position is vacant.

Treasurer

1. Minimum of five (5) years continuous clean time
2. Three (3) years past Campout Committee experience
3. It is suggested that this person be financially secure, good at managing their finances
4. Receive all funds from committee members for sales of merchandise, raffles, and auctions. Funds are recorded and a receipt is administered to person(s) when they are received
5. Responsible for reimbursing committee members for authorized incurred expenses pertaining to the campout (receipts are needed)
6. Keep careful records of all transactions and report on the financial condition of the campout at each of the committees meetings. Balance checkbook with the bank statements each month.
7. Have a written report for the committee at the quarterly Regional Service Committee meeting and this will be given to the Regional Service Committee Sunday (presented by the committee chair). In August, a year-end report is prepared for the Regional Service Committee meeting.
8. Responsible for obtaining new check signature card prior to August Regional Service Committee meeting. This needs to be completed at the meeting to turn into the bank with the following information: Full name of person; mailing address; social security number, date of birth and signature. (Signature card persons should not be couples) All checks require two (2) signatures.

Programming

1. Minimum of two (2) years continuous clean time.
2. One (1) year of Regional involvement.
3. Develop pre-flier detailing dates and location of the campout.
4. Distribute pre-flier in printed and digital formats throughout the fellowship in a timely manner; including posting Regional Website.
5. Research and secure speakers for the campout.
6. Coordinate with the committee to develop a working schedule for the campout weekend.
7. Secure bids for entertainment and approve final decision through the committee.
8. Plan and schedule games, speakers, etc and develop a written program for distribution to the fellowship.
9. Develop a list of camping guidelines in conjunction with the site rules (as given to committee by the campsite host)
10. Develop final flier including guidelines and schedule.
11. Distribute final flier in printed and digital formats including posting on the Regional Website throughout the fellowship at or by the May RSC.

Fundraising/Merchandising

1. Minimum of two (2) years continuous clean time.
2. One (1) year of Regional involvement.
3. Responsible for setting up fundraisers with Areas/Groups in the region and attending those functions.
4. Attend other functions throughout the region for selling of merchandise to raise funds for the campout.
5. Responsible for finding merchandise and the best pricing available, bring information to the committee meeting to be voted on and be responsible for the ordering of merchandise.
6. The entire committee will determine the sale price of merchandise by calculating the total of invoice divided by the number of items and adding on for reasonable profit.
7. Upon sales of merchandise, keep track of funds to be turned into the campout treasurer at the quarterly meetings. Keep a running tally of the inventory of merchandise. This will be turned in on a written report to the committee at the meetings.
8. Responsible for the auctions at the regional campout and for the sales of merchandise at the campout.

Secretary

1. One (1) year of continuous clean time.
2. Keep accurate minutes of each sub-committee meeting.
3. Type and distribute copies to all members of the sub-committee in a timely manner.
4. At the quarterly meeting held at the RSC, coordinate the interim minutes with the minutes from the attending RSC with the treasurer's report to be given to the committee chair. This coordinated report will be presented at the Sunday RSC meeting each quarter.

Catering

1. One (1) year of continuous clean time.
2. Develop a menu for the meal served at the campout.
3. Coordinate prices for the supplies needed for the meal.
4. Make the time schedule for preparing and serving the meal at the campout.
5. Cost for the meal and supplies should be presented to the committee by the February RSC.
6. Responsible for purchasing of supplies and food items for the entire campout. Receipts and left over funds will be turned into the treasurer for recording.
7. Keep inventory of the supplies on hand and supplies left over after the campout. If some items can be returned for credit, then do so and return the funds to the treasurer.

CONVENTION

Purpose

Our primary purpose is to carry the message and bring members together in a celebration of recovery.

