

## Area 64 Assembly Technology Committee Guidelines for Structure, Procedure and Content

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### Article I. Technology Committee

#### A. Purpose

The Technology Committee's purpose is to deliberate upon and enact resolutions concerning service matters brought before them. Its responsibilities include:

1. Electing and supporting the Technology Committee Officers.
2. Maintaining and improving the Area 64 website.
3. Recommend policies & guidelines for the content of the Area 64 website and Area 64 use of technology.
4. Developing educated budget recommendations for the technology requirements of Area 64.
5. Serving as a technology resource for Area 64 Assembly body.
6. Creating and maintaining resources to support the area 64 assembly body.
7. Working in conjunction with the Liaison Committee to maintain a current inventory of the location and condition of Area-owned computer equipment, software and computer-related manuals and documentation.
8. Providing information systems related support for all Area-owned computer hardware and software. May be called upon to provide suggestions for retaining the services of outside vendors.
9. The website shall, in all its matters, always adhere to A.A.'s principles of the Twelve Traditions and the Twelve Concepts for World Service and will align, as best possible, with the AAWS guidelines.

#### B. Committee Business

1. The tech committee shall meet in conjunction with the Area 64 assemblies unless otherwise specified by the committee
2. Each person attending the committee meeting has a voice and a vote
3. All committee business shall be passed by a simple majority vote of members present.
4. The sole financial support for the Area 64 Technology Committee shall be from Area 64 Assembly.

### Article II. Technology Committee Officers

#### A. Officers

1. Chairperson
2. Alternate Chairperson
3. Secretary

B. Officers will be elected in accordance with the Area 64 structure

C. Duties of the Technology Committee Officers

1. Chairperson presides over the committee meeting
  - a. Reports on the Technology Committee activities each quarter at the Area 64 business meeting.
  - b. The primary contact for the Technology Committee Chair is [technologychair@area64assembly.org](mailto:technologychair@area64assembly.org).
2. Alternate Chairperson
  - a. Performs the same tasks as the Chairperson in the event of the absence of the Technology Committee Chairperson.
3. Secretary
  - a. Records the meeting minutes each quarter and sends to the Chairperson.

#### Article III – Web Servant

The Web Servant shall be responsible for the overall administration, maintenance, and security of the Area 64 website and related electronic services. Due to the technical nature of this position, the Web Servant shall possess and demonstrate sufficient technical proficiency in website administration prior to assuming the duties of the office. The webservant's responsibilities include:

- A. Maintaining and updating the Area 64 website ([area64assembly.org](http://area64assembly.org)) to ensure accuracy, accessibility, and proper functionality.
- B. Ensuring that all website data and files are properly maintained and backed up on a regular basis.
- C. Identifying and communicating technical needs, concerns, or issues to the Technology Committee and provide reports as requested.
- D. Preparing and submitting a written quarterly report to the Technology Committee, including website traffic statistics and other relevant web-related information.
- E. Establishing and maintaining appropriate security measures to protect the integrity of the website and its content, including the approval of access to password-protected areas and the periodic review and removal of inactive user accounts.
- F. Maintaining Area 64 website-based email accounts to ensure anonymity for Area Officers and Committee Members.
- G. Providing technical support to the Area Secretary for Assembly registration activities, which may include the creation, modification, or maintenance of online registration tools.
- H. Maintaining effective communication with the designated web hosting service and ensuring that all hosting account and contact information remains current.
- I. Ensuring that all website hosting and related service fees are paid in accordance with approved budgets.
- J. Posting, updating, and maintaining official Area 64 documents on the website as provided by Area Committee Officers and Members.
- K. Reviewing, posting, and maintaining event flyers and announcements on the Area 64 website event calendar.

