

## 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 find information about the activities and business pertaining to the Alaska Area of Alcoholics Anonymous.*

### URL Registration and Ownership

1. Three domain names shall be registered, owned and maintained by Area 02: "area02alaska.org", "area02alaska.net", and "area02alaska.com".
2. When a user enters *http(s)://www.area02alaska.org* (.net or .com) into a browser, the user shall be brought to the Area 02 home page.
3. The A.A. General Service Committee of Alaska (Area 02) shall be named Owner/ Registrant of the Internet domains.
4. The Administrative Contact shall be the Area 02 Communications and Technology Committee Chair.
5. The Technical Contact shall be the Area 02 Web Servant.
6. As a result of this registration, the Area 02 Communications and Technology Committee Chair and Web Servant shall have direct control over technical access to the Web site.

### Web 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. Sections (or pages) may include:
  - a. Area standing committee-specific pages, including, but not limited to: Archives, Corrections, Remote Communities.
  - b. Delegate's Corner.
  - c. Resources (Area 02 Governing Documents & Forms).
3. 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.
4. Links to the A.A. World Services ("GSO") and the Grapevine Web sites (see "Links to Other Sites").
5. Links to Central or Intergroup office located within Area 02.

6. Links to submitted A.A. meeting schedules from Area 02 Groups and Districts not available via redirect.
7. The Guidelines for the Area 02 Web Site.

### **Links to Other Sites**

1. In keeping with our 5<sup>th</sup> and 10<sup>th</sup> 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, i.e. advertising/merchandising, religious, political, etc.
2. The Web site shall include disclaimers which alert visitors about links to external Web site pages.
3. In the spirit of non-affiliation with entities outside A.A. (Tradition 6), the Web site shall limit external links to the following:
  - a. A.A. World Services, Inc. (GSO) and AA Grapevine Web sites.
  - b. Other A.A. general service entities and committees located within Area 02.
  - c. The Pacific Region Alcoholics Anonymous Service Assembly (PRAASA) Web site.

### **Cost of the Web Site**

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

1. By contributions from the A.A. groups and A.A. entities within Area 02.
2. By operating within guidelines established and reviewed by the Area 02 Committee.

### **Anonymity**

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

### **Endorsement and Copyrights**

1. 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 AA Grapevine are to registered trademarks.
2. 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 AA Grapevine, Inc.

## **Email Accounts**

1. There shall be unique email accounts set up for Area 02 officers, District Committee Members (DCMs), and, as the Area budget permits, email accounts for the standing committee chairs.
2. Email accounts shall follow the format *area service position@area02alaska.org*.
3. At the discretion of each email account recipient, accounts may be accessed directly via Web mail, or email can be forwarded to personal email accounts.

**Note:** Email sent to inactive accounts cannot be seen or monitored (i.e., “undeliverable” error messages on the email sender’s end cannot be seen by the Area 02 Admin.).

## **Roles and Responsibilities**

### **Area 02 Communications and Technology Committee**

1. The Area 02 Communications and Technology Committee (CTC) is an Area 02 Standing Committee and consists of the following members: Chair, Web Servant, at least one Area Officer or Past Delegate appointed by the Area Chair, and other interested members of the fellowship.
2. The CTC is responsible to the Area Committee for the layout and content of the Area 02 Web Site, as well as overall administration and documentation of area technology assets and processes. Changes to processes/content will align with the Assembly conscience documented in our History of Area Actions.
3. 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 CTC shall approve content for posting.

### **Communications and Technology Committee Chairperson – Web Site Responsibilities**

1. Responsible to oversee administration of the Web site and approve / direct content and other updates via the Web Servant.
2. Responsible for managing user IDs and passwords related to managing and access to the Web site.
3. Ensure financial accountability, adhering to the annual Area Committee budget.
4. Monitor registration of URL (domain name) and web hosting vendor.
5. Recommend persons with appropriate technical skills to the Area Chair for appointment to Web Servant position.
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 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 daily maintenance of the Web site including updating information and implementing changes to the presentation of content posted on the Web site and at the direction

of the CTC Chair.

2. Recommends and adds new content to the Web site at the direction of the CTC Chair. Events submitted directly to the Web Servant for posting on the Web site will be submitted to the CTC Chair prior to posting.
3. Communicates and coordinates with the CTC Chair.

**Other Web Site Committee Members**

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