

[Washington] DC , USA “ The Link”

November 2014

Currently the DC Area does not have a newsletter. However, following are some of the elements involved in the most recent issues.

We created a 6 page newsletter. We used Microsoft Word and formatted the pages using the text box feature. We would solicit articles from members and ask them to be submitted in time for the subcommittee meeting. We didn't edit for content only for grammar.

We would send a pdf file of the newsletter to the printer in time for Area Service distribution. Our area meets the first Saturday of the month so we would send the pdf file on Wednesday or Thursday. Our printer has been working with us for 17 years and is familiar with how we operate.

As far as our budget, we would pay the printer 50 cents for each black and white page.

The newsletter was also be posted on our regional website www.cprna.org under "Our Areas-District of Columbia area."

*** NOTE: Because this newsletter is not currently active, the subcommittee and contact information have been struck out below.***

NEWSLETTER PURPOSE:

*To support the primary purpose of Narcotics Anonymous in carrying its message:

"That an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live."

*To share fellowship news of the immediate area(s) and region.

The opinions expressed in the newsletter do not necessarily reflect the views of Narcotics Anonymous as a whole.

No endorsement of, or affiliation with any organization is intended or implied.

Reprint rights are only granted to all service boards and committees of Narcotics Anonymous.

Submissions from members are eagerly welcomed, but the newsletter subcommittee reserves the right to return or edit.

The "DC Link" is the monthly newsletter of the DC Area Service Committee. (DCASC)

NEWSLETTER SUBCOMMITTEE RESPONSIBILITIES

- To create the "mock/first draft" of the upcoming newsletter.
- To make rough outlines for future editions of the newsletter.
- To maintain a respectful decorum during meetings.
- To give follow up status reports on any assigned or volunteered projects/stories.
- To bring ideas/suggestions from themselves and other NA members to the subcommittee meeting.

NEWSLETTER SUBCOMMITTEE MEETING PROCEDURES

- The Newsletter Subcommittee meeting opens with the Service Prayer and closes with the Serenity Prayer.
- Decisions are arrived at through the group conscious process.
- Subcommittee members must attend at least two consecutive subcommittee meetings to be eligible to vote.
- The Chair does not have a vote except to break ties.

NEWSLETTER SUBCOMMITTEE TRUSTED SERVANTS

The Newsletter Subcommittee Chair is nominated in July at the DCASC full body monthly meeting and voted on at the August DCASC full body meeting.

DCASC Full Body meeting is the monthly meeting of area GSRs (Group Service Representatives) and the DC Area Administrative Body

REQUIREMENTS AND RESPONSIBILITIES

- The Newsletter Chair must have at least 2 consecutive years of uninterrupted clean time and prior service experience at the group and/or area level.
- It is suggested that the Newsletter Chair serve no more than 2 consecutive terms. 1 term is 12 months.
- August is the transitional month between outgoing and incoming Newsletter Chairpersons.

NEWSLETTER SUBCOMMITTEE TRUSTED SERVANTS

Newsletter Chair Responsibilities cont.

- In September, the incoming Newsletter Chair will submit the upcoming year's budget to the DCASC.
- The Newsletter Chair is responsible for requesting monthly operational funds from the DCASC.
- The Newsletter Chair shall arrange for a meeting place for the subcommittee.
- The Newsletter Chair shall prepare an agenda for monthly subcommittee meetings.
- The newsletter Chair will review the Secretary's minutes.
- The Newsletter Chair will attend monthly DCASC administrative meetings.

The Newsletter Subcommittee Vice Chair is elected by the members of the Newsletter Subcommittee.

REQUIREMENTS AND RESPONSIBILITIES

- Minimum of 6 months of uninterrupted clean time.
- Willingness to commit to a 1 year term.
- Works with the Newsletter Subcommittee Chair in preparing subcommittee meeting agendas and conducting subcommittee meetings.
- Gives the DCASC the rental agreement for the Newsletter Subcommittee meeting space.
- Works with the Web servant to assure the accessibility of the newsletter on the internet.