Guidelines & Duties for Committee Members

Positions

Convention Chair

- 1 Five (5) years continuous clean time.*
- 2 Three (3) years of Convention Sub-Committee experience.*
- 3 Facilitate the Saturday night Convention meeting.*

Vice-Chair

1. Four (4) years continuous clean time.
2. Two (2) years of Convention Committee experience.
3. Chair the Convention Committee meetings when the Chair is absent or is addressing an issue.
4. Help the chair with whatever needs done during the planning of the Convention and at the Convention.
5. Attend the Regional Service Committee meeting when the Chair is unable to attend and give a written report.
6. Facilitate the Sunday morning Convention meeting

Secretary

1. Two (2) years continuous clean time.
2. One (1) year of Convention Sub-Committee experience.
3. Take accurate minutes at each Convention Committee meeting. Type and mail (either by e-mail or postal service) the minutes within a 7 to 10 days after each meeting
4. Keep all minutes in a log and have available at each meeting.
5. Help out at the Convention in any form as designated by the Convention Chair or Co-Chair.

Treasurer

1. Five (5) years continuous clean time.
2. Three (3) years of Convention Sub-Committee experience.
3. Have two (2) signatures on all checks written.
4. Balance the monthly bank statements keeping accurate records of all transactions.
5. Turn in a financial statement monthly at all committee meetings. Pay all authorized incurred with receipts.
6. Keep track of all funds at the Convention and, if possible, make timely deposits.
7. At the end of the Convention, submit a complete log to the Regional Service Committee.
8. Oversee the signing of new signature cards (if needed) in a timely manner.
9. Responsible for the transfer of the account to the next committee treasurer.

Arts & Graphics

1. Two (2) years continuous clean time.
2. One (1) year of Convention Sub-Committee experience.
3. Once a theme is decided upon by the committee, work on the graphics to be used for the merchandise and banner.
4. Provide the graphics to the Merchandising Chair, Registration Chair, and Programming Chair.
5. Secure the banner for the convention.
6. Help out at the Convention in any form as designated by the Chair or Vice Chair. Lend a hand at the convention itself as needed

Entertainment

1. Two (2) years continuous clean time.
2. One (1) year of Convention Sub-Committee experience.
3. Seek bids for entertainment and bring them before the committee.
4. Get signed contracts from the entertainment decided upon.
5. See to it that the entertainment has sufficient set-up time.
6. Help out at the Convention in any form as designated by the Chair or Co-Chair.

Fundraising

1. Five (5) years continuous clean time.
2. Three (3) years of Convention Sub-Committee experience.
3. Set fundraisers and attend them
4. Secure items to raffle and auction at the fundraisers and the Convention.
5. Turn in all funds to the Treasurer as soon as possible.
6. Run the raffles and auctions at the Convention.
7. Help out at the Convention in any form as designated by the Chair or Co-Chair

Hotels & Hospitality

1. Two (2) years continuous clean time.
2. One (1) year of Convention Sub-Committee experience.
3. Secure meeting dates at the hotel (if free of charge).
4. Get menus and prices for the banquet and breakfast and bring them to the Convention Committee meeting for a vote.
5. Contact the Chamber of Commerce for registration packets.
6. Send out a request to all Areas to fill time slots and food donations for the hospitality room.
7. Turn in numbers to the hotel for banquets and breakfasts.
8. Set a meeting to go over all of the set-up for the Convention. This meeting needs to include the Chair or Vice Chair and/or any other members of the committee with prior convention experience.
9. Shop for food for the hospitality room.
10. Set up the hospitality room and schedule workers. Make sure the hospitality room is stocked at all times and secured at the appropriate times. This room is to be used only for snacking and fellowship , not to be slept in or used for personal reasons.

Merchandising

1. Two (2) years of clean time.
2. One (1) year of Convention Sub-Committee experience.
3. Get bids for shirts needed for the Convention which may include pre-convention, pre-registration, and shirts to sell at the Convention and order them.
4. Get prices on pre-registration mugs and mugs to sell at the Convention and order them.
5. Get prices on merchandise for the packets, bring them to the Committee to be decided on, and order them.
6. Run the Merchandise room at the Convention.
7. Turn in funds to the Treasurer in a timely manner.

Programming

1. Three (3) years continuous clean time.
2. Two (2) years of Convention Sub-Committee experience.
3. Send out a request to Region and World for speaker tapes and bring recommendations to the Committee. Placing the information in NAWS will give speakers an opportunity to send their tapes in.
4. Work on workshop themes and find facilitators
5. Secure a media recording vendor.
6. Make room reservations for the speakers and taper if needed.
7. Present the program to the committee and have them printed.
8. Secure transportation for the speakers.
9. Oversee the workshops and decide on who will introduce the speakers.
10. Facilitate the Friday night speaker meeting.

