

## Website Committee Guidelines

(Adopted June 19, 2021; Amended on June 5, 2021)

### I. Name and Accountability

1. The following are guidelines of the Southern California Regional Website Committee, also referred to herein as the SCRWC, Regional Website, or Website Committee.
2. The Website Committee is a standing committee of the Southern California Regional Service Conference of Narcotics Anonymous (SCRSCNA or SCRSC or RSC).
3. The Website Committee is the internet arm of SCRSCNA, and has been given the authority to operate, administer, and maintain websites: todayna.org, todayna.com, and todayna.net, whose domain names are owned by the SCRSCNA.
4. These guidelines were derived from decisions and policies created by said Website Committee. In addition, they conform to the policies, guidelines, and mandates of the SCRSCNA, as well as spiritual principles embodied by the 12 Traditions and 12 Concepts of Narcotics Anonymous.
5. The Southern California Regional Website Committee membership shall be comprised of:
  - a. Trusted Servants listed in (Section IV) below
  - b. A representative from each Area within the Southern California Region. These members are also responsible for updating their area's meeting information in the Regional database.
  - c. Any member of Narcotics Anonymous who is interested in participating in the committee.

### II. Purpose

1. Our purpose is to support the members, groups, and areas that comprise the Southern California Regional Service Conference of Narcotics Anonymous and assist them in their task of "*Carrying the Message of Narcotics Anonymous*" over the internet. To that end, we will establish and maintain a public website along with email, hosting, messaging, and communication services to disseminate information about the NA program and its presence within the communities that comprise the Southern California Region to:
  - a. Members.
  - b. Individuals seeking recovery.
  - c. Professionals seeking information about recovery.
  - d. The general public.
2. Furthermore, we will maintain a Google Group to serve as a historical archive of RSC related documents. Additionally, a legacy archive is kept through the existing website.

### **III. Area of Responsibility**

1. Provide Information about Narcotics Anonymous.
2. Maintain a listing of NA Phoneline/Helpline numbers.
3. Maintain a Meeting Database with meeting codes and legend.
4. Source data Southern California Regional Meeting Directory.
5. Google Group and legacy archive through SoCal site.
6. Web content and programming.
7. Links to other NA websites.
8. Contact Information.
9. Publication and moderation of provided activities and event information.
10. Maintain list servers.
11. Provide domain name registration assistance as necessary to prevent the inadvertent loss of established area website domain names.

### **IV. Trusted Servants**

Website Trusted Servants can be removed from office by a 2/3 vote by the Website Committee.

#### **a. Website Chairperson**

##### **1. Website Chairperson Qualifications**

- a. Elected by the Website Committee.
- b. Have at least 5 years continuous clean time and maintain that clean time throughout the term of service.
- c. Have at least 2 years Public Information experience.
- d. Have the necessary skills to facilitate the Website Committee's responsibilities including website and internet navigational skills.
- e. Have the necessary resources to fulfill the position, i.e. internet access, availability to a computer, and capable of attending each Website Committee meeting.

##### **2. Website Chairperson Duties**

- a. Conduct all Website Committee meetings.
- b. Prepare for each meeting an agenda and distribute it at each meeting.
- c. Represent the Website Committee at all Service Works! Training Workshop meetings and at all Regional Service Conference meetings.
- d. Coordinate and accomplish with other Website Committee trusted servants and members the necessary tasks to support the goals of the committee.
- e. Ensure committee communication with the members and the public as necessary. This includes replying to all incoming email to the Regional Website and other inquiries, i.e. via U.S. Mail.
- f. Be available to other service committees, as needed.
- g. Shall coordinate with Website Technicians (Section IV.c) to maintain a "Disaster Recovery" file detailing facts, contact information, payment schedules, source code, domain names and registrars, IP addresses, passwords, and any other information needed to service and maintain the functionality of the website. Shall keep an updated copy of the file and pass it on to their successor upon vacating their position.

