

Florida Region Website Committee Internal Guidance

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Purpose, Mission & Goals

Purpose: The primary purpose of the Florida Region Nar-Anon website is outreach. We are here to help the fellowship grow and prosper. With our limitations on outreach based on attraction rather than promotion the website offers opportunities for groups and members to reach those in need as well as provide individual growth through education by sharing our experience strength and hope.

Mission/Goal: to provide easy-to-find, consistent, up-to-date information regarding meetings and other information for the fellowship in the Florida Region.

Guidance

Applying the Nar-Anon Principles and guidance provided through the NFG (Nar-Anon Family Groups) Guide to Local Services (GLS), Guide to World Services (GWS), the Website Handbook, the Event Planning Handbook, the Newsletter Handbook, and the FL Region Guidelines (FLRG) provide the FL Region Website Committee the policy, procedures and guidance in developing the Website Committee Handbook and website. The Website Committee Handbook will be reviewed at least annually and amended as needed.

TRADITION NINE: "Our groups, as such ought never to be organized, but we may create service boards or committees directly responsible to those they serve," does suggest an orderly structure and reasonable procedures will make it possible for Nar-Anon to carry the message with maximum effectiveness.

CONCEPT THREE: The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

CONCEPT FIVE: For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

CONCEPT NINE: All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

Responsibilities

a) Website chair

- official contact email: website@naranonfl.org
- to lead the website committee and oversee the running and content of the website
- provide reports/communicates with RSC (Regional Service Committee) & Region Assemblies
- liaison between with the region officers regarding changes to RSC positions & subcommittee positions (first name & initial of last name, email, phone# & personal email address) and other regional information
- communicates with the GSR (contact person, treasurer or secretary) of website group meeting information that conflicts with the region meeting webpage and provides assistance on how to amend that information.

b) Website committee secretary

- create & distribute minutes from meetings
- keep copies of website committee meeting minutes which will also be provided on the website

c) Website committee duties

- to review website content for correct (working) links, relevancy and currency with NFG Website Handbook, GLS & GWS
- review event flyers/docs before use on website

d) Webmaster

- official contact email: webmaster@naranonfl.org
- has no term limits
- keeps the region website up to date with meeting changes, additions, meeting minutes, events & news and other region documents and emails a response back to the group contact that the changes were made or if clarification is needed
- provides email forwarders to RSC members, Area Officers/Chairs, within 7 days after elected to region/area positions
- keeps the website "Master Website Info" document updated and emails the updated master to the FL Region Chair & Website Chair
- Master Website Info Document - contains logon Information (Username & Password) information, hosting service, domain settings, account information, email information (forwarders, etc.), specific scripts used on the website, content protection, contact information and instructions on the site.

Website Content

a) Automatic content changes

Typos, misspellings or other corrections, meeting updates (new meetings, temporary closures, room or location changes), meeting news (changes), RSC & Area & committee minutes, agendas (and treasury reports if applicable), formatting changes for clarity of information.

b) Nar-Anon CAL

Entire Nar-Anon Family Groups (NFG) documents are not to be placed on any website except the World Service Website.

The FL Region website may provide links to CAL (Conference Approved Literature) which are on the World Service Website. This avoids infringing copyrights and ensures that obsolete documents will not remain available.

Draft documents (in preparation for a World Service Conference and the CAR (Conference Agenda Report), may only be provided as links to the World Service Website. Some draft documents are only available by email or purchase from the Nar-Anon web store and may not be made freely available. (Nar-Anon Family Groups' Website Handbook, pg 6, "USE OF NAR-ANON COPYRIGHTED MATERIAL")

c) Region & Area Committees

Each region committee and area may have an individual webpage, or part of a webpage (dependent upon amount of content), which may include committee information, schedules, agendas, minutes, treasurer reports, Nar-Anon events and other information relevant to that committee. The website committee will review "other information" for addition to the website. Documents should be sent in native file format (Word etc.)

- Updates to the committee/area webpage will be done bi-monthly or monthly; urgent content will be addressed promptly.
- The individual committees are responsible for providing the wording/content for the website which will be reviewed by the website committee before posting.
- Minutes and agendas: Personal information (including contact information) on minutes may include first name only and official @naranonfl.org email addresses

d) Group meetings

1. meeting changes

The GSR (or group contact) must use the group-edit form, <https://naranonfl.org/edit-group.html>, to change group & meeting information. Many groups hold meetings in churches, institutions and businesses and are part of the meeting addresses and should be used; but not linked directly to those entities' website. Meeting changes will be published to the meeting webpage within 5 days of receipt of the online form.

