



WEBSITE SUBCOMMITTEE GUIDELINES

Approved/Adopted by the SFVASCNA May 3, 2009

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**San Fernando Valley Area Service
Committee of Narcotics Anonymous®
Website Subcommittee Guidelines**
Revised/Adopted by SFVASCNA May 3, 2009

I. Name and Accountability

- A. The following are guidelines of the San Fernando Valley Area Website Subcommittee, also referred to herein as the SFVAWC or Website Committee.
- B. The SFVAWC is a standing subcommittee of the San Fernando Valley Area Service Committee of Narcotics Anonymous (aka SFVASC, SFVASCNA or ASC).
- C. The Website Committee is the Internet arm of the SFVASCNA and has been given the authority to operate, administer and maintain the websites Nasfv.org and Nasfv.com, whose domain names are owned by the SFVASCNA.
- D. These guidelines were derived from the decisions and policies created by said Website Subcommittee. In addition, they conform to the policies, guidelines and mandates of the SFVASCNA, as well as the spiritual principles embodied by the 12 Traditions and 12 Concepts of Narcotics Anonymous.
- E. The San Fernando Valley Area Subcommittee membership shall be comprised of:
 - (1) The trusted servants listed in Section IV, below.
 - (2) Any member of Narcotics Anonymous who is interested in participating in the committee.

II. Purpose

- A. Our purpose is to support the members, groups and subcommittees that comprise the SFVANA, and to assist them in their task of carrying the message of recovery in Narcotics Anonymous over the Internet. To that end, we will establish and maintain a public website along with Email to disseminate information about the NA Program and its presence within the communities that comprise the San Fernando Valley Area, The Southern California Region, and other regions as needed to:
 - 1. Members of the NA fellowship
 - 2. Individuals seeking recovery
 - 3. Professionals seeking information about recovery
 - 4. The general public
- B. Furthermore, we will develop, implement and maintain an inward facing website, accessible only to the NA fellowship, which provides tools such as the current SFVASC as well as subcommittee guidelines, a historical archive of NA-related documents and multimedia content; tools which may assist the members of our groups in the fulfillment of our primary purpose: To carry the message of recovery and hope to the addict who still suffers.

III. Area of Responsibility

- A. Provide Information about Narcotics Anonymous
- B. Maintain a listing of NA Phonenumber/ Helpline numbers
- C. Maintain a Meeting Database with meeting codes and legend
- D. San Fernando Valley Area Narcotics Anonymous Meeting Directory
- E. Intranet (inward-facing website)
- F. Web content and programming
- G. Information for the professional
- H. Links to other NA websites
- I. Contact information
- J. Activities and event information



IV. Trusted Servants

Website Trusted Servants, except for the Chairperson, can be removed from office by a 2/3 vote of the Website Committee. The Chairperson can only be elected or removed by the ASC.

A. Website Chairperson

1. Website Chairperson Qualifications:
 - a. Nominated by the Website Committee and elected by the ASC.
 - b. At least 3 years continuous clean time and maintain that clean time throughout the term of service.
 - c. At least 2 years Public Information or Website Committee experience.
 - d. Must have a working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
 - e. Have the necessary computer skills to facilitate the Committee's responsibilities including Website and Internet navigational skills.
 - f. Have the necessary resources to fulfill the position i.e. Internet access, availability to a computer, and capable of attending each Committee meeting.
2. Website Chairperson Duties:
 - a. Be knowledgeable of the guidelines of the Website Committee as well as the guidelines of the SFVASC.
 - b. Conduct all Website Committee meetings;
 - c. Prepare an agenda and distribute it at each meeting;
 - d. Provide a written Website Committee report and present it at monthly ASC meetings.
 - e. Prepare and submit an annual subcommittee budget, as required by the ASC.
 - f. Represent the Website Committee at all San Fernando Valley Area Service Committee meetings. This includes representing and interacting with all other SFVASCNA service committees as necessary.
 - g. Coordinate and accomplish with other Website Committee trusted servants and members the necessary tasks to the goals of the Committee.
 - h. Work with the Area Chair to accomplish the tasks and goals set by the ASC.
 - i. Communicate with members and the public as necessary. This includes replying to all incoming email addressed to the Area Website, archive email, follow up on email that appears to be unanswered with sender and recipient, and other inquiries, i.e., via U.S. mail.
 - j. Be available to other Narcotics Anonymous service committees, as needed.

