

## **ADDENDUM B: CRCNA Broadcast Email Policy**

The 'Broadcast' mailing list is designed primarily to inform those persons on the mailing list of events and announcements directly pertaining to the upcoming Colorado Regional Convention of Narcotics Anonymous. For questions concerning this guideline – please contact the CRCNA Committee Chair or the Convention Information/Webmaster Chair via the CRCNA website.

### **1. Introduction**

The list is moderated, which means the Convention Information/Webmaster (CIW) Chair Subcommittee designee selectively enters all entries to an assigned database. CRCNA Chair and Vice Chair have access to add, modify, or delete entries.

Broadcasting events or announcements are available to CRCNA Committee Chair, Vice Chair, and Convention Information/Webmaster Chairpersons only. Control of the use of distribution lists is necessary because inappropriate use will cause a negative reaction from those who receive the mail.

### **2. Allowable Use**

#### **Communications/Letters/Circulars/Announcements/News**

There will be a requirement that all Broadcasts should be of interest to a majority (over 51%) of recipients who have opted to be informed of events, announcements, important news (cancellations), and changes to the CRCNA Primary Event, or sub-events. The Broadcasts will be of substance, and a direct reflection on the professional representation of the CRCNA Committee as a whole.

The messages can be generated only by:

- The CRCNA Committee Chairperson
- The CRCNA Committee Vice Chairperson on the Chairperson's Behalf
- The CRCNA Convention Information/Webmaster Subcommittee Chairperson

PDF (Adobe Acrobat) files are the preferred attachment form for all Official Convention Information flyers, announcements, bulletins, etc. (see below for disallowed attachments). Links to the CRCNA Main Webpage are allowed and suggested in order to keep the overall message within a reasonable size when more detailed information is required.

#### **Other Categories**

No other categories will be acceptable use of the Broadcast List or functions.

### **3. Disallowed Use**

The following will not be allowed:

- Messages containing subjective attachments that may contain harmful viruses (e.g. Word Documents, Spreadsheets, Executables, and Archives) or formatted text (e.g. HTML format mail.) that references offsite (non-inclusive) data.
- Personal items: e.g. for sale, advertising, births, messages, farewells, etc.
- Items initiated by individual committee members of a non-general nature.
- Repeat reminders of a message already circulated.
- "Thank you" messages from a previous email.
- Excessively long messages (more than say 40-50 lines).
- Anything prohibited by the Narcotics Anonymous Traditions (e.g. Commercial sales, endorsements, etc.)

### **4. Mechanism for Distribution**

Access to the distribution lists will be restricted (see Privacy Policy below). Distribution will only be available through the CRCNA email system provided by the Regional Colorado Narcotics Anonymous web server. The CRCNA Committee Chairperson and/or CIW Subcommittee Chair appoint access to this server. All Broadcasts will be a representation of the CRCNA Committee as a whole.

## **5. Privacy Policy**

The CRCNA Committee will under no circumstance solicit, distribute, or make public the Broadcast Email List for any reason. Access to the List will remain restricted except to those detailed in Section 1 of this document and only per the allowed use as described in Section 2 of this document.

## **6. Collection**

From time to time, or per event, the CRCNA Committee or CIW Subcommittee will collect emails to add to the current Broadcast list. Other Subcommittees or regions may submit email addresses to the CRCNA Committee or CIW Subcommittee. It is highly suggested that any forms passed around for such a purpose specifically detail the reason for the collection and indicate that at any time removal of an address can be accomplished by a simple reply email asking for such removal.

## **7. Removal**

At any time the recipient of the Broadcast can ask to be removed from the Broadcast List by replying to the Broadcast and stating that request. A simple “please remove” will suffice. Under no circumstance will a reply email be sent to that recipient stating the action has been taken. In this sense, ‘no news is good news’ will be the standing rule and is most likely expected by the recipient.

## **8. Changes**

Changes to this guideline can be submitted to the CRCNA Committee at any time, and can be amended or updated by the CRCNA Committee at any time without notice. For questions concerning this guideline – please contact the CRCNA Committee Chair or the Convention Information/Webmaster Chair via the CRCNA website.