Registration

1. Five (5) years of continuous clean time.
2. Three (3) years of Convention Sub-Committee experience.
3. Work with arts and graphics in order to form a convention flier and pre-registration flier.
4. Present a written report at each Convention Committee meeting and either supply a copy or e-mail a copy to the Secretary.
5. Secure a post office box.
6. Mail out pre-registration forms to all who attended the previous years' Convention.
7. Keep an accurate account of all who pre-register and turn in final numbers to the Merchandise and Hospitality Chairs for the purpose of pre-registration items.
8. Make sure there are enough laminate luggage tags and have the name tags printed and cut.
9. Fill out name tags and laminate them.
10. Put the registration packets together.
11. Register members at the Convention.

General Member

1. Two months (60 days) continuous clean time.
2. Attendance at two (2) consecutive Convention Committee meetings.
3. Help out with Sub-Committees and at the Convention in any form as designated by the Chair and Co-chair.

HOSPITALS & INSTITUTIONS

Purpose

1. To serve the needs of all Area's within the Region by conducting activities that promotes the growth and strength of all H & I efforts within the Region and the Fellowship
2. The Sub-Committee also serves as a link between the Area's and NAWS, and the Plain State Zonal Forum.
3. The MARSCNA H&I Committee is a resource in their H&I efforts by providing supplies, literature, information and other materials, including human resources, necessary to better carry the message when all other resources are exhausted.
4. Conduct in conjunction with Area's, Learning Days and/or fund raising events for H&I.

Positions

Hospitals & Institutions Chair

1. *Three (3) years continuous clean time*
2. *Prior involvement with H & I at the Regional level*

Vice Chair

1. Two (2) years continuous clean time
2. Prior involvement with H&I at the Regional level

Secretary

1. One (1) year continuous clean time
2. Prior involvement with H&I at the Regional level

For a better description of duties and responsibilities of the Sub Committee and its Officers refer to the Hospitals and Institutions handbook.

LITERATURE

Purpose

To provide a forum for the free exchange of ideas and information amongst various areas to carry the written "Message of Recovery" to the still suffering addict.

Duties

1. Meet at RSC quarterly and interim meetings as needed and create and co-ordinate new literature projects deemed necessary by the Committee.
2. Seek input from Members, Groups and Areas and compile, edit and review the material.
3. Co-ordinate reviews of "review form" literature, and distribute "approval form" literature.
4. Produce the Mid America Regional newsletter (aka MAN) which is published quarterly.

Positions

Literature Chair

1. *Two (2) years continuous clean time*
2. *Suggested experience of one (1) year in literature work.*

Vice-Chair

1. One (1) year continuous clean time
2. Six (6) months involvement in Literature
3. Assist chair in duties.
4. Facilitate Sub-committee meetings in chair's absence

Newsletter Editor

1. Three (3) years continuous clean time.
2. The ability, means and dedications to fullfill the responsibilities of Newsletter Editor
3. Collect, correlate, layout, produce, find printer and distribute quarterly newsletter.
4. Must meet sub-committee chairs attendance policy at the Saturday RSC Sub-committee
5. This is a two year term.

Co-Editor

1. Two (2) years continuous clean time
2. The ability, means and didication to fulfill the responsibilities of Co-Editor
3. Must meet Sub-committee Chairs attendance policy

Secretary

1. One (1) year continuous clean time.
2. Six (6) months of Literature involvement

OUTREACH

Purpose

Improve communication and end isolation of Narcotics Anonymous groups within the Mid America Region.

Positions

Outreach Chair

1. *Suggested minimum of two (2) years continuous clean time.*
2. *One (1) year involvement in Outreach or in service at the Regional level.*

Vice-Chair

1. Suggested minimum of one (1) year clean time.
2. Six (6) months involvement in Outreach or in service at the Regional level.
3. Co-facilitate Outreach Sub-Committee meetings held quarterly.
4. In absence of a Chair, the Vice Chair will act as Chair by fulfilling duties listed above.

