

Virginia Area Al-Anon/Alateen Web Site Guideline

Passed by Assembly May 11, 2002

Purpose of Area Web Site

The purpose of the Web site shall be to assist Al-Anon/Alateen in the Virginia Area in carrying the message of Al-Anon and providing information about Al-Anon to the public.

VA Area Al-Anon Web Site Committee

The purpose of the Web Site Committee (hereinafter referred to as the Web Team) shall be to administer and maintain the Web Site of the Virginia Area Assembly (hereinafter referred to as "the Web site") on the World Wide Web as directed by the Virginia Area Assembly.

Content of the Web Site

The Web Site shall be a Public Outreach vehicle of the Virginia Area Assembly and shall present only approved publicly available information about Virginia Al-Anon. The Web site shall contain the following information for potential members to make direct, face-to-face contact with Al-Anon/Alateen:

1. A home page (index) displaying the name of the Web site, the purpose of Al-Anon/Alateen, and clear identification of the other sections of the Website.
2. A list of meetings of Virginia Al-Anon and Alateen groups and meetings.
3. Announcements of Al-Anon/Alateen events within or connected to the Virginia Area.

To assure the Web site is in accordance with the Twelve Traditions of Al-Anon, the Web site shall specifically, but not exclusively:

1. Link only to WSO and other Al-Anon sites.
2. Use no individual names, phone numbers, or addresses.
3. Display no photographic images of any member.
4. Present no affiliation, endorsement or display of any non-Al-Anon/Alateen entity.
5. Links to the WSO and Virginia Area web sites (Districts) and links to other area web sites submitted to the committee and approved for inclusion.
6. A connection to the Web Team E-mail
7. A list of phone numbers and addresses for Virginia AIS and WSO.
8. Other pages and information as directed by the VA Area Assembly.

Web Site Registration and Billing

The Web site shall be registered with the InterNIC as [Http://www.va-al-anon.org](http://www.va-al-anon.org). (Use of this format promotes continuity in the use of names already in use by other areas, and is in accordance with WSO guidelines.) The Web site shall be registered in the name of the Virginia Area Assembly. An officer of the Virginia Area Assembly shall be named owner of the domain registration, *if* the registration cannot be done in the name of the Virginia Area Assembly. The technical contact with the InterNIC will be the 's Internet Service host.

The billing contract shall be to the "Treasurer of the Virginia Area Assembly."

Duties of the Assembly

The Virginia Area Assembly shall designate members of Al-Anon/Alateen to serve as members of a Group Services Committee Subcommittee known as the Committee (Web Team).

The Web Team shall consist of the Website Coordinator, who will chair the Web Team, an Alternate Website Coordinator, and three (3) others, one (1) from the Public Outreach Committee, one (1) from the Group Services Committee, and one (1) at large.

1. The Coordinator shall be an officer of the VA Area Assembly.
2. The VA Assembly shall insure that the Web Site is self-supporting, without receiving anything of value from any source outside the Al-Anon fellowship.

Qualifications of Website Coordinator and Alternate

The Website Coordinator and alternate shall have:

1. Access to a computer and the World Wide Web.
2. Basic knowledge of html.
3. Basic knowledge of FTP.
4. Basic knowledge required for maintaining and keeping the Web Site updated.
5. Knowledge of Al-Anon Traditions and principles.
6. Alternate must be able to take over for Coordinator, in the event this becomes necessary.

Duties of the Web Team

The Web Team shall be responsible for the day-to-day maintenance of the Web Site, including, but not limited to:

1. Updating meeting and event information in a timely manner.
2. Backing up the Web Site files twice monthly.
3. Monitoring the Web Site ensuring its ongoing operation
4. Maintaining appropriate security for the integrity of the Web Site and the information it contains.
5. As trusted servants, the members of the Web Team shall be authorized to make changes to the Web site, as they deem necessary, within the limitations of these guidelines.
6. The Web Team shall be responsible for finding the best price of goods and services to enable the Web Site to exist.
7. The Web Team shall delegate the responsibilities of the administration and technical support of the Web site among its members and shall keep the Group Services Committee informed as to the Web Team's organization and operation.
8. The Web Team shall maintain e-mail accounts at the Web site. The purpose of the e-mail accounts is to facilitate the operation of the Web site, and to answer any visitor inquiries. All e-mail correspondence to the Web Team will be answered in a timely manner.
9. Only the Web Site Coordinator will have full access to the Web site. The Alternate will have the user name and password but will not use these except in the event s/he would need to assume the duties of the Web Site Coordinator.
10. Meeting information will be obtained only from The VA Area Alternate Secretary/Group Records Coordinator. All changes that have been duly recorded and sent to him/her will be posted to the Web Site.
11. Voting members of the VA Area Assembly may submit announcements of Al-Anon/Alateen events (within or connected to the Virginia Area) by e-mail or postal mail. These events should be of interest to the area as a whole. All events will be reviewed, and, if approved, will be posted to the Web Site.
12. Unilateral actions taken by an individual in regard to the Web Site without prior approval of the Area Assembly or the Web Team may result in removal of that individual's technical access to the Web Site.
13. Should irreconcilable disputes arise within the Web Team, the Web Site Coordinator shall present the matter before the Group Services Committee to be resolved.