

# General Service Committee of Alaska (Area 02) Web Site Guidelines

## Purpose

The purpose of the General Service Committee of Alaska (Area 02) Web site shall be:

To provide a resource on the Internet where the members of Alcoholics Anonymous, the general public, and the professional community can get information about the activities and business pertaining to the Alaska Area of Alcoholics Anonymous.

## URL Registration and Ownership

- Three domain names shall be registered, owned and maintained by Area 02: "area02alaska.org", "area02alaska.net", and "area02alaska.com".
- When a user enters <http://www.area02alaska.org> (.net or .com) into a browser, the user shall be brought to the Area 02 home page.
- The A.A. General Service Committee of Alaska (Area 02) shall be named owner/registrant of the Internet domains.
- The administrative contact shall be the Area 02 Communications Committee Chair.
- The technical contact shall be the Area 02 Web Servant.
- As a result of this registration, the Area 02 Communications Committee Chair and Web Servant shall have direct control over the technical access to the Web site.

## Site Content

The Web site shall contain information that supports its purpose, including the following:

1. A home page displaying the name of the Web site as well as clearly identified connections to the other sections of the Web site.
2. A list of A.A. area, district, or pacific region sponsored General Service events, A.A. World Services ("GSO") sponsored events, and other generally accepted General Service related events.
3. Quick links to the A.A. World Services ("GSO") and the Grapevine Web site (see "Links to Other Sites").
4. A list of submitted Central or Intergroup office phone numbers located within Area 02.
5. Links to submitted A.A. meeting schedules from Area 02 Groups and Districts.
6. The Guidelines for the Web Site Committee.

## Links to Other Sites

- In keeping with our 5th, and 10th Traditions, the Web site will only contain material and links which discuss and explain the program of Alcoholics Anonymous as it is defined in conference approved literature. The page will not contain material or links to other pages that may be considered controversial (advertising/merchandising, religious, political, etc.).
- The Web site shall include disclaimers which alert visitors about links to external Web pages.
- In the spirit of non-affiliation with entities outside A.A. (Tradition 6), the Web site shall limit external links to the following:
  1. A.A. World Services (GSO) and The A.A. Grapevine sites.
  2. Other A.A. service entities and committees located within Area 02.
  3. The Pacific Region Alcoholics Anonymous Service Assembly (PRAASA) site.

## Cost of the Site

In the spirit of self-support, the Web site shall be financed and maintained:

- By contributions from the A.A. groups and A.A. entities within the Area.
- By operating within guidelines established and reviewed by the Area Committee.

## Anonymity

- In keeping with our 11th and 12th Traditions, the site shall contain no recognizable photographs of individuals, no last names, personal addresses or personal phone numbers.
- To the extent possible, the site shall utilize position titles, rather than first names, when referring to officers, committee chairs, and others.
- When a contact name is used, the name will contain only the person's first name and last initial.

## Endorsement and Copyrights

- The Web site shall include a disclaimer stating that it is neither endorsed nor approved by A.A. World Services, Inc. and that all references to A.A., A.A. literature, and the Grapevine are to registered trademarks.
- To respect and protect A.A. copyrights, all quotes or excerpts from conference approved literature displayed on the Web site shall be attributed to A.A. World Services, Inc. or The A.A. Grapevine, Inc.

## Email Accounts

- There shall be unique email accounts set up for Area officers and as Area 02 budget permits, email accounts for the standing committee chairs.
- Email accounts shall follow the format “area service position”@area02alaska.org.
- At the discretion of each email recipient, individual email accounts will be accessible by both pop mail clients and Web mail, or mail can be forwarded to personal email accounts.
- All email sent to email accounts that are not active will be forwarded to the Area 02 Chair and / or Secretary for handling or redirection.

## Roles and Responsibilities

### Area Communications Committee

The Area Communications Committee (ACC) was formed in 2008 as a Permanent Area 02 Standing Committee and consists of the following members: Chair, Newsletter Editor, Web Servant, at least one Area Officer or Past Delegate appointed by the Area Chair, and other interested members of the fellowship.

The ACC is responsible to the Area Committee for the layout and content of Area Web site.

Although the Web Servant is responsible for the daily maintenance of the Web site, which requires updating information and implementing changes to the presentation of content posted on the Web site, the ACC shall approve content for posting.

### Area Communications Committee Chairperson – Web Site Responsibilities

1. Responsible to oversee administration of the Web site.
2. Act as chair for all Web site Committee meetings.
3. Ensure financial accountability, adhering to the annual Area Committee budget.
4. Monitor registration of URL (domain name) and ISP Vendor.
5. Recommend persons with appropriate technical skills to the Area Chair for appointment to Web Servant.
6. Provide reports to Area Assemblies and other meetings as requested.
7. Responsible to ensure the payment of all budgeted expenses incurred by the Web site according to standard Area policies.
8. Assure that all activities of the Area Web site adhere to A.A.'s Twelve Traditions and Twelve Concepts and ensure that the Web site operates within these guidelines at all times.

## **Web Servant**

1. Responsible for the daily maintenance of the Web site including updating information and implementing changes to the presentation of content posted on the Web site.
2. Updates standard content of the Web site in a timely manner.
3. Recommends and adds new content to the Web site as appropriate. Events submitted directly to the Web Servant for posting on the Area Web site will be submitted to the Area Communications Committee prior to posting.
4. Communicates and coordinates with the Area Communications Chair.
5. Responsible for managing user IDs and passwords related to managing and access to the Web site.

## **Other Web Site Committee Members**

Assist the Web Servant and Web site Chair in the creation, development or maintenance of the Area 02 Web site.