

## **Area 64 Assembly Technology Committee (TC) Guidelines for Structure, Procedure and Content**

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### **Preface**

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### **Preface**

Service to the Fellowship of Alcoholics Anonymous is the primary purpose of General Service in Area 64. In all our proceedings we shall observe the spirit of the A.A. Twelve Traditions and the Six Warranties, mindful of the ideals expressed in *The A.A. Service Manual combined with the Twelve Concepts for World Service*. The Right of Participation and the Right of Appeal shall always be observed.

In the absence of specific indications in these guidelines or of direct Assembly action, the latest edition of the Area 64 Assembly TC Structure and Guidelines may be relied upon.

### **Article I. Technology Committee (TC)**

#### **A. Purpose**

1. The gathering of the TC Officers, General Service Representatives (GSRs) and the Area 64 Service Committee Members, which deliberate upon and enact resolutions concerning service matters brought before them. Its responsibilities include:
  - a. Electing and supporting the Technology Committee Officers.
  - b. Maintaining and improving existing Area 64 website. Set policies & guidelines for the content of the Area 64 website and for any future Area 64 use of electronic communications technologies.
  - c. Developing educated budget recommendations for the technology requirements of Area 64.
  - d. Serving as a technology resource for Area 64 Assembly body as well as Area Committees.
  - e. 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.
  - f. 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.

#### **B. Meetings**

1. All voting members shall meet quarterly.
2. A quorum shall be the number of voting members present.

#### **C. Voting Procedure**

1. All committee business shall be passed by a simple majority vote.

#### **D. Funding**

1. The sole financial support for the Area 64 Technology Committee shall be from Area 64 Assembly.

## **Article II. Technology Committee Officers**

### **A. Officers List**

1. Technology Committee Chairperson
2. Alternate Chairperson
3. Web Servant
4. Secretary

### **B. Term of office and determination**

1. The term of other officer positions, except for Web Servant or other approved committee members, will coincide with the terms of the Committee Chair, unless they have special IT skills and would like to continue on the committee.
2. The position of Web Servant will be chosen from a pool of applicants received in response to announcements approved by the Area Committee.
3. The Web Servant's term will be 2 years and may be renewed for an additional 2-year term pending recommendation by the TC and approval by the Area body.

### **C. Duties of the TC Officers**

#### **1. Chairperson presides over the committee meeting**

- a. Reports on the TC 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).
- c. Keeps in contact with Area 64 PI Committee

#### **2. Alternate Chairperson**

- a. Performs the same tasks as the Chairperson in the illness or absence of the TC Chairperson.

#### **3. Secretary**

- a. Records the meeting minutes each quarter and sends to the Chairperson.
- b. Handles all committee mailings/e-mailings.

#### **4. Web Servant**

- a. Responsible for the technical maintenance and updating of the [area64assembly.org](http://area64assembly.org) website.
- b. Because of the technical nature of this position, all applicants should be able to demonstrate technical proficiency in handling website maintenance before taking on this responsibility.
- c. Ensuring that the website data files are maintained and backed up in accordance with the committee's specification.
- d. Brings and communicates technical needs or issues to the TC meeting.
- e. Prepares a quarterly report on website traffic and other related information for the TC meeting.
- f. Maintains appropriate security in accordance with the guidance of the TC and Assembly body's specifications for the integrity of the website and the information it contains.
- g. Responsible for maintaining the e-mail accounts on the Area 64 website to maintain anonymity for Area Officers and Committee Members.
- h. Responsible to train the next Web Servant.
- i. Responsible to maintain relations with existing web host services and ensure proper communication by making sure the host information and contact information is correct and current with the Web Servant's information.
- j. Ensures that all annual hosting plans are paid.
- k. Update all documents to the Area 64 website for Area Committee Officers and Members.
- l. Review, update and post event flyers to the Area 64 website event calendar.
- m. Respond to e-mail communication from the website and communicate responses with the TC committee.

## **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 TC, 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 computer systems as possible. To this end, web pages should be viewable on any browser (graphical or text based) and not depend on any particular operating system. 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 Area 64 TC, as trusted servants of Area 64, will develop web content that contains information reports by the Area 64 for public distribution through the Internet and Electronic Media.
- b. Although the TC is responsible for the daily maintenance of the website, which requires updating the changing information and implementing changes in the presentation of information posted on the website, the TC shall consult with Area 64 Public Information Committee or other appropriate committees in determining the accuracy and consistency of information presented on the site.
- c. 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.
- d. The principle of anonymity, as it applies to other public media such as press, radio and television will be extended to the World Wide Web, Internet and Electronic Media. As such, full names and photographs of A.A. members should be avoided. Names should be shortened to first name and last initial. If the first name is sufficiently unique to be recognized by the general public, then first and last initial.
- e. 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 TC for review prior to posting.
- f. 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 TC and/or Web Servant.
- b. The Area 64 TC shall answer 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 TC.
- d. If a suggestion is not acted upon and a member wishes further discussion, he/she may submit it as a topic to the Public Information Committee Chair and/or Assembly Body.

### **3. Submissions**

- a. Forms will be provided for users to submit an event flyer to be published on the Calendar (please refer to Article III, C, 3 regarding events). 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. The domain name shall be registered, owned and maintained by Area 64 – [www.area64assembly.org](http://www.area64assembly.org).
2. The committee member acting as Web Servant shall be named the administrative contact of the website. The technical contact shall be the website's Internet Service Provider.
3. As a result of this registration, the Web Servant shall have direct control over the technical access to 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 TC and Public Information Committee for approval.
3. The TC reserves the right to remove external links from the Area 64 website at any time it determines external link content has become inappropriate.

### **F. Email Accounts**

1. To protect the anonymity of all Area 64 committee members, e-mails are not allowed to be forwarded messages to their personal e-mail accounts. This is to include Area 64 officers, standing committee chairs and alternates as well as DCMs and alternates.

### **Article IV. Ratification, Amendment and Suspension**

This document, except as otherwise noted herein, may be amended by submitting written proposed amendments to the Area 64 TC or its Chairperson for review and recommendations.