Secretary

1. Suggested minimum of six (6) months clean time.
2. Six (6) months involvement in Outreach or in service at the Regional level.

3. Record minutes of the Outreach Sub-Committee meetings held quarterly.
4. Make copies of minutes available to the Committee Chair as well as copies to be distributed to each RCM.

Committee Member

1. Support Area Outreach efforts through training, communication and special activities.
2. Organize and/or participate in learning days.
3. Promote re-involvement of isolated groups or groups not participating in the service structure.
4. When the Regional Outreach Sub-Committee is contacted by individual or group for assistance, the closest geographic ASC to that individual or group should be notified.
5. Co-ordinate with other Sub-Committees in co-operative efforts.

PUBLIC INFORMATION

Purpose

To inform addicts and others in the community of the message of recovery in Narcotics Anonymous

Duties

1. To maintain a cohesive, well informed Sub-Committee that assists the Areas of our Region to carry the message of recovery to a variety of audiences at different venues.
2. To conduct or help Areas conduct workshops or learning days that inform our members of the need to carry our “Message”.
 - a. To assess the audiences outside of our Fellowship and the formulation of a plan to address those criteria in a professional manner.
 - b. To teach our members how to display our Fellowships vast and growing resources, whether it is printed, audio, and digital and in most cases human.
3. ***To reproduce a Regional Meeting List, (this is updated with the most current information.)***
4. ***The Regional Meeting List will be printed and distributed every three (3) months at the RSC.***
5. ***To maintain a Regional Website.*** (See Website Guidelines)
6. To conduct a Sub-Committee meeting at the RSC weekend and interim meetings if needed. The meetings should include but are not limited to:
 - a. Reports from Area representatives, Web-Servant and any ad-hoc committee should be given orally and in writing or digitally to the PI Secretary.
 - b. A report by the Chair/Vice Chairs to be made on the RSC floor reflecting the status of all the current business of the Sub-Committee and Website.

Positions

Public Information Chair

1. ***Two (2) years continuous clean time***
2. ***PI/PR experience of at least one (1) year is suggested***
3. ***Capable of co-ordinating PI/PR activities within the Region.***

Vice-Chair

1. Two (2) years continuous clean time

2. PI/PR experience of at least one (1) year is suggested
3. Capable of facilitating Sub-Committee meetings, co-ordinate PI/PR activities within the Region and be able to report to the RSC about those efforts.

Secretary

One (1) year continuous clean time

Web-Servant

Qualifications for Web-Servant and Alternate

1. The minimum clean time for Web-Servant and Alternate is four (4) years.
2. An understanding of the Twelve Traditions is vitally important in this service positions as it involved communications and public relations with non-addicts as well as the still suffering addict.
3. The trusted servants should provide proof of access to a computer that is capable of running the latest generations of web browsers and has a suitable connection to the internet. The costs for these requirements are borne by the trusted servant.
4. The Web-Servant and Web-Servant Alternate are elected by the Mid America Regional Public Information Sub-Committee.
5. Removal of these trusted servants from their positions are covered by the Mid America Region's policy for the removal of officers.
6. The term for each position is to be two (2) years in length and it is suggested that the position shall not be held for more than two (2) consecutive terms.

Purpose, Name and Accountability

1. The purpose of the website is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicate the activities of the Mid America Regional Service Committee of Narcotics Anonymous (MARSCNA).
2. The name of the group of trusted servants responsible for publishing the MARSCNA website the Mid America Regional Public Information Sub-Committee.
3. The Uniform Resource Locator (URL) for the site is <http://www.marscna.net>
4. The PI Sub-Committee is accountable to NA Fellowship through the MARSCNA.
5. The "Web-servant" is the point of accountability for the website, and is accountable to the Public Information Sub-Committee.
6. The Mid America Regional Public Information Sub-Committee chooses the Web-Servant and the Web-Servant Alternate. Area web contact members are chosen by their respective areas in addition to these committee members, volunteers are encouraged to participate.

Finances and Ownership

1. Costs for web hosting and domain registration are the responsibility of the Mid America Regional Service Committee of Narcotics Anonymous. Costs for Internet access by members of the Public Information Sub-Committee are not included.
2. The Public Information Sub-Committee is responsible for communicating all financial needs and consequences to MARSCNA.
3. The Mid America Regional Service Committee is the owner of the domain name "http://www.marscna.net" and is responsible for maintaining ownership.

