

Introduction:

Recently, concerns have been raised by several Newfoundland and Labrador (NL) Narcotics Anonymous (NA) members that Facebook Messenger Chats, used to support various NL NA Home Groups and NL NA Area Service functions have become overloaded with information (E.g., notices and announcements) and it is becoming increasingly difficult to monitor all these chats and notifications. This has caused several NL NA members leave chat groups and some to question their interest in being of service due to feeling “overwhelmed”. Furthermore, valuable information lost amongst other texts and commentary and is not getting out to those who need to disseminate said information.

Purpose:

- To streamline communication of NL NA Home Groups, NL NA Area Service, and its related sub and ad hoc committees,

Objective(s):

- NL NA Area Service (under its Public Information subcommittee) to create of a google docs *Announcement and Updates Page* file and stored on the NL Area Service Google Drive account.
- NL NA Area Service (under its Public Information subcommittee) to provide access to the *Announcement and Updates Page* for editing purposes to recruited trusted servants as described below.
- NL NA Area Service (under its Public Information subcommittee) to provide access to the *Announcement and Updates Page* for viewing purposes to the local NA Fellowship through the NL Area Website.
- NL NA Home Group(s), NL NA Area Service, Area subcommittee(s), and Ad hoc Committee(s) will recruit a trusted servant to act as a “single rep” to actively support and update the google docs *Announcement and Updates page* for that NL NA Home Group(s), NL NA Area Service, Area subcommittee(s), and Ad hoc Committee(s).
- NL NA Area Service (under its Public Information subcommittee) will assess usability and purpose via feedback from end users and version history monitoring on the NL NA Area Service Google Drive of the *Announcement and Updates Page*.

Process for accessing *Announcement and Updates Page*:**Editing (Instruction to the “single rep”):****Approval for Editing Access:**

1. A “single rep” from NL NA Home Group(s), NL NA Area Service, Area subcommittee, and Ad hoc Committee(s) (where applicable) are selected as responsible to update the *Announcement and Updates Page*. This is determined by Home Group(s), NL NA Area Service, Area subcommittee, and Ad hoc Committee(s) (where applicable).
2. The “single rep” will then send an email to the NL NA Area Service Gmail account (nlareaservice@gmail.com).

Please use the following email structure when requesting editing access:

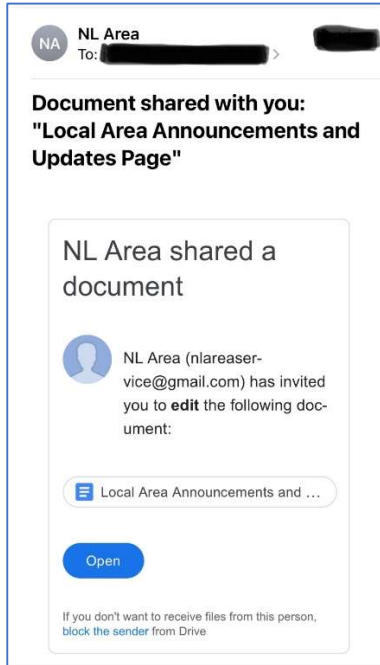
Subject line: Request editing status for *Announcement and Updates Page* on behalf of (enter Home Group, NL NA Area Service, Area subcommittee, and Ad hoc Committee).

Body of email: The email should identify the person responsible (maintaining anonymity – no last names), the referenced group, area, subcommittee, and the email address to be used. It is recommended to use the group, area, subcommittee email.

E.g. SAMPLE EMAIL

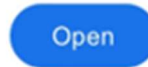
Subject: *Request editing status for Announcement and Updates Page on behalf of the 123group.*
Body Text of email: *On behalf of the 123 Group, we are requesting that editing right be provided to John D using email 123group@soandsoemail.com.*

3. One received a representative of NL NA Area Service will review. If approved the email address provided in the request would then receive an email from NL NA Area Service with the subject line **“Document shared with you: Local Area Announcement”**. Below is an example of what the email would look like:

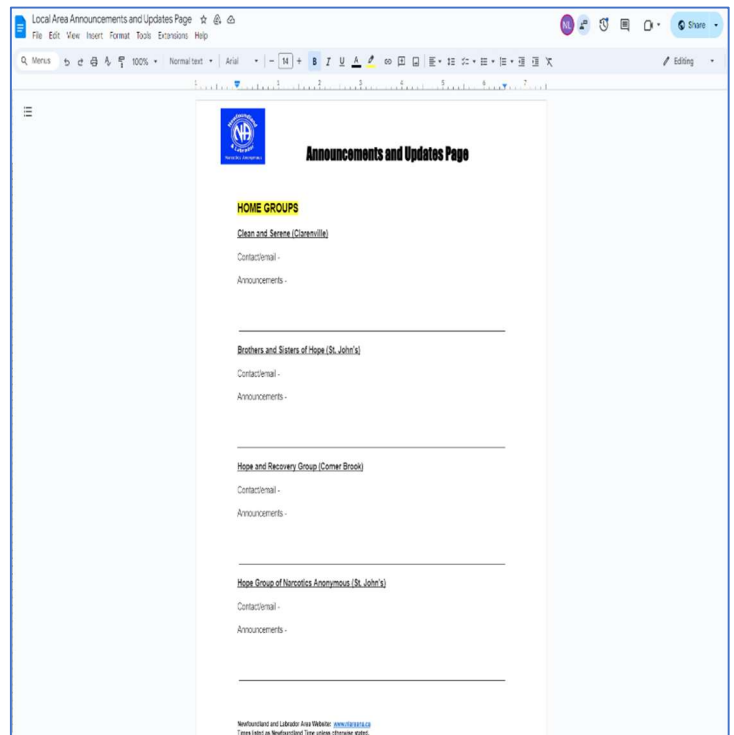


Once approved for Editing:


1. Click the **Open** button in the **“Document shared with you: Local Area Announcement”** email.



2. You will be brought to this page.



3. Once on this page scroll to the group/area/subcommittee/ad hoc you are representing. E.g. Just for Today Group.
4. Enter your first name and last initial. Include the email address (Note: It should be an email where questions can fwd. to and responses would come from on the information posted).
5. Enter the information that the group/area/subcommittee/ad hoc has requested to post to the fellowship. E.g. Just for Today Group.
6. Exit the page by closing the browser or app you are using.



Announcements and Updates Page

Hope and Peace (Carbonear)
 Contact/email -
 Announcements -

Hope and Peace (Happy Valley/Goose Bay)
 Contact/email -
 Announcements -

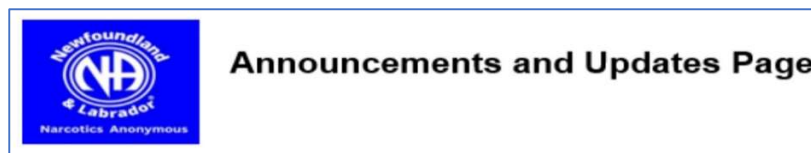
Just for Today (JFT) Group of Narcotics Anonymous (St. John's)
 Contact/email - Jerry H/jftgroupnl@gmail.com
 Announcements - Next group business/conscience meeting at 930AM on February 17th, 2024. Access via the group zoom meeting ID 828 3130 8286 passcode jft2021.

Labrador West Clean and Serene
 Contact/email -
 Announcements -

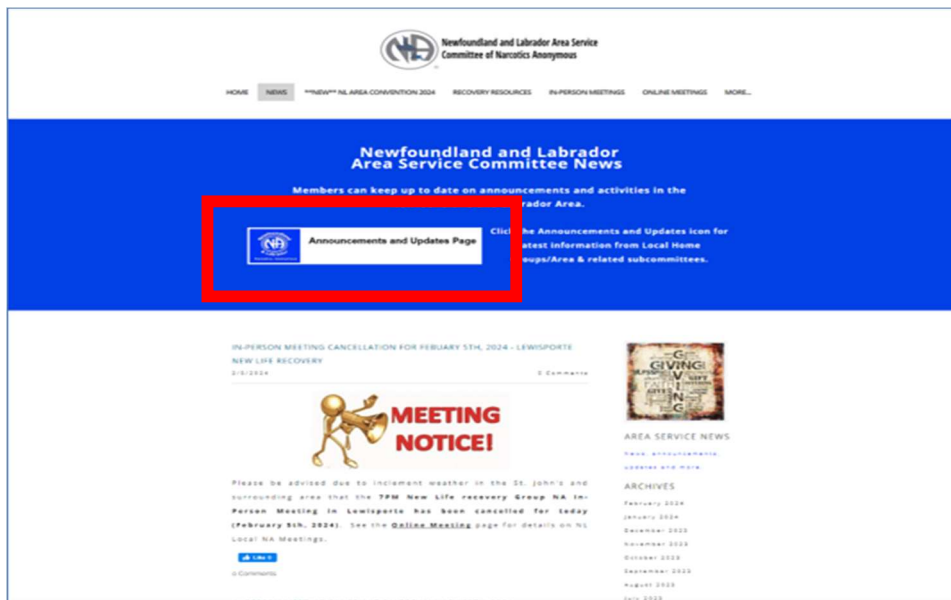
Newfoundland and Labrador Area Website: www.nlareana.ca
 Times listed as Newfoundland Time unless otherwise stated.

2

7. You can now go back to check your changes in the *Announcement and Updates Page* through the approval email for NL NA Area Service – as shown above, clicking this [link](#) or via NL Area Website News Page (<https://www.nlareana.ca/news>) and clicking on the icon shown below.



Announcements and Updates Page Icon on <https://www.nlareana.ca/news>



NL Area Service News Webpage - <https://www.nlareana.ca/news>

View Only (All NA Members):

A web link on areas website that can be viewed by anyone looking to get announcements and updates from the various home groups, area, subcommittee, and ad hoc's.

The *Announcement and Updates Page* is available by clicking this [link](#) or via NL Area Website News Page (<https://www.nlareana.ca/news>) and clicking on the icon shown as shown above.

Wrapping Up:

- The google doc will serve as a real time repository of NL NA announcements and updates, accessible to any NA member (view only access), via the NL Area Website under the “News” webpage.
- The *Announcement and Updates Page* will be updated by trusted servants appointed from the various NL NA Home Groups, NL Area Service, and its related sub and ad hoc committees as the “single rep”.
- Every effort should be made by the “single rep” to refresh the information on the *Announcement and Updates Page* as needed to keep the information as current as possible.
- The information provided can be utilized as a communication tool for applicable regular and committee meetings. **It cannot be understated that anonymity must be always maintained - Do Not enter full names of persons, personal telephone numbers, personal addresses, or personal emails, personal banking information, etc.. Email addresses for groups or those setup for the purposes of supporting a committee or specific area service position are acceptable. The Local NA phone line number or Area Service Website may be used as well.**