B. Secretary

1. Website Committee Secretary qualifications:
 - a. Elected by the Website Committee.
 - b. Have at least one (1) year continuous clean time and maintain that clean time throughout the term of service.
 - c. Must have at least six (6) months NA service experience.
 - d. Must have clerical skills and computer knowledge.

2. Website Committee Secretary duties:
 - a. Must attend all Website Committee meetings.
 - b. Must keep an accurate set of minutes of all Website Committee meetings, and send electronically to Website Chairperson for review.
 - c. Responsible for distributing monthly minutes to all area Website Committee representatives.
 - d. Maintain a file of all minutes and member contact information.
 - e. Work with the Website Chairperson to ensure agenda is prepared for meeting.

V. Elections and Voting

- A.** Nominations of chair and elections of trusted servants shall take place each year at the regular subcommittee meeting that occurs prior to the June ASC.
- B.** Voting Members for elections and committee motions shall be:
 - (1) The trusted servants listed in Section IV, above.
 - (2) Any member of Narcotics Anonymous who is interested in participating in the committee who has attended two previous Website Subcommittee meetings over a six month period.

VI. Accessibility/Privacy

- A.** Since information made accessible by the Internet can be accessed from all over the world we won't include full names, telephone numbers, Email addresses or account names of individual members. Only telephone numbers of Regional and Area Service offices, their Phonelines, or other Narcotics Anonymous service offices will be included on any part of the public area website with the following exception: VII. B.
- B.** All Email addresses will be separately maintained in accounts for Narcotics Anonymous and individual names will not be used.

VII. Activities Section

- A.** The Activities section of the website shall contain scans of flyers that conform to the following flyer policy:
 - (1) The name and nature of the event (i.e. meeting and dance, picnic, etc.).
 - (2) The day, date and timeframe of the event.
 - (3) The name and address of the venue with a detailed map and/or written directions to the event.
 - (4) The amount of the donation if any.
 - (5) The NA Logo with the ®, the Service Symbol with the ®, or the words "Narcotics Anonymous".
 - (6) No other logos (i.e. businesses, venues etc.) with the exception of conventions.
 - (7) No mention of outside enterprises (i.e. food drives, raffles, specific religious holidays, names of entertainers or speakers, etc.).
 - (8) The sponsoring NA service committee or group.
- B.** References to personal information such as personal full names, will be removed and may be replaced by NA links or contact information. First name and last initial is acceptable. Personal phone numbers for the purpose of contact information for events and activities are acceptable. Personal email addresses are acceptable unless they contain the person's full name or are inappropriate as per Tradition Four. Outside links must comply with the non-affiliation policy designated in Sec XII.

VIII. Intranet Component

- A.** The Intranet component known as the "bbs" will serve as an inward-facing website for addicts who are members of the NA fellowship, providing them with, but not limited to, the following:
 - 1. Guidelines: Downloadable copies of San Fernando Valley Area Service Committee Guidelines, as well as guidelines of all SFVASCNA standing subcommittees.
 - 2. Insurance form requests: Certificate Application for meetings and events within Southern California Region.
 - 3. Documents: Maintain an archive of various service-related documents ready for download in either MS Word or PDF format.
 - 4. Multimedia: NA Logo's, images, audio and video files for or from service-related committees, meetings, conventions, etc.
- B.** The bbs section shall include a notice of privacy protection, stating that it is open to the NA fellowship only and should not be linked to by any open-facing public website.
- C.** The Intranet component shall deploy security features, as deemed necessary by the Website Subcommittee, to protect against access of its content by individuals or groups outside the NA fellowship.

IX. Spanish / Other Languages

The Website Subcommittee will provide when and where available all its content translated into the Spanish language, or other language, provided the resources are available.

X. Technical Considerations

Graphics should only be used when there is a clear need to do so or when a graphic communicates better than text. Attention should be given to page download times.

XI. Funding

All funding for the Website Committee will come from the SFVASCNA.

XII. Non-Affiliation

- A.** In keeping with the Traditions of Narcotics Anonymous we neither endorse nor oppose any of the causes that may be reached through off-site links. References to outside resources may be added to the website. This is to help addicts and in no way implies an endorsement or affiliation of any kind. Any links to non-NA websites must open in a new window, and a disclaimer of any affiliation with the site they are about to enter This does not apply to map links.
- B.** To ensure compliance with current copyright laws our policy for using copyrighted material shall be in accordance with NA Intellectual Property Bulletin #1 (revised 2003).

XIII. Guidelines

These guidelines may be waived by a 2/3 vote of the Website Committee. They must be amended by a 2/3 vote of the SFVASC.