## **b. Website Vice Chair**

### **1. Website Vice Chair Qualifications**

- a. Elected by the Website Committee.
- b. Have at least 3 years continuous clean time and maintain that clean time throughout the term of service.
- c. Have at least 1 year Area or Regional Service Conference experience.
- d. Have the necessary skills to facilitate the Website Committee's responsibilities including website navigational skills.
- e. Have the necessary resources to fulfill the position, i.e., internet access and availability to a computer.
- f. Be willing to serve, if elected, as Chairperson.

### **2. Website Vice Chair Duties**

- a. Evaluate and propose the necessary program changes to the Regional Website as technology becomes available.
- b. Manage changes approved by the Website Committee or by the Southern California Regional Service Conference.
- c. Attend and report monthly to the Website Committee. The report should include the progress made on all outstanding tasks and projects of the Website Committee.
- d. Work with the Website Chairperson and Technicians (Section IV.c) to achieve goals of the Website Committee.
- e. Be available as a resource to other Regional and Area committees for technical advice on Regional Website functions.

## **c. Website Technicians**

### **1. Website Technician Qualifications**

- a. Elected by the Website Committee.
- b. Have at least 2 years continuous clean time and maintain that clean time throughout the term of service.
- c. Have at least 1 year Area or Regional Service Conference experience.
- d. The necessary skills to facilitate the Website Committee's responsibilities such as website and internet navigational skills, experience with website content management systems, literate in HTML and additional programming languages as needed, database management experience, website/network security experience, or be willing to learn.
- e. Have the necessary resources to fulfill the position, i.e., internet access and availability to a computer.

### **2. Website Technicians Duties**

- a. Maintain the functionality of the Regional Website.
- b. Evaluate, propose and communicate the necessary program changes to the Regional Website using [website@todayna.org](mailto:website@todayna.org) where possible to facilitate effective and efficient service by sharing information.
- c. Implement changes approved by the Website Committee administrative body or the Southern California Regional Service Conference (except in site-down emergencies).
- d. Attend and report monthly to the Website Committee. The report should include the progress made on all outstanding tasks and projects of the Website Committee.

- e. Work with the Website Chairperson, Vice Chairperson, and other Technicians to achieve goals of the Website Committee.
- f. Be available as a resource to other Regional and Area committees for technical advice on Regional Website functions.
- g. Technicians shall maintain and keep up to date a password repository that is shared with the Website Committee administrative body with each change.
- h. Shall be the custodian of software and service accounts (including TechSoup) with respect to the Guidelines in Section IX including:
  - i. Implementing and maintaining accounts for the Southern California Regional website at the expense of the Southern California Region.
  - ii. Purchasing Software Licenses for the Southern California Region at the expense of the Southern California Region.
  - iii. Purchasing Software Licenses for Areas of the Southern California Region at the expense of the requesting Area.
  - iv. Maintain a Software Distribution Log that includes: Access credentials, Purchasing Area/Region, Software Title and Licensing Key.

## **d. Website Regional Calendar Moderators**

### ***1. Website Regional Calendar Moderator Qualifications***

- a. Elected by the Website Committee.
- b. Have at least 1-year continuous clean time and maintain that clean time throughout the term of service.
- c. Must have some understanding of website or activities.
- d. The necessary skills to facilitate the Website Committee's responsibilities including moderation of submitted events, being knowledgeable of flyer guidelines, and capable of adding and editing events.
- e. Have the necessary resources to fulfill the position, i.e., internet access and availability to a computer and scanner.
- f. Willingness to learn the necessary WordPress skills to accomplish the task.

### ***2. Website Regional Calendar Moderators Duties***

- a. Maintain a regular and on-going link of communication with the Southern California Regional Activities Committee.
- b. Attend Southern California Website Committee meetings.
- c. Provide assistance with the submission of events as needed.
- d. Shall maintain the calendar section of the website.
- e. Maintain a page with information for major upcoming events such as conventions, cruise, and events that require special planning.
- f. Maintain the information on the service calendar, i.e., RSC committee meeting schedules and locations as provided.
- g. Moderate flyer submissions for approval.
- h. Provide assistance for any events such as conventions, campouts, and other events that span multiple calendar days and require special event entry.

