

AREA 55 WEBSITE GUIDELINES

PURPOSE:

The purpose of the Area 55 General Service of Northwestern Ohio and Monroe County Michigan Website shall be to assist Alcoholics Anonymous to carry the message and provide information about the A.A. Fellowship to the membership and the public.

MISSION:

The mission of the Area 55 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 in general and in relation to Area 55.

OVERSIGHT:

Oversight of the Website will be the responsibility of the Area 55 Delegate, acting through the Website Committee and in accordance with the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. It is accountable to the General Service assembly.

With respect to our 7th Tradition, Area 55 will be responsible for paying all fees associated with the Website, with the approval of the General Assembly.

CONTENT:

The Website Committee will review and approve the content published on this Website. No advertisements of any kind will be approved. The Website will link only with the General Service Office, A.A.W.S., A.A. Grapevine, other A.A. Areas, Intergroups and YPAA's.

ARCHIVE MATERIAL AND SPEAKERS ONLINE:

The Website may include selected Archives information and material approved by the Committee.

The Website Committee will follow the "Sound and Video Access Policies of the General Service Office Archives", as adopted by the Trustees' Archive Committee, January 28, 2007.

When Archive files (written or photos) or audio presentations contain identifying information are posted, releases of information need to be obtained from either the individual or if deceased, an immediate family member. These releases need to be maintained in a separate file and stored in a safe place determined by the committee.

When using Archive written or audio material we will observe all A.A.'s principles and the spirit of the Eleventh Tradition on our Website. As anonymity is the "spiritual foundation of all our Traditions," we practice anonymity on our Website at all times. The Website is a public medium, which has the potential for reaching the broadest possible audience and,

therefore, requires the same safeguards that we use at the level of press, radio, film and social media.

If a member who previously gave permission later objects to having his or her A.A. story broadcast publicly, he or she can contact the Website Committee and have it removed.

Talks that include full names of the speaker or third parties will not be up loaded to the Website.

See: Archive Guidelines, Oral Histories Kit and Sound and Video Access Policies at the General Service Office Archives.

ANONYMITY:

The Website will observe all A.A. principles of the Twelve Traditions and Twelve Concepts. As anonymity is the spiritual foundation of all our traditions, the Website will practice anonymity at all times. The Area Website is a public domain that has the potential for reaching the broadest possible audiences, and therefore, requires the same due diligence as we use at the level of press, radio, film, television and social media.

COMMITTEE COMPOSITION

The Committee will consist at a minimum of the Webmaster, Chairperson and AA members. The Webmaster is chosen by the Delegate and will serve an indefinite term. The Delegate may choose to have an Alternate Webmaster, which will be chosen by the Delegate after consulting with the Committee.

Webmaster:

Compensation: The Webmaster's compensation will be determined by the Delegate with approval of the General Assembly.

Duties:

- The Webmaster will be the contact between the Internet Service Provider and the Committee.
- Maintains email addresses for Area 55 officers and service committee chairs.
- Primary Website administrator for area55aa.org.
- Responsible for site design, updates, site content (as listed below), and performing software updates as needed.
- Fills in for the Chairperson when necessary.

- Periodically reviews each section of the Website, checking for broken links, spelling and grammatical errors, and any information posted that may conflict with the Website Submission Guidelines.
- Monitor the Website to ensure its ongoing operation.

Chairperson: The Chairperson is chosen by the Delegate and will serve a term of two (2) years.

Duties:

- Schedules monthly committee meeting.
- Creates and distributes the agenda for the meeting.
- Chairs monthly committee meeting.
- Will submit a written report at each monthly Area Assembly Meeting.
- Works with the Webmaster to maintain email addresses for Area 55 officers and service committee chairs.
- Works with the Webmaster to maintain and advise removal of past events from the calendar.
- Communicates with individuals who send information about district and group AA events.
- Ensures that all events and fliers posted adhere to the Website Submission Guidelines.
- Communicates with the Webmaster for site updates (as listed below).

Members:

- Committee members will be chosen by the Committee Chair and serve a term of two (2) years.
- After one term, they can be chosen to serve as the Committee Chair.
- All committee members are responsible for attending monthly Website committee meetings.
- The committee will decide the adding and removing of content.

Guidelines for Event Submissions to Area 55 Website Format:

- The intent of the event section on the Area 55 Alcoholics Anonymous Website is to facilitate local communication about A.A. events, put on by A.A. groups, for A.A. members and about A.A. This is keeping with the General Service Office (GSO) definition of an A.A. event. Events are listed as a service to readers, not as an endorsement by A.A. or Area 55.

- In keeping with our 11th Tradition which states, our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, film and social media.
- We do not publish last names, phone numbers or personal email addresses.
- Plain text, Microsoft Word or similar editable computer file format submissions are preferable. However, non-editable flyers and scanned images may be used if the submission is a .PDF or Hi-Res JPG image, and complies with the above criteria.

Delivery Method:

- Emails should be sent to the Committee Chair at their email address.
- Paper submissions can be sent to the Committee Chair in C/O Central Office.

Each Submission to Contain:

- Name of sponsoring AA Group or entity recognized by General Service.
- Contact data for more information including first name and last initial only and a generic email address if necessary.
- Date, time and full street address of the event should also be provided.
- In keeping with Concept 3, all submissions are subject to Website approval. We reserve the right to edit submissions as necessary.

Disclaimer:

- Area 55 A.A. is not responsible for the contents of any website other than this one and makes no claims as to the propriety of posted events and linked sites.