

UNCOAST AREA OF NARCOTICS

ANONYMOUS

AREA SERVICE COMMITTEE

WEBSITE SUBCOMMITTEE

POLICIES & PROCEDURES



Website Subcommittee Policy and Guidelines

Mission

The Mission of the Website Subcommittee is described in ASC Policy VI.C.5.

Subcommittee Positions

The Facilitator (Chair) qualifications are outlined in ASC Policy VI.B.9. Holders

of positions in the Website Subcommittee

- Must have an NA sponsor, attend meetings regularly, work the 12 steps of NA, and have a clear NA message
- Must be able to meet communications needs (telephone, email, Internet access, etc.)
- Have the willingness to give the time and resources to do the job
- Have a working knowledge of the 12 Steps, Traditions and Concepts of NA
- Have an awareness of the uses and risks of social networking sites, especially regarding the 12th Tradition
- Have a working knowledge of current ASC policy and procedures
- Have a minimum one year clean time
- Have at least six months' active involvement with the subcommittee or equivalent
- Possess at least basic level computer skills¹. Some duties require Intermediate to Expert computer skills.

Web Servant

- Maintains Area Website content and updates it at least once each month.
- Ensures that the Website hosting configuration remains functional
- Ensures that the Domain Name hosting and email configuration (MX record) are functional
- Lists the website with search engines
- Establishes and maintains reciprocal links with other official NA websites.
- Maintains a backup copy (archive) of the website content.
- Presents monthly reports at the Website Subcommittee meetings

¹ This level of skills is sufficient to perform daily word processing tasks, such as, producing routine letters, memorandums, and informal reports. A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. This person is able to navigate web pages, conduct online searches, and use email.

Email Servant

- Sets up & maintains email forwarding configurations and settings
- Ensures email forwarding accounts are functional

- Ensures the Area Secretary has a list of Uncoast email forwarding addresses
- Presents monthly reports at the Website subcommittee

Meeting List Servant

- Maintains the meeting list document on the website and used for printing.
- Updates meeting information for all official Uncoast meetings with the NAWS website
- Presents monthly reports at the Website subcommittee

Other Positions

There are many other services that the Website Subcommittee may provide to the Uncoast Area. At any time, the Subcommittee may create positions that provide a single point of accountability for such services, according to the needs of the Area and the resources available.

Elections

- Facilitator's (Chair's) term renews in accordance with ASC Policy VIII.C.9
- Subcommittee terms renew in January
- Subcommittee positions may be combined or divided according to needs
- Elections for vacant positions may be held at any time
- All addicts seeking a position in the Website Subcommittee must attend the Subcommittee's regularly scheduled meeting (posted on www.uncoastna.org) to declare willingness to be nominated for the desired position.
- Subcommittee elections require a 2/3 majority of those present
- Any NA member who has attended two or more subcommittee meetings in the previous 6 months may vote.
- If any voting member objects to a voice vote, the vote will be by secret ballot