

**Website Guidelines Of The
Washington State East Area Assembly
Of Alcoholics Anonymous**

PURPOSE:

The purpose of our Website is to improve communication within WSEA 92 and to better reach the still suffering alcoholic. This communication is implemented by the use of both the Area Website as well as underlying communication structure of G Suite. The following guidelines as set out below are provided as a general scope of functions and duties of the Website Chair and Committee.

WSEA 92 WEBSITE CHAIR

Qualifications: The Website Chair will:

1. Be the position of the WSEA 92 Alternate Chairperson
2. Have the time to serve and the ability to travel within WSEA 92

Duties: The Website Chair will participate in WSEA 92 Assemblies and will chair the Website Committee meetings. Prior to the yearly General Service Conference the Website Chair will facilitate discussions regarding Conference Agenda items relating to Website and or Internet use and policy.

1. Participates in and chairs Website Committee meetings at WSEA 92 Assemblies, Quarterlies and when needed.
2. Establish a six-person non-funded, rotating Website Committee
 - a. Three members rotating on even years after three years of service with an option to serve an additional three-year term
 - b. Three members rotating on odd years after three years of service with an option to serve an additional three-year term
 - c. Two of the six members will be Digital Communications Coordinators. A Digital Communications Coordinator and Alternate Digital Communications Coordinator.

WSEA 92 WEBSITE COMMITTEE

In all its actions, the Website Committee is to be guided by AA's primary purpose and AA principles. In all matters concerning the WSEA 92 Website the Committee will be open to suggestions and questions from the Fellowship.

Qualifications: Website Committee member will:

1. Be selected by the currently serving Alternate Chairperson.
2. Have the time to serve and the ability to travel within WSEA 92.
3. Have the technical computer skills to navigate the internet and websites.
4. Have a solid period of continuous sobriety. (minimum three to five years)

Duties: The Website Committee members will:

1. Through its group conscience, it undertakes and maintains final responsibility and authority for the use of the WSEA 92 Website.
2. Create and maintain policies defining and describing what the Website will and will not post or display and why.
3. Will participate with the WSEA 92 Website Chair in discussing Website Conference Agenda items.

Committee Service Positions:

1. Recording Secretary

Duties:

- a. Records minutes at Website Committee meetings and promptly circulates them to the Website Committee.
- b. Distributes any Committee documents to the committee members.

2. Digital Communications Coordinator and Alternate Digital Communications Coordinator

Duties:

- a. Maintains WSEA 92 G Suite account.
- b. Provides G Suite account login information to all incoming elected, appointed and District Committee Members as well as past Delegates.
- c. Trains incoming DCC and Alt-DCC.
- d. Answers any emails directed to the support email address.
Helps with training and is available for conference calls to assist new members log into and begin using G Suites.

Website Committee Credit Line:

1. \$500 credit line:

- a. Website costs including; ISP, IPP and Domain Name expenses.

Contents and Services

1. The spirit of AA principles and Traditions will be followed at all times. This means, among other things:
 - a. Anonymity will be preserved and protected:
 - i. The first name and last initial of AA members and the full name of non-AA members may be displayed on the website.
 - ii. Personal phone numbers, postal and E-mail addresses will not be displayed on the website, except for additions to the website calendar such as event flyers.
 - b. There will be no endorsement or affiliation with non-AA entities. (Tradition 6)
 - c. The AA Preamble will be displayed on the website.
 - d. The Website will not link to websites not sponsored by AA service entities except for tools to help disseminate information.
2. A link to the AAWS's website (www.aa.org) will be provided to access general information about AA
3. Copyrights and registered trademarks, when used, should be acknowledged. (Alcoholics Anonymous®, AA®, and The Big Book® have registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine® and AA Grapevine® are registered trademarks of The AA Grapevine, Inc.)
4. E-mail:
 - a. Anonymous E-mail contacts for trusted servants will be available, including Area Committee members and District, Central Office and Intergroup representatives.
 - b. All Website visitor E-mail messages should receive a timely reply.
5. The following types of information are approved for display on the WSEA 92 Website.
 - a. Home Group meeting information: type of meeting, time and location.
 - b. District meeting time and location, mailing address, and answering service telephone number.
 - c. Central Office and Intergroup contact information, location and hours of operation.

- d. Event information (location, time, agenda, registration form, etc.) for the following types of activities, primarily focused on events in WSEA 92:
 - i. AA General Service functions. (Quarterlies, Assemblies, Conferences, Forums, Workshops, etc.)
 - ii. Fellowship activities. (Roundups, speaker meetings, picnics, dances, campouts, etc.)
- e. Area Committee reports. (elected officer reports, standing committee reports, Quarterly and Assembly meeting minutes, etc.)
- f. WSEA 92 Handbook and Area motions that have been placed on the Assembly Agenda and other background information.
- g. Links to websites of AA service entities will be provided as a service to website visitors.

Domain Name Registration

1. The Website shall be registered to Washington State East Area Assembly of Alcoholics Anonymous with a domain name of area92aa.org. (established July 5, 2001)
2. The Alternate Chairperson of the Washington State East Area Assembly or delegated representative shall be the administrative contact for the website's domain name.
3. The Treasurer of the Washington State East Area Assembly or delegated representative shall be the payor for the website's domain name.
4. The technical contact shall be the Internet Presence Provider (IPP) who maintains the primary domain name server for the WSEA 92 Website.
5. The WSEA 92 Alternate Chair will maintain accurate Domain Name information and registration.

Administration and Maintenance

1. The Alternate Chairperson of the Washington State East Area Assembly shall have direct oversight on all matters pertaining to the WSEA 92 Website.
2. The WSEA 92 Alternate Chairperson will perform the following tasks and specific responsibilities, but are not limited to, the following administrative duties:
 - a. Verify the Website adheres to AA Guidelines and Traditions.
 - b. Ensure Website expenses do not exceed the credit line specified in the WSEA 92 Handbook.
 - c. Give WSEA 92 Website status reports at all Washington State East Area Assemblies and Quarterlies, additional reports in the Area Newsletter are also encouraged.
 - d. Select cost-effective options for an Internet Presence Provider (IPP) and domain name registration services.
 - e. Design, create and make changes to the Website.
 - f. Require reports, including metrics from the webmaster on the availability of the Website to the public.
 - g. Maintain a backup copy of all Website files, excluding backup of hosted web pages.
 - h. Manage Website users and user access levels.
 - i. Respond to questions and concerns regarding Website technical matters.
 - j. Maintain and update event calendar with information provided by WSEA 92 Fellowship. Include current Assembly and or Quarterly agendas to the website when available.
 - k. Include minutes from previous WSEA 92 Assemblies and Quarterlies to the website as soon as they are made available.
 - l. Update WSEA 92 handbook and motions when made available as necessary.
 - m. Offer training to newly elected DCMs or Alternate DCMs so they are able to correct meeting schedules for their Districts.

- n. Administer email accounts and appoint a member of the webteam as co-administrator.
3. Area Committee Members, Districts, Central Offices, Intergroups and Home Groups participating in the Website activity
- a. Shall have the responsibility of verifying the accuracy of any information they provide.
 - b. May request the removal of any or all of their information from the Website at any time.
 - c. Shall inform the Web team of any changes to their information in writing or electronic format.

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