

Guidelines for Idaho Area 18 Website Activities,

I. Purpose – Defines the purpose of the Idaho Area 18 Website.

- A. The purpose of our website is to improve communication within Area 18 and to better reach the still suffering alcoholic. These goals will be achieved with the information displayed on the website as stated in the guidelines for Contents and Services.

II. Contents and Services – Describes the types of information approved for display

- A. The spirit of A.A. principles and traditions will be followed at all times. This means, among other things:
 - 1. Anonymity will be preserved and protected. The full names of individuals, individual phone numbers, postal and e-mail addresses will not be displayed on the website except in a manner consistent with common daily practice with other AA materials such as flyers, announcements, service reports and other similar materials. Usage of this type of information will be limited to materials provided by other AA entities and will also be limited to display in PDF format only. It will not be the Web Teams responsibility to edit these materials.
 - 2. There will be no endorsement or affiliation with non-A.A. entities.
 - 3. The A.A. Preamble will be prominently shown on the home page of the website.
 - 4. The website will link only to websites sponsored by bona fide A.A. service entities.
 - 5. Autonomy will be respected. Home Groups, Districts and Intergroups/Central Offices will decide for themselves what information they do, or do not, want given on the website, as well as the extent of their participation in the Area Website activity.
- B. The home page will identify the website's focus on A.A. within Idaho Area 18, making it clear there is no attempt to speak for A.A. as a whole. A link to the AAWS Website (www.aa.org) will be provided to access general information about A.A.
- C. Copyrights shall be respected and registered trademarks, when used, should be acknowledged as such. For example “Alcoholics Anonymous”, “A.A” and “The Big Book” are registered trademarks of Alcoholics Anonymous World Services, Inc. The “Grapevine” and “AA Grapevine” are registered trademarks of The A.A. Grapevine, Inc.
- D. Anonymous e-mail contacts for trusted servants will be available, including Area Committee members and District, Central Office and intergroup representatives.
- E. Hard copies of e-mails shall be forwarded to Area Committee members not online, or those choosing not to receive e-mail.
- F. E-mail addresses shall use the Area 18 domain name to maintain the anonymity of trusted servants, for example cpc@idahoarea18aa.org and district10@idahoarea18aa.org. Messages will be anonymously forwarded to the trusted servant 's personal e-mail address. However, no personal e-mail addresses shall be disclosed by the Area Website except as described in Para. II.A.1.

- G. Website visitors wanting a reply to their message will be asked to furnish an optional postal address and phone number to let the trusted servant respond in a manner other than e-mail. This will protect the trusted servant 's anonymity.
- H. All website visitor messages should receive a timely reply, even if nothing more than a "Thank You" for the message.
- I. The following types of information only are allowed for display on the Area 18 Website:
 - 1. Group meeting information for Groups and Meetings within Area 18, or in immediately adjacent locales, with type of meeting, time and location.
 - 2. Area 18 District meeting information. Time and location, mailing address, and answering service telephone number.
 - 3. Area 18 Central Office and Intergroups. Contact information, location and hours of operation.
 - 4. Event information (primarily focused on events in Area 18) location, time, agenda, registration form, etc., for the following types of activities:
 - a. A.A. General Service functions (quarterlies, assemblies, conferences, special forums, workshops, etc.
 - b. Fellowship activities (roundups, speaker meetings, picnics, dances, campouts, etc.)
 - 5. Area Committee reports (elected trusted servant reports, standing and special committee reports, Committee and Assembly meeting minutes, etc.)
 - 6. Area 18 Guidelines and motions placed on the Assembly agenda, including pros, cons and other background information.
 - 7. Links to websites sponsored by bona fide A.A. service entities will be provided as a service to the website visitor. It shall be made clear Idaho Area 18 does not endorse these websites and our linking to these sites does not constitute their endorsement of the Idaho Area 18 Website. Permissible links to A.A. websites are:
 - a. AAWS (www.aa.org), commonly referred to as the G.S.O. website.
 - b. The AA Grapevine (www.aagrapevine.org).
 - c. Other Areas and Intergroups located in adjacent Areas.
 - d. Districts, Central Offices and Intergroups within Idaho Area 18.
 - e. Links to application software required to support information displayed on the website.
 - 8. Recommendations on how to submit information for display on the website (contacts, format, etc.).
 - 9. These Guidelines for the Area 18 Website.
 - 10. The Idaho Area Newsletter.
 - 11. A link to Adobe® Reader® software for viewing Portable Document Format (PDF) files that are used to convey some of Area 18's web content.
- J. Districts, Central Offices and Intergroups in Idaho Area 18 wanting their own websites may use the Area's Website hosting service.
 - 1. A.A. Traditions and principles must be followed at all times on these websites.
 - 2. Idaho Area 18 will provide space for the hosted website and a Web address for access such as district3.idahoarea18aa.org or [www.idahoarea18aa.org/district 3/](http://www.idahoarea18aa.org/district%203/).