## **e. Website Secretary**

### **1. Website Secretary Qualifications**

- a. Elected by the Website Committee.
- b. Have at least 1-year continuous clean time and maintain that clean time throughout the term of service.
- c. Must have at least 6 months NA service experience.
- d. Must have clerical and computer knowledge.

### **2. Website Secretary Duties**

- a. Must attend all Website Committee meetings.
- b. Must keep an accurate set of minutes of all Website Committee meetings and email them to Website Chairperson to review before SCRSC.
- c. Responsible for distributing monthly minutes to all Website Committee representatives.
- d. Work with the Website Chairperson to ensure the agenda is prepared for meeting.

## **f. Website Google Groups Administrator**

### **1. Website Google Groups Administrator Qualifications**

- a. Elected by the Website Committee.
- b. Have at least 1-year continuous clean time and maintain that clean time throughout the term of service.
- c. Must have at least 6 months NA service experience.
- d. Must have computer knowledge and email skills.

### **2. Website Google Groups Administrator Duties**

- a. Administer the “SCRNA – Southern California Regional Service Committee Website” group and the “SCRWeb” group.
- b. Add and remove members as requested.
- c. Must attend all Website Committee meetings.

## **V. Elections and Voting**

1. Elections shall take place each year at the regular Website Committee meeting in April.
2. In the spirit of rotation of service, the Website Committee will nominate service positions at least 1 month prior to elections to give an ample amount of time to select trusted servants from the fellowship as a whole.
3. Voting Members for elections and committee motions shall be:
  - a. Trusted servants listed above in (Section IV).
  - b. A representative from each Area within the Southern California Region.
  - c. Any member of Narcotics Anonymous who is interested in participating in the committee who attends two consecutive Website Committee meetings.

## **VI. Accessibility/Privacy**

1. Since information made accessible by the internet can be accessed from all over the world, we won't include names, telephone numbers, email addresses or account names of individual members. Only telephone numbers of Regional Service Offices, their Phonelines, or other Narcotics Anonymous service offices will be included on any part of the public Regional Website, with the exception of the Calendar (Section VII).
2. All email addresses will be separately maintained in accounts for Narcotics Anonymous and individual names will not be used. Passwords will be assigned to each Southern California Regional Area and their trusted servants by the Website Committee.
3. It is suggested that all emails sent or replied to in the course of service to this committee will originate from the appropriate email address [@todayna.org](mailto:@todayna.org) and will not disclose any individual names or personal email addresses in the To: header. Instead, the appropriate title of the trusted servant will appear as the "name" of the sender in the To: header. No personal contact information of any kind will be disclosed in any email. It is acceptable to state your first name and last initial in the body of an email message.
4. An up-to-date copy of the "Disaster Recovery" file as described in (Section IV.a.2.g) will be provided to the Regional Service Office (RSO).
5. To ensure continuity of domain registrations, this email address [website@todayna.org](mailto:website@todayna.org) will be used as the email contact for all domain registrations. To ensure the password to [website@todayna.org](mailto:website@todayna.org) can be easily recovered, the secondary email for the account will be set to the RSO email account.

## **VII. Calendar Section**

1. The Calendar section of the website will consist of a calendar for NA activities that are hosted by NAWs or any NA service bodies or groups within the Southern California Region.
2. The Calendar section will consist of the following:
  - a. Activities Calendar
  - b. A Service Calendar listing the schedule and location of standing committees of the SCRNA.
  - c. Page for information concerning major upcoming events such as the cruise or area conventions.
  - d. A calendar submissions page for the use of members submitting events to the website.
  - e. Maintain a link to the Regional Master Calendar provided by the Regional Activities Committee.