4. The Public Information Sub-Committee is responsible for investigating and choosing a vendor for hosting the MARSCNA web site. Final responsibility rests with the MARSCNA for distribution of funds.
5. All budget considerations will be addressed as outlined in the Mid America Regional Service Committee's own policy.

Web Servant Reporting and Communications

1. The Web Servant will submit a written report to the Mid America Regional Public Information Sub-Committee at each quarterly meeting. This report communicates all financial, technical, and correspondence related to the operation of the website. The Web Servant and Alternate Web Servant are required to attend the Public Information quarterly service meeting.
2. The Web Servant is responsible for downloading and distributing e-mail and website feedback communications. E-mails will be distributed to Regional and Area service committee's points of responsibility (See Section 6: General Guidelines and Policies #3). It is the responsibility of MARSCNA and all Regional service committees to designate their point(s) for distribution. It is also the responsibility of MARSCNA and all Regional service committees to work out such details with the Web-Servant.
3. Personal e-mail addresses are not to be used on the MARSCNA web site so that official NA communications are processed properly and appropriately. It is up to the trusted servant whether to use their own personal e-mail to reply to communications.
4. The MARSCNA quarterly meeting minutes will be posted on the website for downloading and review by any Fellowship member as they become available(See Section 6: General Guidelines and Policies #9).

Website Content and Components

1. The suggested sections or pages for the website are:
 - a. Meeting Directories- Meeting lists for all Areas of the Mid- America Region as well as the Regional Meeting list.
 - b. Privacy-Notice of privacy of communications.
 - c. Site Index-Table of contents component used for viewing website in hierarchy format.
 - d. "What is NA" Public Information content excerpted from "Narcotic Anonymous: A Society of Recovering Addicts" that is approved for Internet usage by NA World Services.
 - e. The index or homepage will have the following content, in addition to the standard page information.
 - A welcoming paragraph (with announcements when necessary).
 - A navigation bar component for the first tier of child pages under the index or homepage (optional).
 - Clear text stating that this is an official website for Narcotics Anonymous in the Mid America Region through the administration of the Mid America Regional Service Committee.
2. Only information concerning Group, Area, and Regional events held within the Mid America will be posted on the Regional website.

3. Contact Information-Contact information for the Mid America Region: address, phone numbers, e-mail addresses for the MARSCNA, Area Service Committees and NA World Services. (See Section 6: General Guidelines and Policies #9).
4. Downloads-All available download files for the website (meetings, convention or gathering forms, service committee communications, etc.).
5. Feedback-e-mail link.
6. Mid America Area Service Committee pages - Links to Area Service Committee web pages.
7. Mid America Regional Service Committee page(s) communications content for the MARSCNA (announcements, meeting minutes, the newsletter, for example).
8. Help/Information Line-A listing of all help/information lines telephone numbers in the Mid America Region.
9. Home Page-Entry page to website, normally the index htm file, may be another page if desired.
10. Links-List of external hyperlinks to Mid America Region Public Information Sub-Committee approved websites. At the top of the links page, the following disclaimer will be posted:

The Mid America Region of Narcotics Anonymous has NO control over external web sites and we don't necessarily endorse the information or content of those sites we have linked to, nor do we necessarily endorse this information or content of any external site linked to our own. Each sit is independent and operates under it's own guidelines. The links here are provided only as a courtesy to you, the surfer of the web, and to the providers of the linked pages.

*Thank you for your understanding,
The Mid America Region of Narcotics
Anonymous*

Technical Guidelines

1. The username and user password to publish the website will be held by the Web-Servant, the Web-Servant Alternate, the Mid America chair, and the Mid America Public Information Sub-Committee Chair only.
2. Internet browser compatibility will be as universal as possible when considering design elements of the website.
3. Website design should be tailored to the download rate of 56 kps.
4. The website will be designed for a browser window of 800X600 pixels.
5. The use of Java Script will be curtailed to basic website components.
6. The use of images other than for buttons and other technical components will be minimized to reduce the time needed for downloading our web pages.
7. The size of files for downloading should be kept low to reduce the time needed for downloading and slow connections speeds, whenever possible.
8. Files for downloading should be scanned for viruses before posting to the website.
9. External hyperlinks should be checked on a monthly basis for integrity and site content examination.
10. Accessibility of the website through search engines should be reviewed periodically.
11. Text font size will be chosen for easier reading for all platforms.