3. The participating District, Central Office or Intergroup shall be responsible for creating and maintaining their own site and they shall have a representative on the Area 18 Web Team.

III Domain Name Registration - Identifies Site ownership and contact information.

- A. The website shall be registered to Idaho Area 18 of Alcoholics Anonymous. The domain name shall be idahoarea18aa.org
- B. The Idaho Area 18 Chairperson, or a delegated representative, shall be the administrative contact for the website's domain name.
- C. The Idaho Area 18 Treasurer or a delegated representative shall be the billing contact for the website's domain name.

The technical contact shall be the Internet Presence Provider (IPP) who maintains the registered Internet domain name, and the computer equipment and servers for the Area 18 website.

IV Administration and Maintenance - Lists roles and responsibilities for the site.

- A. The Idaho Area 18 PI-East Chairperson (during even numbered years) or PI-West Chairperson (during odd numbered years) shall have direct oversight on all matters pertaining to the website
 1. The sitting PI Chairperson's administrative oversight of the Website activity provides accountability to our fellowship. In some instances this will require access to the Internet; however, since Internet access is not a prerequisite for the service position, the PI Chairperson may seek help from our fellowship in performing some tasks.
 2. Specific responsibilities for the sitting PI Chairperson include, but are not limited to, the following administrative duties:
 - a. Verify the website adheres to these guidelines and AA Traditions.
 - b. Ensure Website expenses do not exceed the amount specified in the Idaho Area 18 budget.
 - c. Mediate differences of opinion regarding the information displayed on the website and the services it provides.
 - d. Give website status reports at all Idaho Area 18 Assemblies and Area Committee meetings. Additional reports in the Area newsletter are encouraged.
 - e. Submit an annual budget request at the January Area Committee meeting.

B. Web Management Team

1. This team consists of the Area Chairperson, the Webmaster, and both the East and the West PI Chairpersons.
2. The responsibility of the Web Management Team is to approve the periodic revision of these guidelines.

C. The Webmaster

1. The Webmaster will be appointed by consensus of the Area Chairperson, the PI-East Chairperson, and the PI-West Chairperson.
2. Responsibilities of the Webmaster are:

- a. Distributes and coordinates the responsibilities for creating, upgrading and maintaining the website.
- b. Keeps the sitting PI Chairperson informed as to the Web Team's organization and operation.
- c. Controls access to the non-public areas of the website, including file transfer privileges, to ensure website integrity.
- d. Provides information on the website to the sitting PI Chairperson to assist in creating periodic status reports.
- e. Establishes and presents to the sitting PI Chairperson a proposed annual budget for website activities.