#### Article III. Website

- A. Website Financial Support and Ownership
  1. The Area 64 website is to be supported solely by the Area 64 Assembly.
  2. Area 64 is the owner of the Area 64 website and domain name. The financial contact with the web hosting site will be the Area 64 Treasurer or another position created by the Assembly. The administrative contact with the web hosting site will be the Web Servant.
  3. When signing an agreement with an Internet hosting service, care shall be taken against inadvertent association and/or promotion. The Internet web hosting service, chosen by the

Technology Committee, shall be required to neither publicize nor promote its relationship with Area 64 or Alcoholics Anonymous.

4. A domain name separate from the Internet web hosting service shall be used to remove the problem of associating the Area 64 website with a commercial service.

B. Public Access to The Website

1. The Area 64 website shall be constructed in a way that it may be available for viewing by as many devices as possible. The Area 64 website shall be tested from as wide a range of systems and browsers as possible to assure that its information may be received by as many as possible.
2. Area 64, being culturally diverse, will provide access to the site's information in Spanish, when translations are provided.

C. Web Content Suggestions and Submission Procedures

1. Content

- a. the Technology Committee is responsible for the maintenance of the website, which requires updating the information and implementing changes in the presentation of information posted on the website,
- b. Members of Area 64 may submit announcements of A.A. events within or in connection to the fellowship of A.A. and Area 64 using the website or by emailing flyers to [events@area64assembly.org](mailto:events@area64assembly.org). Any request for information posting that is determined to be questionable by the acting Web Servant will be submitted to the Technology Committee for review prior to posting.
- c. Use of an individual's last name, may only be used in secured, password protected areas of the website.

2. Suggestions

- a. The Area 64 website will provide contact information allowing visitors to e-mail suggestions to the Technology Committee and/or Web Servant.
- b. The Area 64 Technology Committee shall respond within 14 days to all correspondence regarding the Area 64 website.
- c. The author of suggested changes or additions is requested to provide reasons and background references, i.e. specific changes, pages, location, etc. so they can be verified and discussed before changes are made on the website. Suggested changes will be reviewed by the Technology Committee.
- d. If a suggestion is not acted upon and a member wishes further discussion, he/she may submit it as a topic to the Assembly Body.

3. Submissions

- a. Forms will be provided for users to submit an event flyer to be published on the Calendar . The form will be located on the events page of the Area 64 website. All flyers are sent to the Web Servant for review and approval before posting on website. Events also can be emailed to the Web Servant at [events@area64assembly.org](mailto:events@area64assembly.org)
- b. Area Committee Members, Delegate and Standing Committee Officers can submit documents to be uploaded to their page by sending an email to [webservant@area64assembly.org](mailto:webservant@area64assembly.org) or using the contact form on the website.

D. URL Registration and Ownership

1. Any domain names administered by Area 64 shall be registered, owned and maintained by Area 64 (example: [www.area64assembly.org](http://www.area64assembly.org)).
2. The committee member acting as Web Servant shall be named the administrative contact of the website.

E. External Links

1. In the spirit of non-affiliation with entities outside A.A., the website shall limit external links to A.A. Central Offices within Area 64, the Alcoholics Anonymous World Services website, the A.A. Grapevine website, TCYPAA website and ICYPAA website.
2. Any external links suggested for addition to the Area 64 website will be brought before the Technology Committee and Public Information Committee for approval.
3. The Technology Committee reserves the right to remove external links from the Area 64 website at any time it determines external link content has become inconsistent with A.A. Traditions and/or Principles.

F. Email Accounts

1. To protect the anonymity of all Area 64 committee members and preserve historical communication, all Area 64 business should be conducted using the provided Area 64 e-mail versus a personal e-mail account.

Article IV. Ratification, Amendment and Suspension

- A. This document, except as otherwise noted herein, may be amended by submitting written proposed amendments to the Area 64 Technology Committee or its Chairperson for review and recommendations.
- B. Amendments, except as otherwise noted herein, may be submitted to any committee member or through discussion at a Technology Committee meeting at an assembly. All amendments will be reviewed. Amendments will only be approved through a vote in the Technology Committee at an assembly meeting.