2. meetings "On Hold"

Emergency situations (pandemic) guidelines regarding "on hold" meetings will be suspended. The Group GSR/Contact notifies the region, using the "Group Edit Form," to place the meeting "on hold." After 4 months, the Website Chair will contact the Region Officers about the extended "on hold" Group.

3. meeting issues/problems

If Helpline or Outreach discovers a problem with a group meeting, it is recommended that the Helpline Administrator or Outreach chair contact the GSR/Group Contact(s) of the issue and provide guidance to notify the region of the changes using the group-edit form, <https://naranonfl.org/edit-group.html>. If there is no group contact or there is no response from the GSR/group contact(s), the next step is to notify the Region Officers. If the group closed, the Helpline Administrator or Outreach Chair should notify the region and NFG using the respective group-edit forms.

4. virtual or electronic meetings

Groups may decide to hold temporary, hybrid or permanent electronic meetings. The Group meeting information is best managed by the group. The group provides a contact method (phone/email) for members/newcomers to obtain meeting information using the Group-Edit Form, <https://naranonfl.org/edit->

[group.html](#). Email addresses using full names will not be published to the website (Tradition 11). Electronic (virtual/teleconference) platform names (i.e., Zoom) will not be published (Tradition 6).

Permanent virtual meetings - the city and county information will remain in the listing for listing purposes. The street address will be removed (If there is a street address, then members will try to go to that physical location only to discover no meeting).

e) Tropical storms & hurricane weather events

Webmaster will put weather alerts on the home page, meeting news webpage and find-a-meeting webpage. (Example: ALERT! Hurricane Ian may impact meetings (weather closures) this week (9/26-9/30) in Florida.)

f) Links to websites

(Traditions 6, 10, 11 & 12 and the NFG Website Handbook, pg 7, "LINKING TO OTHER WEBSITES")

1. NA (Narcotics Anonymous)

"The following disclaimer should accompany the link to any Narcotics Anonymous website: "Links to Narcotics Anonymous websites are provided as a convenience and in a spirit of cooperation and not affiliation." Link should open in a new browser tab/window which is an accepted way to indicate leaving naranonfl.org website.

2. other websites

"Links to rehab facilities, hospitals, and entities other than Nar-Anon can be mistaken as endorsements. Nar-Anon websites do not link to outside entities." Many groups hold meetings in churches, institutions and businesses and are part of the meeting addresses and should be used; but not linked directly to those entities' website.

3. ebooks

(Following the lead of Nar-Anon WSO website) "Nar-Anon eBooks may be found on *iBooks and Kindle *In following Tradition 6, we do not affiliate with or endorse these platforms. They are tools for providing members with eBooks of our literature) – the link will open in a new browser tab/window which is an accepted way to indicate leaving naranonfl.org website.

4. donations

Links to PayPal, Venmo, Zelle or other Payment Portals -- open in a new browser tab/window which is an accepted way to indicate leaving naranonfl.org website. Naming the platform or linking to the platform, should add a disclaimer, "Links to other sites are provided as a convenience and do not represent an endorsement or affiliation."

5. social media/ Facebook

The naranonfl.org website does not link to any social media websites. We do suggest that use of social media be carefully considered – NFG has addressed the use of Facebook and other Social Media platforms in various Guidelines. It is not up to us (FL Region website committee) to make a decision about use of Facebook or other social media, but all of the resources we use discourage groups and areas from having social media accounts. We ask that naranonfl.org not be included as a link on social media websites.

g) Event flyers, registrations, agendas, minutes, etc. . .

The "Best Practices, Website Posting Checklist" (back page) provides guidance in the review process.

Flyers/Registrations/Documents are submitted to the website Chairperson & Webmaster. The original files (the program that created the document); i.e. Word, Pages, Publisher, Excel, Word Perfect, PowerPoint, etc., is required. Image files (PNG, JPG) are not usually appropriate for the website and website users. The FL Region Website Committee will review the document, applying the Nar-Anon Principles and the guidance provided through the NFG GLS, GWS and Handbooks before publishing to the website.

FAQ

Q: I'd like to understand why we are not allowed to include a member's last name on the registration flyer?

A: The website committee is grateful for the outreach these events promote and want to help in any way we can while also adhering to our traditions. We realize that our strict adherence to the traditions can cause extra work for our members. By putting identifying information online, it can be and is exploited by bad actors. Knowing your affiliation with the fellowship is used to target people with addiction related advertising. It also can expose the addict in your life.

Use of a member's full name on the internet specifically addresses Traditions 11 & 12; however, in reality, many if not most of the Traditions come into play with the website review process.... The opening sentence to our Traditions states, "Our group experience suggests that the unity of the Nar-Anon Family Groups depends upon our adherence to these traditions."

