



WEB SERVICES COMMITTEE **GUIDELINES OF THE SOUTH KING COUNTY AREA** **OF** **NARCOTICS ANONYMOUS**

PURPOSE OF THE WEB SERVICES COMMITTEE

This section defines our purpose—the reason we exist. Our purpose is based on NA’s 5th tradition, “Each Standard Sub-Committee has but one primary purpose—to carry the message to the addict who still suffers,” Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery— that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The South King County Web Services Committee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it Web Services represents in its actions, “The final responsibility and authority for NA Services rests with the NA Groups.” (2nd Concept)

1.1 Our Web Services committee’s purpose is to effectively keep the South King County’s website up and running and up to date. It exist to service the NA in South King County and the general public with information for and about Narcotics Anonymous in the South King County area, Washington Northern Idaho Areas and it’s Region as well as the WSO (World Service Office). We will also communicate and demonstrate Narcotics Anonymous ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The committee will accomplish this by coordinating and providing information on NA and it will maximize our ability to fulfill NA's primary purpose.

1.2 The name of this committee shall be the South King County Web Services Committee of Narcotics Anonymous, hereafter referred to as WEB SERVICES.

1.3 WEB SERVICES is a standing sub-committee of the South King County Area Service Committee.

1.4 WEB SERVICES shall comply in all its actions with the following documents in order of priority as listed below:

1. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
2. The current guidelines of the Area Service Committee
3. The current guidelines of the WEB SERVICES
4. A Guide to Local Services in NA, and other NAWs approved service handbooks.

WEB SERVICES COMMITTEE MEETINGS & MEMBERSHIP

The WEB SERVICES is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA’s reputation as a viable program of recovery in our community.

2.1 Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than two hours.

Web Services Sub-Committee Guidelines

2.2 Any Narcotics Anonymous member or interested person may attend the WEB SERVICES meeting.

2.3 Any Narcotics Anonymous member will become a committee member by attending at least two consecutive WEB SERVICES sub-committee meetings.

DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the WEB SERVICES sub-committee meeting. The reason all committee members are allowed to vote is the 7th concept, which states, "All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes."

3.1 All WEB SERVICES motions and decisions except elections will first be considered using consensus-based decision-making. For the WEB SERVICES's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the WEB SERVICES. If at the end of discussion the WEB SERVICES sub-committee has not reached an agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters were the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.

3.2 Any WEB SERVICES member, except for the Web Master, is eligible to vote at business meetings. The Web Master will only in the event of a tie.

3.3 Any WEB SERVICES member can make or second a motion.

3.4 Any WEB SERVICE member may propose an amendment to these guidelines, however all WEB SERVICES guideline changes are made by the Area Service Committee.

3.5 All WEB SERVICES members have one vote regardless of number of positions held.

3.6 For voting purposes a quorum shall consist of at least 3 voting WEB SERVICES members.

Web Services Sub-Committee Guidelines

ELECTIONS

In our election process we use the 4th concept, “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” We trust that our committee’s group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.

4.1 The Web Master is elected by the ASC however the committee is encouraged to submit a recommendation for Web Master to the ASC for their consideration.

4.2 Elections of all other positions shall be held annually.

4.3 All terms of service are one year. A member can not serve more than two consecutive terms in the same elected position. In the event a member cannot complete his or her term of service, the Web Services committee will elect someone to fill the vacancy until the next regularly scheduled election. Terms begin at the end of the meeting where the election was held.

4.4 The officers of the WEB SERVICES are the Web Master, Web Servant, Web Admin, and Recording Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.5 No member of the committee can serve in more than one elected officer position simultaneously.

4.6 Any member or officer of the committee can serve as any Member regardless of other positions held outside the Web Services Committee.

4.7 During elections of WEB SERVICES trusted servants the nominees shall leave the room following all discussion and prior to voting.

4.8 All committee members, except for the Web Master, have one vote.

4.9 Elections will be decided by a simple majority.

4.10 A WEB SERVICES trusted servant may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the WEB SERVICES Web Master or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:

- a. Loss of abstinence from drugs
- b. Failing to perform the duties of the position
- c. Three consecutively missed WEB SERVICES meetings

Web Services Sub-Committee Guidelines

SERVICES PLAN

In order to insure the best use of our limited resources, it is essential to use good planning in our Web Services efforts. All proposed Web Services projects will be submitted to the committee using the Web Services plan submission form contained in these guidelines. Using this form allows the committee to thoroughly analyze and prioritize each proposed project. The plan submission form helps insure all our communications and interactions are professional, consistent and mutually beneficial.

