

# **AREA 76 Website Committee Guidelines**

## **Revised Summer 2020**

### **Statement of Purpose**

The purpose of the website committee is to assist the groups and members of Alcoholics Anonymous in Wyoming to carry the message of Alcoholics Anonymous, by publishing information pertinent to the groups, districts, and fellowship within Area 76 and Alcoholics Anonymous as a whole on the website for Area 76. It is our goal to help the still suffering alcoholic establish direct, face-to-face, contact with members of Alcoholics Anonymous.

To meet our goal, we may publish listings of groups, fliers announcing conventions and AA events in our region, service material pertinent to Area 76, links to General Service Office approved material, as well as other information that may be deemed useful by the members of Area 76. This document is a set of guidelines approved by Area 76, to help its committee post information within the bounds of reason and the Twelve Traditions of Alcoholics Anonymous.

The committee is to be vigilant to protect the spirit of AA Tradition and shall not affiliate or link their site to any non-AA entity or other non-Area approved sites. Furthermore, the Area 76 website is provided solely for public information. It is merely an information tool. As a service committee itself, the Website Committee will not have any e-mail contact, or any other form of activity not approved by Area 76, through the site.

### **Organization**

The Area 76 Website Committee consists of a Webservant as well as other committee members who participate in area service. Organizationally, the Website Committee derives its authority and responsibility from Area 76 as follows:

1. The Assembly has a Website Committee, which has direct oversight of the official website of Area 76.
2. The Webservant appointed by the Area 76 Assembly Chairperson holds primary authority and responsibility for the oversight of the area website and correspondence generated through the website. The Website Committee establishes policy and provides oversight on operational matters during the Assembly's regular meetings, and as needed, through mail, e-mail, or telephone.
3. The Webservant of the committee is the principal contact person for the committee and shall maintain frequent contact with Area Assembly chair persons, Area Assembly officers, the General Service Office of Alcoholics Anonymous and any other affected AA service entities.
4. The Webservant shall report to Area 76 assemblies on the committee's activities.
5. The Webservant is responsible for the day-to-day management and implementation of the policies of the committee. These policies shall include adherence to the Twelve Traditions, Twelve Concepts and guidance provided in the AA Service Manual.
6. The Webservant shall ask for members of Alcoholics Anonymous within Area 76 to serve as committee members. An Assistant Webservant can be appointed by the Webservant to assist in the maintenance of the Website and related correspondence.

Maintenance of the site requires updating of the continually changing information on groups, events, meeting schedules and implementing changes in the presentation of information posted on the website.

7. The members of the Website committee will handle all business of the Website on a day-to-day basis through their own e-mail or mailing list or telephone. Submissions for inclusion on the site are given to any of its members through e-mail, mail or at any group business meetings. All changes to the Website must have prior unanimous approval of the Web Committee.
8. All e-mail or other business relating to the site shall be presented to the main committee as a whole. Any secondary e-mail addresses necessary for technical reasons shall be immediately forwarded to the Webservant. No e-mail communications shall be posted on the Website unless approved by the originating committee.
9. Any interested originating group AA member can subscribe to the e-mail list and participate in the Committee's discussions. Voting privileges must be limited to those who actually vote at business meetings. Thus, we hope, oversight of the committee's activities has a carefully constructed system of checks and balances which also provides an open-door policy to all members in our Area Assembly, both virtually and actually.

### **Financial Considerations**

It shall be the responsibility of all individual groups or committees to monitor and record all expenses actually incurred in the maintenance and provision of the Website, including out of pocket expenses incurred by any committee member directly related to their service. An annual budget request shall be submitted to the originating group for approval as required of all other standing committees of the groups. Expenditures shall be limited to approved, budgeted expenses of each individual committee.

### **Revisions**

These guidelines may be revised only upon approval of the voting membership of Area Wyoming, at any regularly scheduled business meeting.

Revised 02-06-2020