

# WEBSITE COMMITTEE GUIDELINES

1. The purpose of the Website Committee shall be to administer and maintain "The Website of the Area 64 Assembly of Alcoholics Anonymous" (hereinafter, referred to as "the Website").
2. The Website Committee shall:
  - A. Establish policy concerning the operation of the Website.
  - B. Oversee and coordinate all activities within the scope of the website committee.
  - C. Advise the assembly of the best price of goods and services to enable the Website to exist.
  - D. Review requests made by the Area Assembly to enhance Website function as needed, and to verify the changes are in compliance with the Service Manual and Guidelines of the Area Assembly.
  - E. In accommodation to the committee chair and Website Administrator's operational needs, assign members of the committee to assure necessary and proper operation of the website
3. Website Administrator
  - A. The Website Administrator shall have the responsibility of maintaining the technical aspects of the Website.
  - B. The duties of the Website Administrator shall include but not be limited to:
    - 1) With the assistance of other appointed members of the website committee updating meeting and event information in a timely manner.
    - 2) Ensuring that the Website data files are maintained and backed up in accordance with the committee's specification.
    - 3) Regular monitoring of the Website to verify its ongoing operation.
    - 4) Maintaining appropriate security in accordance with the guidance of the Website Committee and assembly body's specifications for the integrity of the Website and the information it contains.
    - 5) Maintaining contact with the Website Hosting Service.
    - 6) Updating software in accordance to recommendations from the Website committee, and or committee chair as needed.
    - 7) Corresponding with individuals requesting changes to the group and events information.
    - 8) Work with the members of the Website Committee to select an Alternate Website Administrator who can fulfill the duties of the Website Administrator as needed by the committee and area body.
    - 9) Maintain a Current email address list for Area 64 Officers, Committee Chairs and active website committee members.
4. Website Committee
  - A. The Website Committee will include the committee Chair, Website Administrator, Secretary and on a voluntary basis other members of Area 64 assembly who participate regularly as Website committee members.
  - B. The duties of the Website Committee members shall include but not be limited to:
    - 1) Ensuring that the operation of the Website follows the traditions of A.A.

- 2) Answering inquiries from Area 64 members and forwarding public inquiries to the appropriate committee chairs and Area Officers as indicated by the nature of the inquiry.
- 3) Sharing amongst themselves all email correspondence concerning the Website.
- 4) Researching and reporting on issues requiring clarification that arise within the Website Committee.
- 5) Provide reports of assigned activities to the Website Committee as required.

5. Website

- A. The purpose of the Website shall be to assist Alcoholics Anonymous (A.A.) in Area 64 in carrying the A.A. message.
- B. The Area 64 Website shall be a service tool exclusive to and for Area 64.
- C. The Website shall be registered as “area64assembly.org”.
- D. The content of the Website shall be maintained in accordance with AA traditions and the Area 64 Assembly Body’s expressed will.

6. Operating within the principles embodied in the Twelve Traditions of A.A., the Website shall NOT:

- A. Link to any other website other than the General Service Office, A.A. Grapevine Websites, central offices and intergroup agencies.
- B. Use an individual's Last name, in an unsecured area.
- C. Present any affiliation or endorsement of any non-A.A. entity.
- D. Replace face-to-face contact or published communication used within Area 64 and the A.A. Fellowship.

7. Procedures to manage information on the Website:

- A. The Website Committee will be responsible for maintaining the accuracy of group/meeting information as received from the Area Officers, DCM’s and GSR’s. Verification of such information is the responsibility of those trusted servants providing the information.
- B. Members of Area 64 registered with the Website Administrator may submit announcements of A.A. events within or connected to the fellowship of AA and Area 64 while visiting the site. Area AA’s who do not have access to the Website may also submit events through GSR’s, DCM’s and other Trusted Servants.

8. Procedures to manage content of the Website:

- A. Whereas the Website is accessible worldwide by all persons who can connect to the internet, all decisions pertaining to the Website's content should be considered 'important decisions' as described in the Twelfth Concept based on 'an informed group conscience' as described in the Second Tradition.
- B. All proposed changes to the Website that require Area 64 Assembly approval shall be published in the Area 64 Minutes before consideration in a business meeting of the Area 64 Assembly.
- C. In carrying out the direction of the Area 64 Assembly, the Website Committee in cooperation with the Website Administrator shall be authorized to make changes to the Website, as they deem necessary within the limitations of these guidelines.

9. AMENDMENT PROCEDURE

- A. Any amendments to these Guidelines shall be approved by majority vote of the Area 64 Assembly.