DISTRICT 1- AREA 9 WEBSITE GUIDELINES rev 8/14

Statement of Purpose

Our mission in creating a District One Area 09 website is to foster and support communications for our fellowship and our AA community at large.

The purpose of the District One Area 09 General Service Committee website is to carry the message of Alcoholics Anonymous by providing a resource on the internet where information can be obtained about Alcoholics Anonymous and in relation to District One, our district committees and officers as well as those groups it represents.

In keeping with the Seventh Tradition, AA pays it's own way and this applies to cyberspace. To avoid confusion and guard against perception of affiliation, endorsement or promotion, website hosts should be carefully chosen and with avoidance of any host or host site that requires the inclusion of mandatory advertising space and links to commercial sites.

An AA website is a public medium. Respecting anonymity at the public level, the site will contain neither individuals identifying themselves as AA members, nor include the use of full names and/ or full face photos or personal telephone numbers.

As discussed In the AA Service Manual, all quotes from copyrighted literature will be credited to AAWS, Inc., or the Grapevine, Inc. as appropriate.

Website Committee Organization

The website will be maintained by the District One Mid Southern California Area (MSCA) 09 Website Committee. All content on the site is pre-approved by the web committee group conscience, in keeping with our Second Tradition and Concept Two.

Committee Positions:

Chairperson:

Schedules monthly committee meetings and creates and distributes agendas for the meetings. Chairs monthly committee meetings and/or teleconferences. Attends District One Service Committee meetings and reports on committee's activities to District One. Keeps committee aware of information from District One Service Committee meetings. Creates and maintains a budget for the committee. Works with other special service committee chairs and District One officers to obtain and distribute service material and maintain communication between the web committee and other service committees and area officers. Disseminates information about the website and obtains feedback from District One AA members. Ensures that the website committee performs its responsibilities according to committee guidelines and to AA tradition.

DCMC/ALTERNATE DCMC

Keeps the committee informed of District One, MSCA 09, regional and national events and activities relevant to the website. District changes should be promptly communicated to the web servant.

Corresponding Secretary:

Answers emails that come through the district website, forwarding them to the appropriate service committees when necessary. Copies the Web Committee (or the web servant and the Chairperson) on his/her responses to incoming emails. This position requires experience in AA service, an understanding of AA service structure, and an ability to communicate with potential newcomers and families of alcoholics. Emails that come through the website should be answered promptly. Maintains a current list of committee members and their contact information.

Recording Secretary:

Keeps an accurate record of Website Committee business. Takes minutes at Website Committee meetings and teleconferences.

Submissions Secretary:

Communicates with individuals who submit information about district and group AA events. Ensures that all events and flyers posted adhere to the website content submission guidelines. Reviews content submissions, checking spelling and grammatical errors and information posted that may conflict with the website submission guidelines.

Website Reviewer:

Reviews content prior to submission to the web servant. Reviews each section of the website, checking for broken links. Assists the web servant in checking browser and device compatibility.

Web servant:

Primary system administrator for *aainthesouthbay.org*. Responsible for site design updates, site content (as listed below), and software updates as needed. Maintains email addresses for District One officers and special service committee chairs. Fills in for the Chairperson when necessary.

Website Content

Section I General

Documents posted on the Mid-Southern California Area 09 (MSCA 09) District One Website will not include any individual identifying information — such as full names, phone numbers, personal email addresses or mailing addresses. The Website Administrator, prior to posting, will remove all information identifying individual AA members. Posted information must protect personal anonymity of individuals in accordance with AA traditions. Special email "aliases" may be posted to contact District officers anonymously. Posted information must protect personal anonymity of individuals in accordance with AA traditions.

Materials submitted for inclusion on the MSCA 09 District One General Service website shall be reviewed by the Website Committee. Each submission shall be considered on an individual basis, relative to its' own context. If any material is found questionable, and declined by the website committee, the submitter shall be contacted with an explanation for the denial and offered feedback for revision. If possible all attempts will be made to resolve such 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 District One Executive Committee.

All material submitted to the web servant should be in a suitable editable electronic format. Material shall be reviewed for adherence to AA principles, with particular emphasis on AA's Traditions Six, Ten, and Eleven. If the material is not in conformance to AA principles it shall not be posted.

In accordance with AA Guidelines (Internet), the District One website, and submissions to the website, can quote a phrase, sentence or brief paragraph excerpted from A.A. literature – such as the Big Book (Alcoholics Anonymous), Twelve Steps and Twelve Traditions, The A.A. Service Manual, and Conference-approved pamphlets—without a prior, written request. When this occurs, the proper credit line shall be included to ensure that A.A. literature copyrights are protected. After a brief quotation from a book or pamphlet, the following credit line should appear:

Reprinted from (name of publication, page number), with permission of A.A. World Services, Inc.

Section II Suggested Content

A. Homepage

Introduces the visitor to Alcoholics Anonymous in our District by displaying contact information for resources such as Hospitals and Institutions, and provides email links for the DCMC and Website Committee Chair.

B. Links

The District One homepage will provide several offsite links to official AA websites and local Inter Groups including but not limited to:

AA General Service Office
AA Grapevine
Mid-Southern California Area 09
Los Angeles Central Office
South Bay Central Office
Southern California H & I
South Bay H & I
PRAASA (Pacific Region Alcoholics Anonymous Service Assembly)

C. Events

Contains the names, dates, locations, and brief descriptions of upcoming fellowship events, and may contain links to event websites as appropriate or event flyers. All General Service, Area, Inter Group and Hospitals & Institutions Committee events are pre approved and may be posted when the event information is available. If groups/individuals desire to post an event to this page, they should contact the Website Chair or another District Officer well in advance of the event. The Website Committee will approve or disapprove of the posting.

- D. District News and Events
- 1) An article on District happenings from the DCMC
- 2) Anonymity-protected minutes and agendas
- 3) Events and/or workshops special to the District.
- E. Other Content

The site may publish additional content, including but not limited to:

About Us
Map of District One
Archives
Committee Chair Reports
Young People's Page
Group Outreach
Regional/National/International AA Fellowship Events/Calendars Page

All content on the site must be approved by the District Website Committee before posting.

Section III Prohibited Content

A. Direct Communication

The website will not permit interactive communication such as chat rooms, message boards, forums, online meetings, or any other form of direct communication.

B. Non-AA Content

In keeping with Tradition Six, there will be no non-AA content or links to non- AA- related sites. No commercial links or commercial/professional services are available through this site.

Please note District One Financial Statements of any kind will not be posted due to their sensitive nature