5.1 All proposed WEB SERVICES action plans will be submitted on the plan submission form included in these guidelines.

5.2 Each plan will be reviewed and either approved: approved when resources are available, referred to ASC with a recommendation to approve, or rejected by the WEB SERVICES committee. In the event the plan potentially significantly affects the groups and/or area as a whole, the plan will be referred to the ASC with recommendation for approval.

5.3 All plan submission forms will be kept by the recording secretary.

SPECIAL INSTRUCTIONS

From time to time the WEB SERVICES will make special instructions to assist in carrying out its projects. Those that are permanent are recorded in this section of the guidelines.

6.2 Only NA approved literature will be used in WEB SERVICES projects, meetings, presentations, etc.

6.3 Web Services training will normally be held during the regularly scheduled monthly WEB SERVICES Committee meeting. At any regular WEB SERVICES Committee meeting the committee may choose to schedule a future Web Services training a place and time convenient for those attending.

TRUSTED SERVANTS

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd tradition) Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a WEB SERVICES trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept)

Web Services Sub-Committee Guidelines

Web Services Committee Training Format

- a. Open with prayer of choice (serenity prayer, 3rd step prayer, etc.).
- b. Welcome and Introductions.
- c. Read Internal and External Web Services Statement.
- d. Introduce South King County Web Services Committee and distribute WEB SERVICES Committee Guidelines.
- e. Distribute current WEB SERVICES Committee Contact sheet.
- f. Questions and Answers.

- g. Close with prayer of choice (serenity prayer, 3rd step prayer, etc.).

Web Master (Web Architect)

Requirements

- a. Recommended clean time of 2 years.
- b. Must be familiar with and have access to Computers and the Internet using HTML and FTP.
- c. Website or other relevant service experience preferred but not required.
- d. Technical ability to update website but more important is the willingness to serve.
- e. Familiarity with all internet and website related NAWS handbooks and bulletins.
- f. Willingness to serve with a working knowledge and understanding of the 12 Steps of NA, the 12 Traditions of NA, and the 12 Concepts of NA Service.
- g. Suggested knowledge of software applications such as MS Access, Excel, Visual Web, Word, or similar and Acrobat, or similar to create PDF files necessary to perform the following duties.

Duties

- a. Attends the monthly service meeting and reports directly to the SKCASC (South King County Area Service Committee) concerning the website and related services.
- b. Provides written monthly report to the SKCASC detailing the latest updates, additions, and/or corrections to the Web Site and any current concerns of the SKC Web Services Sub-Committee or SKC area body as a whole.
- c. Regularly manages the South King County Area Web Site.
- d. Maintains a working contact number and works with the Web Servant as well as current members of the Web Services Sub-Committee.
- e. Presides over the Web Services Sub-Committee meetings and coordinates all necessary activities relating to those meetings.
- f. Check web site email and respond within 48 hours.
- g. Keep all user names and passwords for the SKCANA website account. SKCASC chair and vice chair will be notified of all current passwords by formal report.

Web Services Sub-Committee Guidelines

Web Servant (Web Developer)

Requirements

- a. Recommended clean time of 1 year.
- b. Must be familiar with and have access to Computers and the Internet using HTML and FTP.
- c. Website or other relevant service experience preferred but not required.
- d. Technical ability to update website but more important is the willingness to serve.
- e. Familiarity with all internet and website related NAWS handbooks and bulletins.
- f. Willingness to serve with a working knowledge and understanding of the 12 Steps of NA, the 12 Traditions of NA, and the 12 Concepts of NA Service.
- g. Suggested knowledge of software applications such as MS Access, Excel, Visual Web, Word, or similar and Acrobat, or similar to create PDF files necessary to perform the following duties.

Duties

- a. Attend monthly Web Services Sub-Committee meeting, and regularly assist the Web Master, and Web Administrator.
- b. Provides written monthly report to the sub-committee detailing the latest updates, additions, and/or corrections to the Web Site and any current concerns.
- c. Makes monthly written report to the Web Services Sub-Committee meeting on the status of the website.
- d. Maintains a working contact number and works with the Web Master as well as current members of the Web Services Sub-Committee.
- e. Check web site email and respond within 48 hours.
- f. Keep all user names and passwords for the SKCANA website account. SKCASC chair and vice chair will be notified of all current passwords by formal report.

