

**San Diego / Imperial County Region  
Regional Service Committee  
Narcotics Anonymous  
Regional Website Subcommittee**

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**Regional Website Subcommittee Guidelines for operating policies.**

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**I. Definition and Purpose**

*The purpose of the Regional Website Committee is to provide via the internet, to members worldwide, N.A. meeting and special events schedules for the San Diego / Imperial Counties Region.*

## **II. Subcommittee Meeting:**

1pm on the 1st and 3rd Saturdays of each month at the RSO Office.

### *Meeting format*

- The meeting starts at 1:00 PM
- The Serenity Prayer.
- The Twelve Traditions of NA.
- The 12 Concepts of NA Service.
- Follow the RWS Agenda.
  - a. Admin Report – Chair reports on RSC meeting
  - b. Old Business
  - c. New Business
  - d. Complaints, additions, changes to site.
- Close the meeting with a prayer.

## **III. Functions**

*The RWS will maintain the Regional Website:*

1. Provide NAWS and other Regional NA site links.
2. Post Regional and Area Activities / Events.
3. Post Regional Schedule
4. Provide training, advice, and space on the SDIC Regional Website, to persons designated by an Area Committee as liaison to the Regional Website Sub-committee, for the purposes of establishing and maintaining a web presence for that ASC.
5. Create and maintain a working budget as authorized by the RSC.
6. Maintain a working knowledge of the 12 Traditions of NA, the 12 Concepts to Service, and The Guide to Public Information.
7. Maintain an archive, available to committee members and applicants, of official forms required and approved by the RSC. For example, those forms used to apply for and become eligible for committee and service positions as established and regulated by the Regional Service Committee.
8. Maintain a knowledge base of all Area Guidelines in the SDICNA Region.
9. Maintaining a working relationship with the Regional Service Office Board of Directors (RSO-BOD) for updating the Regional Schedule.
10. Establish, maintain and manage Domain Names for site(s).
11. Secure organization information and keep the site free of commercial, political and other outside messages
12. Be open to new ideas.

## **IV. Participation**

The RWS is open to all NA members. Guidelines for becoming a member of the Sub-committee are as follows:

1. This subcommittee consists of voting and non-voting members.
2. Non-voting members are liaisons from other committees or subcommittees.
3. To become a voting member you must attend 2 consecutive meetings.
4. Must be a member of Narcotics Anonymous.
5. Must maintain abstinence.

## **V. Trusted Servant Positions**

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

**Requirements:** 3 years clean time. At least 1 year of involvement with the RWS.

**Responsibilities:**

1. Working knowledge of 12 Traditions, 12 Concepts, and Guide to Public Information.
2. Only serve for a period of 2 years as Website Chair.

3. Must have at least 1 year of experience in Area Service.
4. Will inform the RSC of the Subcommittees budget needs.
5. Attend the RSC meeting on the 2<sup>nd</sup> Saturday of each month at 1:00 PM at the appointed location of the meeting.
6. Will carry out the direction of the RSC on the Website's content.
7. Give a report at the RSC meeting on odd numbered months about the status of the RWS and the website.
8. Chair the Website Subcommittee monthly meeting.
9. Create the agenda for the RWS meetings.
10. Report to the RWS any pertinent information from the RSC meeting.
11. The point of contact with the web hosting company.
12. Maintain and back-up all files associated with the Website at least once per month.
13. Maintain a working relationship with the SDICRNA Schedule Director and Coordinator.
14. Maintain knowledge base of Area Guidelines.

**B. Website Vice-Chair:**

**Requirements:** 1 year clean time. At least 6 months of involvement with RWS.

**Responsibilities:**

1. Carry out the direction of the RWS Chair.
2. Report to the RSC in the absence of the Chair.
3. Maintain and back-up files associated with the website at least once a week.
4. Maintain a working relationship with the RSO Schedule Director and Coordinator.
5. Coordinate with Area Website Liaisons, Area and Regional Committee and Subcommittee Liaisons to make sure everyone has an opportunity for input in the Regional Website.
6. Fill any positions that are not filled in the RWS.
7. Maintain knowledge base of Area Guidelines.

**C. Secretary:**

**Requirements:** 1 year clean time. 6 months involvement in the RWS.

**Responsibilities:**

1. Record the minutes of each RWS meeting.
2. Email the minutes to all in members of the RWS meeting who have email.
3. Assist the chair in keeping order in the RWS meeting.
4. Send out a meeting reminder notice via email to all members of the RWS.
5. Maintain an archive of all RWS activities, preferably on the FTP Site.
6. Maintain copies of the 12 Traditions of NA, 12 Concepts for NA Service, and A Guide to Public Information for members of the RWS.

**VI. Other Members**

**A. Area Liaison:**

**Responsibilities:**

1. Attend regularly scheduled Website Subcommittee meetings.
2. Work with Area Service Committees to update Area Information & archives.