

**San Diego, Imperial Counties  
Regional Service Committee of Narcotics Anonymous**

**Regional Website Committee's**

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**Guidelines and Operating Policies**

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RSC Approved On:

Regional Website Committee's Guidelines and  
 Operating Policies Continued:

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# Regional Website Committee's Guidelines

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## I. Definition and Purpose

1. The purpose of the Regional Website Committee is to maintain a "SDIC - Regional web-site" containing information such as San Diego / Imperial Counties Region event fliers, and meeting schedules, etc., submitted by the appropriate member Area or Regional sub-committees.
2. Provide web-site support, training and email accounts to San Diego / Imperial Counties Region member Areas and Regional subcommittees who choose to manage their assigned pages within the Regional web space.

## II. Subcommittee Meeting:

1 pm on the 1st Saturdays of each month at the RSO<sup>1</sup> Office.

And we maintain a reservation at 1 pm on the 3rd Saturdays of each month at the RSO.

- This time slot is used on an as needed basis, by appointments only

### *Meeting format*

- Open with the Serenity Prayer.
- Reading of the Twelve Traditions of NA.
  
- Agenda.
  - a. Chair Report and Announcements and Open Positions
  - b. Discussion
  - c. Round Table (Liaison and Subcommittee reports)
  - d. Recap to generate a project list
  - e. Thank everyone for supporting the subcommittee and invite them back to the next meeting.
  
- Close the meeting with either the 3<sup>rd</sup> step prayer or the "We" version of the serenity prayer.

*Note: We have the room for an hour after the meeting. This additional time is set aside to address issues with the site that arise during the course of the meeting.*

## III. Functions

1. Maintain the Regional Website as directed by the RSC<sup>2</sup>
2. Must provide a link to NA.org and the SanDiegoNA.org Home pages on every page within the site.
3. Post Regional and Area<sup>i</sup> Activities and Events as submitted to the committee
4. Post Regional Schedule as provided by the RSO Schedule Director or appointed contact.
5. Provide training, advice, and space on the Regional Website, to Area Service Committees' and Regional Subcommittees', for the purposes of establishing and maintaining a web presence specific to their service structure.
6. Maintain an archive of forms and documents submitted by the RSC.

### Functions Continued:

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<sup>1</sup> RSO: SDIC Regional Service Office of NA

<sup>2</sup> RSC: SDIC Regional Service Committee of NA

7. Review and modify sub-committee guidelines annually
8. Maintain a working relationship with the Regional Service Office Board of Directors (RSO-BOD) for coordinating updates to the on-line Regional Schedule.
9. Manage Domain Names for the Regional site
10. Keep the site free of commercial advertizing, political and religious messages
11. Ensure the entire site is backed up monthly
12. Ensure Quality of all changes to the Regional site (*Make sure all changes work properly and that they do not negatively affect existing site content.*)

#### **IV. Participation**

1. Open to all NA members.
2. The subcommittee consists of both voting and non-voting members.
3. Non-voting members are the Committee Chair, the RSC Vice-Chair and paid special workers.
4. To become a voting member you must attend 2 consecutive meetings.
5. Voting rights are lost if you miss 2 consecutive meetings

#### **V. Trusted Servant Positions**

##### **A. Website Chair:**

##### **Requirements:**

1. Are as defined for all other *subcommittee chairpersons* in the RSC Standing Rules which state: "*All other subcommittee chairpersons shall have 3 years clean with 1 year area or regional service experience in the committee that they are nominated to chair.*)"
2. Have a working knowledge of 12 Traditions, 12 Concepts of service

##### **Responsibilities:**

1. Chair the Website Subcommittee monthly meeting.
2. Report to the RWS any pertinent information from the RSC meeting.
3. Be the main point of contact for the committee
4. Attend the RSC meeting on the 2<sup>nd</sup> Saturday of each month at 1:00 PM and any special RSC meeting as directed by the RSC chair.
5. Will create and submit a committee budget to the RSC for approval in accordance with the RSC guidelines
6. Carry out the direction of the RSC with regards to the web site committee functions
7. Give an oral and written report to the RSC meeting on odd numbered months about the status of the web site and the committee.  
(*Note: The RSC requires 15 copies of the subcommittee's reports be distributed to the Chair, Vice-Chair, and Secretary, each of the RCMs and to anyone else who needs one. These copies should be made prior to the day of the RSC meeting.*)

