

Area 31 Website Content Submission Guidelines

Guidelines

1) Is the material General Service related?

(Refer to the AA Service Manual or the Area 31 Handbook & Guidelines for specific details.)

If no, the material should be returned to the submitter, with explanation, and guidance if possible.

If yes, proceed to #2.

2) Material should be reviewed for adherence to AA principles, with particular emphasis on the 12 Traditions.

If the material is not in conformance to AA principles it should be returned to the submitter, with explanation, and guidance.

These are suggested as guidelines for review of materials being submitted for inclusion on the Area 31 General Service Website. Each submission should be considered on an individual basis, relative to its own context.

All material being submitted to the Webmaster should be in a suitable editable electronic format when possible. Contact the Webmaster with questions regarding formats. Material being submitted should be presented with as great a lead time as possible.

The content of District minutes, Committee minutes and event announcements is the responsibility of the submitting body and should be reviewed and edited for things like last names, personal contact information etc. 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 assistants without going through the Area Committee for prior approval.

The Webmaster will review minutes for content, and post appropriate minutes or events. If any material is found questionable, and or declined by the Webmaster, the submitter will be contacted with an explanation for the denial and offered feedback for revision. If possible, we should try to resolve an issue at this level. If that is not possible, any submitter that has been declined, and cannot find resolution has the right of appeal to the Area General Service Committee at the next possible meeting under new business.

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 as a motion to be discussed and voted on.

There may, on extremely rare occasions come a need to make necessary alterations due to unforeseen circumstances. The Webmaster may make a determination at their discretion as a trusted servant (following these guidelines or guidance from other Area Officers) to make changes and bring those changes with an explanation to the next Area 31 Committee Service meeting for a motion to keep or amend those changes.

Any material presented that is not 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.

If the material seems to be in conformance with the above process the webmaster will post in the appropriate section of the website.

Any questions can be directed to the Webmaster at webmaster@area31aa.org.