

South Dade Area Service Committee or Narcotics Anonymous Website Subcommittee

Purpose:

This policy will serve as a guideline for conducting business of the South Dade Area Service Committee; Website Subcommittee. Our website has one primary purpose - To carry the message to the addict who still suffers regardless of language.

Description:

1. The name of the committee shall be defined as Website Committee.
2. The Website address is <http://namiami.org> and is the property of the South Dade Area Service Committee of Narcotics Anonymous.
3. The committee shall answer and be accountable to the South Dade Area Service Committee of Narcotic Anonymous.
4. The Webmaster shall be accountable and responsible for the maintenance of the web site.
5. All content on the web site is the property of South Dade Area Service Committee of Narcotics Anonymous and shall conform to Traditions and Policies of Narcotics Anonymous.
6. All costs of hosting, and domain registration are the financial responsibility of South Dade Area Service Committee of Narcotics Anonymous.
7. The Website Subcommittee shall consist of a Chairperson and a Vice chairperson.

Website Subcommittee Positions:

Chairperson:

1. Has been active for at least six (9) months in the Website Subcommittee.
2. Has two (2) years continuous abstinence from all drugs.
3. Has a working knowledge of the Twelve Steps and Twelve Traditions, Twelve Concepts and this Subcommittees guidelines.
4. Has the time and resources necessary to complete these duties.
5. Has a willingness and desire to serve in this capacity.

Responsibilities are:

1. Attend all ASC meeting for duration of service term.
2. Attend all Administrative Subcommittee meetings.
3. Hold at least one (1) meeting per month of sub membership.
4. Have an understanding and working knowledge of Chapter 10: Internet Technologies of the Public Information Handbook.
5. Shall submit to the ASC monthly and annual reports of plans, no later that October of each year.
6. Shall submit to the ASC a set of updated Guidelines, no later that October of each year.

7. Shall submit to the ASC an annual budget, no later than October of each year.
8. Shall make and second motions at the ASC but shall not vote.
9. Will conform to the the policies and procedures set forth by the South Dade Area Service Committee of Narcotics Anonymous Subcommittee Chairpersons.

Vice chairperson:

1. Has been active for at least six (6) months in the Website Subcommittee.
2. Has at least one (1) year continuous abstinence from all drugs.
3. Has a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Subcommittee guidelines.
4. Has the time and resources necessary to complete these duties.
6. Has a willingness and desire to serve in this capacity.

Responsibilities:

1. Supply support to the administration of the website.
2. Help to coordinate service required for maintenance of the website.

Reporting and Accountability:

The Webmaster is required to submit a written report at each monthly Area Service meeting. Report should include all financial, technical, and general information related to the operation of the website.

E-mail addresses will be created for Administrative, Subcommittee Chairs and Liaisons as needed. These E-mails will reflect the name@namiami.org syntax convention. These e-mail addresses are to used for conducting business of the South Dade Area Service Committee of Narcotics Anonymous. All incoming emails should be issues a reply to acknowledge that it was received. When sending e-mails, trusted servants shall use the bcc facility (bcc stands for “blind carbon copy”). The e-mail addresses on the bcc list will receive the message, but these addresses are not visible in the message header to protect the anonymity of third parties.

Web Site Content:

The content of the South Dade Area Service Committee of Narcotics Anonymous website shall include but is not limited to the following items.

1. Meeting Directory – updated on a regular basis, available online and in alternative print formats.
2. Contact Information – E-mail, Postal address
3. Downloadable files – Files for GSRs and members including service forms and event flyer's
4. Personal messages, or opinions are not allowed as they may confuse outside readers as being the opinion of NA as a whole.
5. Link to the South Florida Region of Narcotics Anonymous website.
6. Link to the World Service of Narcotics Anonymous website

7. Phone number for the Regional Helpline.
8. Literature Links – WSO postings of literature, surveys, and other recovery based items approved by the WSO.
9. Layout – a design that allows for easy and accessible navigation with all text references and graphics in conformance with the Traditions and Policies of Narcotics Anonymous.

Technical Guidelines:

1. Web publishing techniques and procedures will conform to current industry standards.
2. The passwords used to administer the web site shall be held by the Webmaster, Web Vice chairperson, Treasure of South Dade Area Service Committee of Narcotics Anonymous and designated Web Subcommittee members.
3. Web site should be compatible with the major browsers
4. Design of the web site shall keep all content to a small bandwidth to provide ease of access
5. Every internal page should have a link back to the home page.
6. Downloadable files shall be offered in a pf accessible format.
7. External links shall be checked on a monthly basis to ensure integrity.
8. Links to NA group websites or email shall not be provided.
9. Website shall be updated within 2 weeks after the ASC meeting.
10. The Webmaster shall make back-up copies of the web site. The back-up should be stored with the Website Chairperson and Vice chairperson.

General Guidelines:

1. Meeting directories shall be checked regularly for updates.
2. External links will be limited to official Narcotics Anonymous web sites. Sites that are maintained by the World Office, Regional Offices, or Area Committees. To promote NA unity in accordance with our first tradition we do not link to personal web sites or sites that promote a third party.
3. Posting of local events is done through cooperation with the Events and Activities Committee
4. South Dade Area Service Committee of Narcotics Anonymous members consisting of Executive, Administrative, Sub Committee Chairs, and GSRs may request to post information regarding local area activities or NA related information.