## **Trusted Servant Positions Continued:**

### **B. Website Vice-Chair:**

#### **Requirements:**

1. Have at least 1 year clean time and 6 months of Area or Regional service experience.
2. Have a working knowledge of 12 Traditions, 12 Concepts of service
3. Be willing to step up into the committee Chair position

#### **Responsibilities:**

1. Attend the Website Subcommittee meetings
2. Carry out the duties of the web site Chair in the absence of the Chair.
3. Coordinate all committee related activities with the committee Chair
4. Be the secondary point of contact for the committee
5. Manage site access and user accounts

### **C. Secretary:**

#### **Requirements:**

1. Have at least 1 year clean time and 6 months of service experience in NA
2. Have a working knowledge of 12 Traditions, 12 Concepts of service

#### **Responsibilities:**

1. Attend the Website Subcommittee meetings
2. Record the minutes of each meeting
3. Email the minutes to all members of the subcommittee within fourteen days of the meetings conclusion
4. Send out a meeting reminder notice via email to all committee members
5. Maintain an archive of all pertinent web site committee records
6. Maintain reference copies of the 12 Traditions of NA, 12 Concepts for NA Service, and A Guide to Public Information, and the NAWS website subcommittee guidelines for committee members to review and as necessary.
7. Update and maintain the committee's guidelines as necessary

### **D. Technical WebServants:**

#### **Requirements:**

1. Have at least 1 year clean time and 6 months of service experience in NA
2. Have a working knowledge of 12 Traditions, 12 Concepts of service

#### **Responsibilities:**

1. Attend the Website Subcommittee meetings
2. Take direction from the committee \ committee Chair
3. Will not share site passwords without the Vice-Chair's approval
4. May be appointed to manage and or update specific areas of the web site such as but not limited to Email Accounts, Meeting Schedule Updates, Events and Activities, General Training and Support, Quality Assurance etc.

*Note: There is no limit to the number of specialty technical support positions appointed by the committee. The positions shall be considered ad-hoc in nature and be titled according to their area of responsibility I.E. Technical WebServant - Email Administrator, Technical WebServant – Meeting Schedule Administrator, etc.*

## **VI. Amendments to these Guidelines and Operating Procedures**

1. Amendments to these Guidelines and Operating Procedures can be made in any month with a 2/3 majority committee vote
2. All revisions must be approved by the RSC annually

## **VII. Parliamentary Authority**

1. NAWS Public Relations Handbook, Chapter 10, Internet Technology  
*Are superseded by:*
2. These Guidelines and Operational Policies  
*Are superseded by:*
3. Written direction of the RSC  
*Are superseded by:*
4. The current revision of the SDIC Regional Guidelines and Standing Rules

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## **Regional Website Operating Policies:**

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## **IX. Operating Policies**

### **13. Annual Budget**

- a. The committees budget must be itemized and shall include but is not limited to Site and email Hosting, Domain name registrations, DSL service (*at the committees primary meeting location*), Office supplies and Photo copies.
- b. The budget should be submitted to and approved by the RSC each year in October.

### **14. Billing**

- a. All reoccurring committee expenses' are charged to the RSO's credit card and are part of the RSO reimbursable charges of which the RSC is invoiced for and pays at each RSC meeting monthly.
- b. All changes to reoccurring committee expenses' should be coordinated with the RSO's appointed representative.

### **15. Copier \ Copier Code**

- a. Use of the RSO's copy machine is limited to the committee's use while the meeting is in session.
- b. Copier codes are provided by the RSO Office Manager to the committee chair who will share it with other committee members as necessary.
- c. The RSO bills the RSC for all copies made by the committee.
- d. The RSO changes the copier codes once a year in or about June of each year.

### **16. Fundraising**

- a. The committee may do fundraising in an effort to be fully self-supporting.
- b. All fundraising activities considered by the committee should not compete with other Regional sub-committee's fundraising initiatives.