D. Assistant Webmaster

1. Performs website maintenance tasks as assigned by Webmaster
2. Serves as Webmaster in Webmaster's absence

E. Web Team composition

1. Members of the Web Management Team will also serve as members of the Web Team.
2. The Web-team is open to any Idaho Area 18 A.A. member with the technical ability or the willingness to learn the necessary skills to upgrade and maintain the Website. Technical Web Team members will need access to an Internet-ready computer, as well as the personal time to complete the tasks they volunteer for in a suitable time frame.
3. Other members of our fellowship may assist the sitting PI Chairperson and the Web Team to accomplish certain non-technical tasks. Members in our fellowship without the specialized skills needed to develop and maintain the website can also participate in the website activity. There is a wide range of non-technical tasks that could be done, including:
 - a. Gathering information to be presented on the Website;
 - b. Helping to enter information, such as meeting schedule information, into an online database.
 - c. Making suggestions on how the Website could be improved.
4. Other members of our fellowship who simply have a desire to keep abreast of website activities may request to be a member of the Web Team.

F. Web Team responsibilities

1. All Web Team members shall be familiar with the Website guidelines to ensure their spirit and intent is followed at all times.
2. All Web-team members should be included on all e-mail communications concerning the website.
3. As directed by the Webmaster overall maintenance responsibilities of the Web-team include, but are not limited to, the following technical duties:
 - a. Select cost-effective options for an Internet Presence Provider (IPP) and domain name registration services.
 - b. Design, create and make changes to the website.
 - c. Help ensure the website can be found on the World Wide Web.
 - d. Forward e-mail correspondence to trusted servants not online, or those choosing not to receive e-mail.
 - e. Maintain a backup copy of all website files, excluding backup of hosted Web pages.
 - f. Record and analyze metrics (requests for pages) to help assess Website utility.
 - g. Change the password as needed to limit website access.

- h. Respond to questions and concerns regarding website technical matters.

G. Area Meeting List database.

1. The Web Team shall maintain the Area Group Meeting List. The following Group/Meeting information shall be displayed.
 - a. Group/Meeting name.
 - b. Meeting Type
 - c. Location/address
 - d. Day
 - e. Time
2. To establish or correct a Group or Meeting entry e-mail meetings@idahoarea18aa.org with the required information.
 - a. For a new entry all fields should be completed.
 - b. For a correction or change to an existing entry submit the new or corrected information and enough group/Meeting information to adequately identify the appropriate Group from others with similar name, location, etc.
 - c. While it is appreciated that many wish to ensure that our database is updated and correct, we must recognize the principle of group autonomy. Each group has the right to display any group information it desires; therefore, we respectfully request that only those who have a right to speak for any particular group submit meeting list information for that group.

H. Misc. Maintenance services.

1. For those AA service entities in Idaho Area 18 wishing to display more information than that stated in the Contents and Services section of these Guidelines, the Web Team:
 - a. Shall upload hosted Web pages and updates, notifying the author that this was performed.
 - b. Will provide limited technical support and guidance to help A.A. service entities create their own Web page or Website.
2. 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.
 - d. The Web Team will transform the information identified in the Contents and Services section of these Guidelines to hypertext markup language (HTML) for presentation on the website, however, the Area Committee Members, Districts, Central Offices, Intergroups and Home Groups will be responsible for providing HTML formatting of any other information to be displayed.

V. **Revisions** – Describes the process by which these Guidelines are amended.

- A. Based on lessons learned, the conscience of the Area 18 Assembly, or other need for website activities changes, the sitting PI Chairperson shall annually review, revise, and submit for approval, an updated copy of these guidelines to the Web Management Team. Timing of this review shall be scheduled such that change approval can be accomplished prior to the end of the sitting Chairs term of service.

- B. As in all Area 18 service activities, the Idaho Area Assembly is the final decision making body. They will retain the right to over-ride any or all decisions of the Web Management Team.
- C. Individuals or group GSRs should take disagreements that cannot be resolved between the Web Management Team and the individual or group to the full-bodied Assembly for resolution.

Notes:

1. Dec. 2004: Re-titled and Restructured. Major revision, see website archive for previous version. Revision approved by Web Management Team 12/15/04.