



SWTA 68

Web Guidelines

ABSTRACT

This document codifies the contents, policies and procedures involved in setting up and maintaining the Southwest Texas Area 68 website.

UPDATES

- 2016-Feb-25 by Rob C, Panel 66 Webmaster:
Added cover page, table-of-contents, and formatting.

SOUTHWEST TEXAS AREA 68

Web Guidelines

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PURPOSE OF WEBSITE

To provide accurate and consistent information about Alcoholics Anonymous to the general public, media, students, professionals, current members and to the still-suffering alcoholic who wishes to know how to contact A.A. or to determine if his or her drinking is a problem;

To assist Alcoholics Anonymous (A.A.) in carrying the message of A.A. by facilitating the exchange of information about A.A. activity in the Southwest Texas Area (SWTA). It is intended to be a communication tool for those involved in General Service work within the Southwest Texas Area as well as to provide individual A.A. members with information about our General Services.

WEB COMMITTEE

A Webmaster shall be appointed by the Area Chairperson and serve as a technical advisor to the Area Chairperson for matters affecting the structure of the Web page. In all cases, AA Traditions and group conscience of the Area assembly will be final authority regarding use and implementation of the Area Web Site.

The duties of the Webmaster shall be to:

- Receive inputs from Area Officers, Chairpersons, and DCMs and/or district representatives
- Review inputs for compliance with procedures established by the Area Chairperson.
- Convert the input into Web page(s) in accordance with established hierarchy.
- Provide feedback to the submitting area member.
- Review Web site at least quarterly to remove outdated information.

OVERSIGHT

It is the responsibility of the Area Chairperson to keep oversight of the web-site as a whole. Each Officer and Committee Member is responsible for oversight of information relevant to those sections of the web-site that relate to their specific duties. In addition, the fellowship through its representatives in the SWTA Assembly has ultimate authority over the content that is published.

CONTENT

The website shall at a minimum contain the following components:

Copyright

Copyright Notice to appear on every page (except links to documents such as flyers) that indicates:

*This is the "Official" web site of the Southwest Texas Area of Alcoholics Anonymous, Area 68.
©Southwest Texas Area 68.*

Disclaimer to include the following language:

Disclaimer to include the following language:

This site is not endorsed nor approved by Alcoholics Anonymous World Services, Inc. or any Internet service provider. It is an AA service solely provided by the Southwest Texas Area Assembly. Links to web pages external to this site and event notices for non-SWTA events are

supplied for information only and does not imply any affiliation with the Southwest Texas Area Assembly or Alcoholics Anonymous. No copyrighted material shall be purposefully posted herein without the express permission of those individuals or institutions possessing ownership of said copyrights. Alcoholics Anonymous, AA, and the Big Book are registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine and AA Grapevine are registered trademarks of The AA Grapevine, Inc.

Home Page

Home Page Section which includes but is not limited to the following information either as text or links to other pages:

- Welcome/Introduction to the SWTA
- AA Preamble
- SWTA 68 Preamble
- Responsibility Statement and Declaration of Unity
- 12 steps, 12 traditions, 12 concepts

About Us

An About Us Section which includes:

- District and area maps. The maps may include hyperlinks pointing to any additional information which may be available about that District. That information may include the times & locations of District Sharing Sessions, email aliases to each DCM's personal email address, the cities and towns located in that district, District web-site links, and District newsletters as provided by the DCM.
- SWTA Service Structure and Procedures Manual
- SWTA Pamphlet (Area Pamphlet)
- Area Service Committee Events (this information should also be included in the Officer and Committee Sections.
- SWTA Guidelines for hosting an Area event.

Additional Information

An Additional Information Section which includes links to:

- A.A. World Services (www.aa.org)
- A.A. Grapevine (www.aagraprevine.org)
- AA Guidelines – Internet
- AA Service Manual

Officers

An Officers section which includes:

- A separate page for each area officers for the purpose of posting information related to each position. In addition to a description of the duties and other related information from the AA Service Manual and SWTA Procedures Manual each Officer may post additional information in their area provided that it complies with all other web-site guidelines.
- This section will also include the SWTA Web Guidelines

- Area Service Committee Events (this information should also be included in the About Us and Committee Sections).