## 17. Hardware & Infrastructure

- a. The committee maintains a laptop that meets these minimum requirements.
  - i. The ability to access the internet via a wireless connection.
  - ii. The ability to upload updates to the site via any free FTP software.
  - iii. The ability to provide meeting participation via two way video conferencing via any free service such as Skype.
  - iv. The ability to convert documents to PDF format using FreeWare
  - v. The ability to run any free text editor software
  - vi. The ability to run Open Office which is free software that is fully compatible with Microsoft Office.
  - vii. Should not require costly upgrades.
  - viii. Shall remain free of pirated software at all times.
- b. The committee maintains an AT&T wireless router which is located in the main meeting hall at the RSO (Regional Service Office)
  - i. Though we are currently sharing wireless access via the RSO's Cox service and the AT & T service has been deactivated. The committee has been approved to maintain its own dedicated internet service.

## 18. Page Requirements

- a. All pages on the site must contain a link back to our home "sandiegona.org" page and to NA.org

## 19. Programming Limitations

- a. Microsoft Front Page, and Microsoft Front Page extensions may not be used anywhere on the site. "Microsoft Front Page is no longer supported".
- b. Maintain the KISS principle. Whenever possible, choose the simplest option available.
- c. Use basic HTML whenever possible.
- d. For our members with disabilities we try to keep the site free of unnecessary animation.
- e. We do NOT use any third party utilities that require us to display the name of their organization. I.E "MapQuest.com"
- f. All site offerings must be hosted by our hosting company or linked directly to another official NA web site. I.E "NA.org"

## 20. Site Requirements

- a. The entire site must be backed up at least once a month to CD, DVD, or USB stick.
- b. We should do everything possible to insure the site is accessible to members with disabilities.

## 21. Site Security

- a. Site security should be the first consideration when looking at host providers.
  - i. The committee needs the ability to assign unique site permissions to committee participants, Areas, and Regional sub-committees.

## 22. Software

- a. The site shall be maintained in such a way that no special software is required. Any text editor should be sufficient for maintaining the entire site.

## 23. Storage

- a. The committee has a two-drawer filing cabinet at the RSO.
  - i. The RSO requires that the filing cabinet be labeled so it can be easily identified
  - ii. The RSO maintains a spare key to the cabinet.
  - iii. Three committee members need keys to the cabinet. They are the Chair, Vice-chair, and secretary of the committee.
  - iv. One drawer on the filing cabinet is dedicated to miscellaneous supplies, the other to committee archives.
  - v. The committee should use this space as the central storage location for all off-line storage.
  - vi. The cabinet is to remain locked when not in use.

## 24. Timeline

- a. October
  - i. Committee annual meeting
  - ii. Committee Chair is seated
  - iii. Chair submits annual \ monthly budget to the RSC for approval  
*(Requires a written motion)*
- b. November
  - iv. Chair report to the RSC
- c. December
- d. January
  - v. Chair report to the RSC
- e. February
- f. March
  - vi. Chair report to the RSC
- g. April
- h. May
  - vii. Chair report to the RSC
- i. June
  - viii. Chair to obtain new copier codes for the RSO
  - ix. Chair to submit 15 copies of the committee's revised guidelines to the RSC with a motion to approve the changes. *(Any changes should be documented separately and include original verbiage if any. Minimally the revision date should be changed every year.)*
- j. July
  - x. Chair report to the RSC
- k. August
  - xi. Nominate sub-committee chair
  - xii. Provide Nominee information *(completed resume packet)* to the RSC nominating committee Chair.
- l. September
  - xiii. Chair report to the RSC
  - xiv. *(This is the RSCs annual meeting. The report this month should include an summary of the committees work and expenses' though the prior year.)*
  - xv. Committee chair nominee must complete a regional resume and attend the RSC meeting on the second Saturday of the month at 1 PM at the RSO and be prepared to stay for the entire meeting.  
*(Approximately four hours)*
  - xvi. Chair elected "affirmed" by the RSC



i The terms "Area" and "Areas" refers to SDICRNA – Member Areas only