Web Administrator (Web Content Manager)

Requirements

- a. Recommended clean time of 1 year.
- b. Must be familiar with and have access to Computers and the Internet using HTML and FTP.
- c. Website or other relevant service experience preferred but not required.
- d. Technical ability to update website but more important is the willingness to serve.
- e. Familiarity with all internet and website related NAWS handbooks and bulletins.
- f. Willingness to serve with a working knowledge and understanding of the 12 Steps of NA, the 12 Traditions of NA, and the 12 Concepts of NA Service.
- g. Suggested knowledge of software applications such as MS Access, Excel, Visual Web, Word, or similar and Acrobat, or similar to create PDF files necessary to perform the following duties.

Duties

- a. Attend monthly Web Services Sub-Committee meeting.
- b. Coordinates all website activities with the Webmaster, Web Servant, and Secretary.
- c. Makes monthly written report to the Web Services Sub-Committee meeting on the status of the website.
- d. Updates web content including the Activities and Events page, uploading related fliers, updating the downloadable meeting schedule in PDF format.
- e. Check web site email and respond within 48 hours.

Web Services Sub-Committee Guidelines

Secretary

Requirements

- a. At least six (6) months abstinence from all drugs.
- b. Previous service or PC and word processing experience but not required.
- c. Willingness to serve, the time and initiative to commit for the length of time involved.

Duties

- a. Attend monthly Web Services Sub-Committee meeting.
- b. Record minutes of each Subcommittee meeting.
- c. Create the necessary forms to be put on the SKCANA Website or needed from the request of the sub-committee.
- d. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.
- e. Attends all Web Services subcommittee meetings.
- f. Coordinates all website activities with the Webmaster, Web Servant, and Secretary.
- g. Reads monthly minutes at the Web Services Sub-Committee meeting.

Web Services Maintenance Duties and Responsibilities

These tasks shall be performed regularly by the sub-committee as directed by the Web Master.

- a. ASC Minutes will be posted after approval to the Minutes page. ASC Minutes will be posted after approval to the Minutes page.
- b. The NA Links page will link directly to other WNIRNA Area Websites within the Region and reflect accurate information.
- c. The Forms page will provide access to printable versions of all SKCANA forms currently in use.
- d. Maintain correct mailing address and email addresses for all SKCANA Officers and sub committees.
- e. Since information made accessible on the Internet can be accessed all over the world, we will not include names or phone numbers of any individual members.
- f. Information will be placed in accounts or web pages under the names of SKCASC Officer Positions and not under the name of an individual member.
- g. Ensuring that the web software is operating accurately, designing the SKCANA website, generating and revising web pages, replying to user comments, and examining traffic through the site.
- h. Manage most or all aspects of SKCANA website operations.
- i. Overseeing Web site construction and maintenance but also management of content.
- j. The regulation and management of access rights of different users of a the SKCANA website, the appearance and setting up website navigation.
- k. Content placement and creation.
- l. To make and keep the SKCANA website compliant. To manage the SKCANA web site projects and be responsible for the site's smooth running.

Web Services Sub-Committee Guidelines

South King County Area Web Services Charter

First adopted Aug 2009; revised version adopted 2009

Our purpose in maintaining a web site for the South King County Area of Narcotics Anonymous is to make information about the South King County Area and about Narcotics Anonymous as a whole available to the public, to addicts who might need NA, and to our current members.

The following are the overall guidelines for the South King County Area NA website.

Maintaining a web site will be a project of the Web Services Subcommittee, accountable to that committee and to the South King County Area Service Committee. In doing this service work we will follow our Twelve Traditions, and guidelines from the World Service Office and the South King County Area.

We will attempt to make online information available to the widest number of people possible.

Generally, our online NA information will contain links or references only to information provided by other NA areas, regions, or the World Service Office. The only exceptions will be links or references required to use our site, or to find our meetings and events. These exceptions will be made thoughtfully, and accompanied by appropriate disclaimers of non-affiliation.

Since information on the web can be accessed from all over the world, we won't include names, phone numbers, email addresses, or other identifying information regarding individual members. Information will be placed in accounts or web pages under the name of the WEB SERVICES subcommittee of South King County Area, and not under the name of an individual member.

Some Suggestions for NA Websites

Here are some suggestions for NA websites. These suggestions are from the South King County Area Web Services Subcommittee, based on our experience here and what we have learned from other areas and regions. They do not represent any kind of official position of the fellowship as a whole, but are offered in a spirit of service, in case they will be useful to others.

What to Include?

At a minimum, include a meeting schedule, the local helpline number, and a link to www.na.org. In South King County we also have activities, service committee information, area newsletters, helpline numbers elsewhere in the region, and links to all other areas in the region and to the region itself. See PR Handbook Chapter 10 for further content suggestions.