

Guidelines for the Utah Area 69 Website

Appendix E*

1.0 Website

- 1.1 www.UtahAA.org is the official website of the Utah Area 69 General Service Committee of Alcoholics Anonymous.
- 1.2 This web site is not endorsed nor approved by Alcoholics Anonymous World Services, Inc. or any given Internet provider; it is an AA service provided solely by the Utah Area 69 General Service Committee.

2.0 Purpose

- 2.1 The web site is an Area 69 Public Information vehicle, which is used as a method of providing information pursuant to AA's primary purpose.
- 2.2 To provide information to existing AA members.
- 2.3 To provide a means of communication within the Utah Area 69 General Service structure.

3.0 Web Committee

- 3.1 The Web committee is a sub-committee of the Communications Committee, with the Communications Committee Chairperson serving as chair. The voting membership shall consist of the Communications Committee Chair, PI Chair, and the Alternate Web Servant.
 - a. Eligibility of Alternate Web Servant; This position is elected by the Area Website Committee. Candidates must have some general service experience, three years of current and continuous sobriety, and appropriate computer experience.
- 3.2 Duties of the Web Servant and Alternate Web Servant.
 - a. Registers domain name, UtahAA.org for the current operating year and the following two years. This ensures the name is registered at least one term of office out and will minimize the loss of the domain name through oversights such as failure to re-register on time.
 - b. Monitors and records all expenses incurred in the maintenance and provision of the Website and ensures that the web hosting charges are paid on time.
 - c. Submits an annual budget request to the Utah Area 69 Public Information Chair, prior to the annual review of the Area 69 budget.
 - d. Maintains meeting list information contained within a database that is proved by the web hosting company. Maintenance of this list will be in conjunction principally with the area registrar, but also including the DCM's and DCMC's in each district.
 - e. Checks e-mail accounts no less than every other day, replies to inquiries and, if needed, forwards them to the appropriate officer or standing chair.
 - f. Maintains two separate, regular backups of all material at least quarterly.
 - g Changes the password to the web account every 3 months, or when any of the password holders step down from their service position. Passwords should be known only to the Area Web Servant, the Alternate Web Servant, and the P.I. Chair.

4.0 Public Access

- 4.1. It is recommended that the web site be constructed in such a manner that it be available for viewing by anyone who accesses the Internet through any means and with any system. Care should be taken not to show preference to specific systems, browsers, etc. that would make accessing the site through other means difficult.
- 4.2. An email address which copies to the Area Web Servant or the Area Alternate Web Servant would be included, to which any questions or comments may be forwarded.

5.0 General Content Guidelines

- 5.1. In keeping with our primary purpose, to stay sober and help other alcoholics achieve sobriety, the website should primarily be a public information tool for interested individuals. It should contain some general (conference approved) information about AA, list AA meeting schedules within the area, including an explanation about open and closed meetings, and other approved links.
- 5.2. In keeping with the principle of anonymity, full names or phone numbers will not be published on the website, including newsletters that are made available through the email list manager. E-mail addresses will be general contact addresses, such as WebServant@UtahAA.org. Each area officer and standing chair has an @UtahAA.org address. These will be used on the web site. The area officers / chairs will have access to their own email account on the site, or these will be anonymously forwarded to the appropriate personal e-mail address if so requested. The maintenance of forwarding addresses will be the Web Servant's responsibility.
- 5.3. Additional content which falls within guidelines may be added at the discretion of the Web committee, though significant changes should be reviewed by the Area 69 Communications committee to ensure it adheres to AA's 12 Traditions and 12 Concepts.

6.0 Included Links

- 6.1. In keeping with the AA tradition of non-endorsement, and recognizing the fact that any AA site can and will be accessed by the general public, links to any commercial sources should be avoided, as A.A. endorsement of such groups and organizations may mistakenly be implied through such links.
- 6.2. The only links that the Area will maintain are to the AAWS, the AA Grapevine website, Utah Central Office and other approved sites