

South Jersey Area of Narcotics Anonymous Website Committee Guidelines

www.southjerseyna.org

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Definition

The South Jersey Area Website Committee is a sub-committee of the South Jersey Area Service Committee (SJASC) of Narcotics Anonymous (NA). The Website Committee is composed of elected officers and interested NA members who have the desire and willingness to be of service consistent with the Twelve Traditions of NA, Twelve Concepts of Service of NA, and these guidelines.

Purpose

There are four purposes of the SJASC Website Committee in regards to its efforts on the World Wide Web (WWW):

1. To provide information about NA to addicts who still suffer.
2. To provide information about NA, meetings, and activities.
3. To provide services to the SJA in order to foster and maintain a greater sense of community for this Area, these services to be determined by the committee members.
4. To reach professionals who come in contact with addicts.

Mission

Our objective is to carry out our primary purpose in accordance with the Fifth Tradition: "To carry the message to the addict who still suffers." We do so in accordance with our

11th Tradition: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." We do this by making information available to addicts and the public in a manner that is clear and objective.

Responsibilities

1. To maintain contact with the SJASC and the New Jersey Regional Website Committee and Narcotics Anonymous World Service (NAWS).
2. To utilize the WWW to open and maintain lines of communication with the fellowship and the general public.
3. To conduct a monthly SJAWC meeting.
4. To assist the SJA Subcommittees in maintaining a presence on the WWW via the South Jersey Area of Narcotics Anonymous (SJANA) website.
5. To maintain communication with all other SJA Committees as needed to fulfill our primary purpose.
6. To provide a representative to the monthly SJASC meeting.
7. To respond to all website issues in a timely and effective manner.
8. To be sure that all requests are appropriately handled at the correct level of service.
9. To receive meeting updates at the monthly SJASC and other sources, and to display this information on the WWW in a timely manner.
10. To ensure that any official communication to and/or from represents the SJA Website Committee's approved group conscience.

Operational Guidelines

Intent

In keeping with our purpose, the committee should ensure that the website is developed in such a way as to provide maximum functionality and ease of maintainability. To further ensure the achievement of this goal, the SJAWC will actively create and maintain instructions for the routine maintenance of the site, to facilitate the development of future web site coordinators.

Responsibility/Accountability

Placing information online is the responsibility of the SJAWC. Accountability is to this committee and to the SJASC in accordance with these guidelines. The source code on the site is the responsibility of the Website Committee Chairperson (WC) elected by the SJASC, authorized members of the SJAWC may be given responsibilities for the updating of information on the site, as well as other tasks as directed by the WC(s).

Website Budget Guidelines

As per SJASC motion xx-xx-xx, financial responsibility for maintaining domain registry and server functions is to be handled by the SJASC Treasurer from regular SJASC funds. This motion reflects current (2007 February) operational costs of the SJASC Website.

Non-Affiliation

The SJAWC does not endorse or approve of the material accessible via offsite links.

These links are provided only for information that is not available at this site for the sole purpose of helping addicts and others in their professional capacity.

Privacy and Anonymity

Information via the WWW is accessible all over the world. We will not publish names, photographs, phone numbers, e-mail addresses, street addresses of individual members. We will publish phone numbers and addresses of Hotlines, NA Service Offices, and meeting places that are not in a member's home.

Security

To ensure that materials remain available in the event of a server or personnel change, the WC will maintain up-to-date backups of the site and provide access to these backups to the Area Chair Person.. In addition the WC will maintain copies of all WC e-mail to and from the website for possible inclusion in the Chair's monthly report to the SJASC.

Subcommittee Membership

Membership of the SJAWC consists of the Chairperson and any member of Narcotics

Anonymous with the willingness and experience to participate. However, voting status is conferred only after attending three consecutive subcommittee meetings.

Qualifications And Responsibilities Of Committee Members

1. It is suggested that the committee maintain a current WSC Public Information handbook.
2. The conscience of the SJAWC will be adhered to.
3. Basic knowledge of the 12 Traditions and 12 Concepts of Service is suggested.
4. Upon loss of clean time, any elected member is automatically relieved of his or her duties. Continued participation in the committee is acceptable.
5. Any member may be relieved of office and/or voting rights upon a 2/3 majority vote. The Chair is a voting member in this circumstance.

Chairperson

1. Is elected by the SJASC.
2. Requires two (2) years clean time.
3. Has a working knowledge of the WSC Public Information Handbook.
4. Must have a minimum of one (1) year activity at the group or area level of service.
5. Sets the agenda and mediates all meetings of the SJAWC.
6. Prepares a report for and attends the SJASC and other special meetings, and makes motions and votes on behalf of the SJAWC.
7. Maintains communication with NJRWC and NAWS.
8. Responsible for orientating the new Chair for a transitional period of two (2) months.
9. Receives meeting change forms at the SJASC and communicates the information to the SJAWC(s)

SJA Website Coordinator(s)

1. Is elected by the SJAWC
2. Requires at least one (1) year clean time.
3. Must have at least one (1) year experience in Internet communications and be proficient in current web technology.
4. Is responsible for the timely upkeep of the SJA website, and timely updating of the online meeting list.
5. Follows all SJAWC instructions on website operational guidelines.
6. Provides to the SJAWC a copy of all correspondence monthly both to and from the website.
7. Provides a representation of the website, whenever structural changes are made, to the SJAWC.