

Area 31 Western Massachusetts

**Report and Recommendations (Motions) of the  
Ad Hoc Committee on the Webmaster Position**

October 2022

**Introduction**

The Ad Hoc Committee on the Webmaster Position was formed after the 2022 Spring Assembly. At that Assembly, the Area's long-serving Webmaster, Bob B., reported that he needed to step down from his position, and that he needed help in finding and recruiting a replacement. Under New Business, the Assembly voted to ask the Area Chair to form an Ad Hoc Committee to review the position of Webmaster and to consider the way the Area supports that position, including the possibility of Tradition 8 payment.

The Area Chair asked the current Webmaster to chair the Ad Hoc Committee. Bob asked three people to join him: two former Website Committee chairs (Carl G., current Area Archivist, and Sally S., current Area Registrar), and a former Delegate (Anne F.). The four members of the Ad Hoc Committee met every other week through the spring and monthly through the summer.

The Ad Hoc Committee's report consists of three motions to be presented to the Area Committee at a future meeting.

1. MOVED, that the revised **Webmaster and Assistant Webmaster Duties and Qualifications** be approved.
2. MOVED, that the revised **Area 31 Website Submission Guidelines** be approved.
3. MOVED, that **Tradition Eight Support for the Webmaster** be approved.

## Ad Hoc Committee on the Webmaster Position

### WEBMASTER AND ASSISTANT WEBMASTER DUTIES AND QUALIFICATIONS

**The Webmaster:** Maintains the Area 31 Website, keeping information and web pages up to date. The Webmaster assigns and maintains user IDs and passwords for e-mail 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 pertinent to Area 31 A.A. The Webmaster will adhere to the Website Submission Guidelines.

#### Suggested Qualifications:

- The Area 31 Webmaster should be a member of A.A. with a reasonable period of sobriety (suggested minimum 3 years), Area service experience, and good organizational skills.
- The Webmaster should be familiar with set-up and maintenance of web sites, and should be willing to acquire skills necessary to keep up with changing website technologies.
- The Webmaster should have, or be willing to develop, an understanding of A.A.'s Twelve Traditions and Twelve Concepts for World Service.

**The Assistant Webmaster** should have, or be willing to develop, skills similar to those required of the Webmaster. The Assistant Webmaster will be expected to communicate regularly with the Area Webmaster, and to participate actively in maintaining the website.

## Ad Hoc Committee on the Webmaster Position

### WEBSITE SUBMISSION GUIDELINES

These are the guidelines for review of materials submitted to the Area 31 General Service Website. Each submission will be considered on an individual basis.

All material submitted to the Webmaster should be in a suitable editable electronic format. Contact the Webmaster with questions regarding formats.

The content of District minutes, Committee minutes, and event announcements is the responsibility of the submitter and should be reviewed and edited before submission to the Webmaster.

District minutes, Committee minutes, and event information can be posted directly to the website by the Webmaster or the Webmaster's assistant, after review. If any material is declined by the Webmaster, the submitter will be contacted. Any submitter whose material has been declined has the right of appeal to the Area General Service Committee.

All additions, deletions, or structural changes to the Area General Service Website other than the above-mentioned minutes, events, etc. will be presented to the Area 31 Committee as new business. In the extremely rare occasion that the Webmaster needs to make such changes without prior Area approval, the Webmaster will bring those changes with an explanation to the next Area 31 Committee Service meeting for a motion to keep or amend.

Any material presented that is not both AA and General Service related will not be posted on the website. Also, in the spirit of anonymity, no material containing last names, personal contact information, or face photos will be posted.

Any questions can be directed to the Webmaster at [webmaster@area31aa.org](mailto:webmaster@area31aa.org).

## **Ad Hoc Committee on the Webmaster Position**

### **TRADITION EIGHT SUPPORT FOR THE WEBMASTER**

Area 31 will offer Tradition Eight support to the Webmaster, which the Webmaster may accept or decline.

The Ad Hoc Committee recommends that the Area select one of the following options for Tradition Eight support.

Note that it is not an option to be hired by the Area or to be an employee of the Area. Area 31 is not set up to handle paid employees.

Instead, a Webmaster accepting Tradition Eight support would be considered an Independent Contractor. The Webmaster would be responsible for their own taxes, and the Area could be (depending on the option below) responsible for IRS reporting.

#### **Option A**

The Webmaster serves voluntarily for a certain number of hours (for example, five per week or twenty per month), and then is paid for service beyond those hours. \*In addition the time spent on website special projects would be considered extra hours.

#### **Option B**

The Webmaster is paid a flat annual fee that is just below the amount requiring the Area to issue IRS Form 1099-MISC.\*

#### **Option C**

The Webmaster is paid a flat quarterly fee to be worked out with the Finance Committee. This may or may not rise above the amount triggering a 1099-MISC.\*

\* In 2022, independent contractors who are paid \$600 or more during the year must be issued a 1099.