General Guidelines and Policies

1. External hyperlinks will be only to official NA websites. The Public Information Sub-Committee will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website
2. A single point of contact for each Area Service Committee is established for the purpose of communications to the Public Information Sub-Committee. This communications liaison is utilized for the purpose of updating information on the website.
3. Each Area Service Committee may request to post information concerning local Area activities, meetings or other Narcotics Anonymous related information, excluding personal recovery communications. In the event of questionable content, the Web Servant shall contact two (2) members of the Public Information Sub-Committee for review and input. If the three of them feel they flier is inappropriate, the Web Servant shall not post the flier, but will contact the sender for revised content.
4. The Newsletters page shall have the following disclaimer:

Note: The opinions and views shared in this publication do not necessarily reflect those of The M.AN staff, or NA as a whole.

Thank you, The Staff

5. Images of any identifiable person, whether an NA member or not, are never used.
6. Sales of merchandise are not done on the website.
7. Requests for literature purchases will be referred to Narcotics Anonymous World Services.
8. Copy righted material will not be used on the website without specific permission from the owner of the material.
9. No personal contact information, including last names, e-mails, addresses, and phone number will be posted directly on the website. However, any information found on fliers, newsletters and other such material is included at the discretions of the posting party.

Privacy Policy

1. Privacy policy on communications with the NA service structure is an important aspect of our 12th Tradition of anonymity.
2. The Public Information Sub-Committee will apply all of the 12 Traditions and 12 Concepts of Service in developing and implementing a Privacy Policy for the Mid America Regional website.
3. The Privacy Policy will evolve as needed and be approved by the Public Information Sub-Committee before posting on the website.
4. The following is the current Privacy Policy (to be posted) as posted on the Mid America Regional website:
 - a. Our 12th Tradition states, “Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.”
 - b. Cookies: We believe is supporting the spirit of our tradition of personal anonymity on the Internet by stating clearly that we do not employ any technical means to tract or identify any visitor on the website. You may take this promise of anonymity for granted as a Narcotics Anonymous member and wonder why we need to bring this issue up. We do so because of our experience with a few

Narcotics Anonymous related websites that use “cookies” to track your usage of their websites. Even more objectionable is the use of cookies by outside organizations on the Narcotics Anonymous websites. For further information on “cookies”, consult your Internet browser’s help utility or other Internet resources.

- c. Communications: Any communication submitted to the Mid America Region of Narcotics Anonymous organization will be treated with confidentiality and anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of e-mail or feed back take their own precautions if they desire to remain anonymous.
- d. All Communications considered to be official Narcotics Anonymous business requires some level of identification for the purposes of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.
- e. There are alternative methods for communicating with service committees within the Mid America Region. These alternatives are listed in our meeting lists and the newsletter. Please utilize this information if it is necessary to fulfill your needs.
- f. Personal Requests: Under no circumstances will we forward mail of a personal nature to any Narcotics Anonymous member here in the Mid America Region. This is an official website for the Mid America Region and we do not acknowledge anyone’s membership in Narcotics Anonymous. Thank you for respecting this policy.
- g. Policy Changes: The policy outlined here will evolve in the future as the guidelines and policies for our website are changed at the direction of the Mid America Regional Service Committee, and the Mid America Public Information Sub-Committee. Your comments are welcome on this topic so please e-mail us.

SOUL TO SOUL

Duties

Host Annual Fall Spiritual Retreat for our Region.

Positions

Soul to Soul Chair

- 1. Two (2) years continuous clean time***
- 2. Attendance at one (1) Soul To Soul***

Vice-Chair

1. One (1) year continuous clean time
2. Attendance at one (1) Soul to Soul

Treasurer

1. Two (2) years continuous clean time
2. Attendance at one (1) Soul to Soul
3. Money handling experience at Group, Area, or Regional level