

2013 2nd draft (revised to unofficial final)

To: Area Chair

CC: Handbook/Guidelines Ad-Hoc Committee

From: Web-site Committee

Subject: (refined) Definitions, Responsibilities of Website, Webmaster, Website Committee, and Website Committee Chair.

Website (area31aa.org): This site is maintained by the A.A.General Service Committee of Western Massachusetts (Area 31) for the purpose of enhancing unity by providing information pertinent to the General Service structure and functions within Area 31, as well as providing a communication platform for Area committees, members, officers, districts, interested AA members, and the general public. All Area Committees, each District, and the Area Officers are encouraged to share information about on-going service opportunities.

Webmaster: The Webmaster provides maintenance of the Website, including updating information and implementing changes in the presentation of information posted. The Webmaster assigns and maintains IDs and Passwords for email and for secure access to the website. The Webmaster registers the site's domain, shops for the best value of services provided for the Website, and ensures that the information provided on the site is by AA, for AA and about AA. Any request to post information that is determined to be questionable by the Webmaster will be submitted to the Website Committee for review.

The Webmaster works with and assists the Website Chair as necessary.

The Webmaster can delegate tasks to the Website committee members as needed.

Suggested Qualifications:

- The Area 31 Webmaster should have a reasonable period of sobriety (suggested minimum 3 years), Area service experience, and good organizational skills.
- Strong computer skills are essential to this position, including experience setting up and maintaining Websites.
- The Webmaster should have a strong understanding of AA's Twelve Traditions and Twelve Concepts for World Service, and good judgment about what constitutes appropriate material for the Website.