



**Tualatin Valley Area of Narcotics Anonymous**  
Public Relations Sub-Committee Website Guidelines  
Approved Version – March 6, 2008

**Purpose**

The Public Relations Subcommittee of the Tualatin Valley Area of Narcotics Anonymous has been afforded the privilege of carrying our message to current members, potential members, and the public in general. As such, material for and about our area, TVANA, will be electronically available on the public website of:

**<http://www.tvana.org>**

**Ownership**

Per suggested guidelines from Narcotics Anonymous World Services, the website will be financially owned by the TVANA Area Service Body. Content and maintenance will be the responsibility of the Public Relations Subcommittee. The PR Subcommittee may delegate design and maintenance tasks to NA members or professionals inside or outside of the PR Subcommittee as needed. All fees associated with the website must be included in the PR Subcommittee budget, and approved by the TVANA Area Service Body.

**Privacy**

The Internet is a public forum, and as such the privacy of individual members must be protected, per our 11<sup>th</sup> Tradition. As such, all contact information will be to “@tvana.org” email addresses, and no last names or addresses will be available on our website. Area minutes and guidelines, if designated to be published, will be securely stored and access control measures will be implemented to ensure the privacy and anonymity of individuals, unless the documents do not contain personal information.

**Design and Maintenance**

The website shall be built and maintained in the simplest, yet most effective way possible. Maintenance of the site will be passed from trusted servant from time-to-time, and anyone with even limited website knowledge should be able to update and change it as necessary. Two trusted servants will always have knowledge of the access requirements for the site, in the event one person is unable to continue updating the site.

Feedback for the site shall be directed to the webservant via the link provided on the site. If this is not possible, feedback should be directed to the Public Relations subcommittee. The subcommittee will discuss and implement changes, as needed, based on feedback.

## **Content**

The website will contain, at all times, the following information:

- Current meeting schedule as a webpage
- Most current meeting schedule available for download
- All scheduled TVANA activities
- Contact information for all subcommittees, service bodies, and the webservant via an “@tvana.org” email address
- Only content that adheres to Narcotics Anonymous World Services Intellectual Property Trust guidelines
- Links to our neighboring areas and regions
- Time and location of subcommittee and service body meetings
- Disclaimers, copyright, and trademark notices per Narcotics Anonymous World Services guidelines and generally accepted legal practices
- Link to [www.na.org](http://www.na.org)

The website may contain the following items:

- Narcotics Anonymous events happening outside of our area
- Area minutes, subcommittee minutes, budgets, motions, new meeting announcements, flyer and graphic downloads, member forum, chat room for online meetings, and a shopping cart feature for literature orders.
- Internet mapping links to assist locating meetings and events with permission from the mapping service.

The website may not contain any of the following:

- Full names, addresses, or personal email addresses of any person, inside or outside of the Narcotics Anonymous fellowship without access control measures
- Advertisements or information about activities or services outside of the fellowship of Narcotics Anonymous
- Any method of allowing visitors to financially contribute to Narcotics Anonymous
- A personal statement without a disclaimer stating that it is an individual opinion and not the opinion of Narcotics Anonymous or TVANA
- Any other statement or link that puts our fellowship in danger by violating the 12 Traditions or 12 Concepts of Service

## **Termination**

The website will be terminated if any of the following conditions exist:

- The dissolution of the Tualatin Valley Area
- A denied budget request to continue hosting our site
- No trusted servant to provide timely updates
- A consensus or majority vote by the TVANA groups to terminate the site