When the website committee reviews documents for the website, we apply the Principles of Nar-Anon and the guidance provided through our NFG CAL (GLS, GWS, Website Handbook, etc.) before publishing to the website. If the website committee applies the principles or CAL guidance of Nar-Anon sporadically, we become "governing." Our principles are clear about anonymity (and uses the word "always") – this goes beyond a person because it effects newcomers, our members, our families, our qualifiers, and all NA members. Following the principles of Nar-Anon helps us to avoid the perception of "governing" and promotes unity.

Tradition 1 • Our common welfare should come first; personal progress for the greatest number depends on unity.

Tradition 11 • Our public relations policy is based on attraction rather than promotion; ***we need always maintain personal anonymity at the level of press, radio, films, internet and other forms of mass media.*** We need guard with special care the anonymity of all NA members.

Tradition 12 • Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities.

Best Practices, Website Posting Checklist:

Flyers, Announcements, Agendas, Minutes & Other Documents

Please send flyers/document(s) in the native file format [i.e. Word, Pages, Excel, etc.] to website@naranonfl.org & webmaster@naranonfl.org. The FL Region Website Committee will review flyers/documents before publishing to the website; applying the Nar-Anon Traditions, Concepts and the guidance provided through the NFG GLS, GWS and the NFG Handbooks. Please allow up to 5 days for content to be published.

- 1. **DOCUMENT FORMAT:** Colorful flyers do attract attention; however, use of background color is discouraged. White background provides a print-friendly document for distribution; remember many groups print in black/white which may result in illegible information. Colored text and colorful artwork are encouraged.
- 2. **DOCUMENT CONTENT:** Check spelling & grammar (i.e., Nar-Anon & Narateen). Flyer information usually answers questions of: What, Where, When and How. Is there a contact or method for someone to get more information? Documents may need to include *disclaimers* #6a, b or c below. Links to outside entities may not be used. Links to NA may be used with disclaimer #6b below.
- 3. **PERSONAL/ CONTACT INFO:** (Traditions Eleven & Twelve): First names and generic email addresses are encouraged. Some email addresses contain full names of members which compromise anonymity. Use of home addresses and personal phone numbers is discouraged but sometimes necessary. If personal info (phone, email, address) is disclosed, the Website Committee requires acknowledgement/acceptance from that individual for the disclosure of their info. Once information is published on the website, it lives in perpetuity. Internet Search Engines ("crawlers") scour all webpages and content, PDFs are included in searches, for personal information to be sold to advertisers, spammers, or other illicit entities.
- 4. **CLIP ART, IMAGES, QUOTES & LOGOS (COPYRIGHT & TRADEMARKS):** Nar-Anon Logo: Committees and Groups must each seek permission for use of the Nar-Anon logo; see <https://www.nar-anon.org/logokit/> and the GWS for guidance. Care should be taken to avoid using copyrighted materials without authorization. Images, Graphics, and Clip Art that are readily available from the internet are often copyrighted. "Copying pictures from others, including websites, is no different than copying words from famous people – both raise questions about copyright and plagiarism... [sic websites] should be consistent with Traditions Seven and Ten." – used with permission © NFG, Serenity Connection, March 2019. Quotes from other sources (outside entities) are not consistent with Tradition Six. When incorporating wording from NFG CAL, see GLS for use of literature and add "disclaimer #6d."
- 5. **PHOTOS OF MEMBERS & PEOPLE:** (Anonymity Concerns): Photos of members compromise anonymity. An important consideration is that all of us have a qualifier in our lives and by breaking our anonymity we may expose them and take away theirs. Avoid compromising anyone's anonymity. If images of people other than members are used, please use "disclaimer #6a" below.
- 6. **DISCLAIMERS:**
 - a) Stock images of people: "Images and/or photos are not depicting actual Nar-Anon members"
 - b) NA: "Being held in the spirit of cooperation not affiliation with Narcotics Anonymous"
 - c) Named facilities other than regular meeting locations: "Nar-Anon is not affiliated with nor endorses any facility"
 - d) Quoting CAL Nar-Anon: the copyright and origin must be noted. This can be done by including " © date <year published> Nar-Anon Family Group Headquarters, Inc. Used here with permission" near the quoted material or in a footnote. See GLS for more use/copying of literature (CAL) guidance.

TRADITION ONE: Our common welfare should come first; personal progress for the greatest number depends on unity.

TRADITION FOUR: Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole.

TRADITION SIX: Our Family Groups ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim.

TRADITION SEVEN: Every group ought to be fully self-supporting, declining outside contributions.

TRADITION TEN: The Nar-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.

TRADITION ELEVEN: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media. We need guard with special care the anonymity of all NA members.

TRADITION TWELVE: Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities.