

Newsletter Subcommittee Guidelines

San Fernando Valley Area Service Committee

Approved/Adopted September 14, 2014



San Fernando Valley Area Newsletter Subcommittee of Narcotics Anonymous Guidelines for Service

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1. Definition

The San Fernando Valley Area Newsletter Subcommittee of Narcotics Anonymous (the Newsletter Subcommittee) is a standing subcommittee of the San Fernando Valley Area Service Committee (ASC). It is made of volunteer members from Narcotics Anonymous groups.

2. Newsletter

The NeverAlone Newsletter (the Newsletter) is a semi-monthly publication of the ASC (beginning in January), edited, produced and distributed by trusted servants on the Newsletter Subcommittee in cooperation with and with the support of the other subcommittees of the ASC.

3. Purpose

The purpose of the Newsletter is to carry the message of Narcotics Anonymous (N.A.) to other addicts by sharing our experience, strength and hope in printed form, and in so doing, to demonstrate to the public that N.A. is a viable program of recovery.

4. Editorial Philosophy

Consistent with our Sixth and Eleventh Traditions and with the Handbook for Narcotics Anonymous Newsletters published by Narcotics Anonymous World Services (NAWS), the Newsletter will carry articles about recovery events in our Area, stories of personal recovery, and N.A.-themed pieces such as puzzles, cartoons, trivia and slogans. Submissions may be edited or rejected to ensure compliance with this philosophy and the stated purpose above. Any photographs published will not contain people.

5. Subcommittee Meeting Philosophy

The Newsletter Committee will keep in-person meetings to a minimum, maximizing the time that members may devote to the actual work of publishing the Newsletter.

6. Timing Philosophy

It is imperative that the Newsletter be published on time, and the Newsletter Subcommittee will ensure that each semi-monthly issue is ready to be distributed at that month's meeting of the ASC.

7. Subcommittee Membership

Any member of Narcotics Anonymous may serve on the Newsletter Subcommittee.

8. Single Point Of Decision and Accountability

In accordance with our Fifth Concept for N.A. Service, the single point of decision and accountability for editorial decisions rests with the trusted servant elected Chair of the Newsletter Subcommittee. Wherever possible, the Chair shall be guided by the consensus of the Newsletter Subcommittee.

9. Elections

Elections of the officers of the Newsletter Subcommittee shall be held annually in May. The name of the Chair-elect shall be announced at the June meeting of the ASC.

10. Qualification Recommendations

It is recommended that the Chair have two years' of abstinence from all drugs and at least one year of previous experience on the Newsletter Committee. It is recommended that the Vice Chair have one year's abstinence from all drugs and at least six months of previous experience on the Newsletter Committee. It is recommended that all other officers have at least six months of abstinence from all drugs.

11. Responsibilities and Duties

a. Chair (Publisher)

The Chair of the Newsletter Committee functions as the Newsletter's publisher and shall serve a one-year term and not more than two consecutive terms. The Chair sets the direction of the Newsletter and handles all communications with the ASC and the other subcommittee chairs. The Chair presents a monthly written report to the ASC on behalf of the Newsletter Subcommittee.

The Newsletter Subcommittee is provided a budget and does not handle money. The Chair will propose an annual budget to the ASC and ensure that the Newsletter Subcommittee operates within that budget.

Consistent with our Fifth Concept for N.A Service, the Chair retains final authority for ensuring that content complies with paragraphs 3 and 4 above. The Chair will be guided in this service by the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for N.A. Service.

The Chair will be the public face of the Newsletter Committee and will advocate on behalf of the Newsletter as *needed* to accomplish the purpose in paragraph 3 above. Where appropriate, the Chair shall assist the Vice Chair with editorial duties.

b. Vice Chair (Managing Editor)

The Vice Chair of the Newsletter Subcommittee functions as the Newsletter's Managing Editor, planning and coordinating the collection of content for each issue. The Vice Chair will maintain the online production database and ensure that production deadlines are met.

The Vice Chair will work with the ASC's Web Site Subcommittee to maximize the interaction between the Newsletter and the Area Web Site, strengthening the effectiveness of both.

The Vice Chair will work closely with the Chair and will serve as Chair in the Chair's absence.

c. Layout Editor/Designer

The Layout Editor/Designer is responsible for designing and formatting each issue based on the content submitted and submits the final layout to the Chair for editorial approval.

d. Print Manager

The Print Manager coordinates the printing of each issue with the outside printer, from delivery of the final digital edition to the printer to delivery of printed copies to the ASC and to the Distribution Manager.

e. Distribution Manager

The Distribution Manager coordinates the distribution of the printed Newsletter to designated treatment facilities and to designated recovery homes. The Distribution Manager will work in conjunction with the Public Information and Hospitals & Institutions Subcommittees of the ASC to ensure that distribution supports the Area's PI and H&I efforts.

As a general rule, any facility to which Narcotics Anonymous distributes its literature is an acceptable venue for distribution of the Newsletter.

The Distribution Manager shall work with the Chair to implement a system of delivering the Newsletter to other Narcotics Anonymous meetings, areas and regions to further the purpose described in paragraph 3 above.

The Distribution Manager will also work with the Web Site Subcommittee to manage electronic distribution via electronic mail to reduce printing costs and further the purpose stated in paragraph 3 above.

12. Waiver and Amendment

These guidelines may be waived by a two-thirds vote of the Newsletter Subcommittee and may be amended by a two-thirds vote of the ASC.