Committees

A Committees Section which includes:

- A separate page for each standing committee for the purpose of posting information related to each position. In addition to a description of the duties and other related information from the AA Service Manual and SWTA Procedures Manual each Committee Chair may post additional information in their area provided that it complies with all other web-site guidelines.
- This section will also include the SWTA Web Guidelines
- Area Service Committee Events (this information should also be included in the Officer and About Us Sections).

Links to Additional Pages

Links to additional pages on our site:

- Link for the Professionals – Requests received through this link will be routed to the Area PI/CPC Chair who will forward them to the appropriate District Committee for response. Links specific to Treatment Facilities or Correctional Facilities can be routed directly to those Chairpersons. A link to the Professionals page should be included on the Home Page.
- Link for the alcoholic/public which includes information on Area 68 Intergroups and a link to information for the alcoholic on www.aa.org. A link to this page should also appear on the Home Page.

Events Calendar

- Events sponsored by the Southwest Texas Area, Southwest Region, and GSO will appear on the main Events Page. In addition, the Event Flyers, and the SWTA Agenda will be linked to the appropriate event when provided.
- A link to service related events within Districts within the Southwest Texas Area may also be included in a separate page. These events must be Service related. For example, a group anniversary at which the Delegate is telling his story is not service related. The Delegate's report from the General Service Conference is service related. In the event of a dispute, the decision is left with the Area Chairperson who is ultimately responsible to the Groups as they express our Group Conscience in the Assembly.

District/DCM Information

- A description of the duties and other related information from the AA Service Manual and SWTA Procedures Manual.
- Information on individual districts which may be available about that District including the times & locations of District Sharing Sessions, email aliases to each DCMs personal email address, the cities and towns located in that district, District web-site links, and District newsletters as provided by the DCM.
- Link to meetings in the District if provided by the DCM in PDF format. It is the DCMs responsibility to insure that the meeting schedule is kept up to date.
- A link to service related events within Districts within the Southwest Texas Area may also be included in a separate page. These events must be Service related. For example, a group anniversary at which the Delegate is telling his story is not service related. The Delegate's report

from the General Service Conference is service related. In the event of a dispute, the decision is left with the Area Chairperson who is ultimately responsible to the Groups as the express our Group Conscience in the Assembly.

GSR Information

A description of the duties and other related information from the AA Service Manual and SWTA Procedures Manual.

Email Contacts

Anonymous e-mail contacts for trusted servants will be available, including Area committee members and DCM's. Area Committee members not online, or those choosing not to receive email shall have a disclaimer to use regular mail for contact purposes.

SWTA Meetings

- Links/information to Intergroups
- Links to meetings in the District if provided by the DCM in PDF format. It is the DCMs responsibility to insure that the meeting schedule is kept up to date.

Miscellaneous

The Registrar's section should include Links to New Group forms, Group Change forms, and DCM and GSR Change forms.

Content constraints

- At all times the last names of individuals or email addresses containing individual last names shall not be used. We must always maintain personal anonymity for all media including press, radio, films, and cyberspace.
- Service events sponsored by Southwest Texas Area A.A. and Southwest Regional A.A. as well as the General Service Conference will be posted as soon as dates are available. Additional information such as flyers, hotels, etc. will be posted as information is available
- Districts events within the Southwest Texas Area must be Service related to be posted. For example, a group anniversary at which the Delegate is telling his story is not service related. The Delegate's report from the General Service Conference is service related. The final decision is left with the Area Chairperson
- No copyrighted material will be posted without prior authorization.
- Link to private side "dashboard" if so desired by the members of SWTA. At minimum this will allow Chairpersons to post additional content subject to review.
- The website will link only to websites sponsored by the following bona fide AA service entities including AA World Services, The Grapevine, Area 68 Districts, and Area 68 Intergroups.

DOCUMENTATION

The Webmaster shall maintain the following documentation:

Technical Information

Current technical information related to the website including but not limited to:

- Technical Architecture
- Software versions

- Hosting Information
- Login/Passwords
- Backups

Security

- The current Area Chairperson shall always be listed as the Administrative contact with the hosting company. It is imperative that in the event the Webmaster is unable to continue their duties, that the SWTA have sufficient access to take control of the web-site as needed.
- The Treasurer will be listed as the Billing contact.
- The Webmaster will be listed as the Technical contact.
- When taking office, the new Webmaster will immediately change all login/passwords which provide access modify/update the web-site.
- Links to Documents will only be posted in non-editable PDF or graphics formats.