## **VIII. Google Group**

1. The Google Group will serve as an archive for:
  - a. Guidelines: Downloadable copies of Southern California Regional Service Conference Guidelines, as well as Guidelines of all SCRSC standing committees or subcommittees.
  - b. SCRSC: Monthly agendas, minutes, rosters, and documents related to regular and special meetings of the Southern California Regional Service Conference; current and previous archives will be available for download and review.

## **IX. Software**

1. Software Licenses for donated Software and Software upgrades for the SCRNA Websites shall be purchased through SCRNA accounts or the SCRNA TechSoup Account, which shall be accessible by the Website Committee: Chairperson, Vice Chair, and Technicians. Personal accounts shall not be used.
2. Areas of the SCRNA may request Software from the Website Committee through the Area RCM or Area Web Servant.
  - a. The Website Technician will then distribute the Licenses and Download Link as requested by the appropriate Area Representative once payment for the software license has been received.
  - b. Upon License distribution, accountability becomes the responsibility of the requesting Area.

## **X. Spanish**

The Website Committee will provide, when and where available, all its content translated into the Spanish language.

## **XI. Sub-domain Accounts & Area Hosting**

The SCRWC may grant Areas within our Region, or other NA Service Bodies that are not Areas, a sub-domain account for the purpose of hosting a minimal website, and a single email address, on our web server. Service Bodies outside the Southern California Region require a vote of the SCRWC and approval from SCRSC.

### ***Sub-domain Accounts:***

1. The address of the sub-domain account will have the form:  
<http://subdomainname.todayna.org>
2. All Area sub-domain accounts agree to comply with the SCRWC Guidelines which list rules of content and website links. Each Area account:
  - a. Will comply with the SCRWC Guidelines.
  - b. Will not exceed 500 MB of space.
  - c. Will not make excessive use of regional bandwidth.
  - d. Will have a single point of contact (SPC) from the Area. The SPC will have the username and password to make updates and changes to the account.
  - e. Will be given up to 10 email accounts.
  - f. Must comply with the terms of service agreement of our web-hosting provider.
  - g. Must not use excessive system resources and may be shut down at the sole discretion of the Website Committee for violating these Guidelines.

### ***Area Web Hosting:***

1. Area Hosting can be provided on the “Dedicated Regional Server” providing the following conditions are met:
  - a. Area is within the Southern California Region.
  - b. The Area website committee must have their own Area-approved Guidelines.
  - c. The content of the website must be within the standards of the Area Guidelines.



- d. Files must be limited to no more than 10000 per hosted site.
  - e. Bandwidth will be limited to 15 GB of data transfer per month.
  - f. Areas are responsible for passwords and distribution of passwords to the trusted servants.
  - g. All areas that are hosted on the regional server must provide an admin level login to [website@todayna.org](mailto:website@todayna.org) in case of emergencies and to provide technical support. Please do not send the username/password in a single email. Just send the username and we will contact you about the password through text.
  - h. All areas must have the free version of the Wordfence plugin installed.
2. *Applies to ALL content on the server:* Email addresses may only be displayed graphically. No text, mail-to functions, or bot-readable emails may be used in the web pages. This is to maximize bandwidth and limit the amount of spam and file space on the dedicated server.

## **XII. Technical Considerations**

Graphics should only be used when there is a clear need to do so or when a graphic communicates better than a text. Attention should be given to page download times.

## **XIII. Funding**

All funding for the Website Committee will come from the SCRSC.

## **XIV. Non-Affiliation**

1. In keeping with the traditions of Narcotics Anonymous we neither endorse nor oppose causes that may be reached through offsite links. References to outside resources may be added to the website. This is to help addicts and in no way implies an endorsement or affiliation of any kind. Any Page with links to non-NA websites states this. This does not apply to Map Links.
2. To ensure compliance with current copyright laws our policy for using copyrighted material shall be in accordance with NA Intellectual Property Bulletin #1 Revised (2012).

## **XV. Guidelines**

These Guidelines may be amended by a 2/3 vote of the Website Committee, if affirmed by the Southern California Regional Service Conference.



*Website Committee Guidelines Adopted June 19, 2021*