<u>**Website Guidelines**</u>

I. <u>Definition</u>

The Space Coast Area Website (SCAW) at www.spacecoastna.org is an outreach of the Space Coast Area Service Committee (SCASC) of Narcotics Anonymous (NA). The areas website reaches both the outside public and is also used by addicts for information concerning meetings, events, and other service related information.

II. <u>Purpose</u>

There are four purposes of the SCAW in regard to its efforts on the World Wide Web (WWW):

1. To provide information about NA to addicts who still suffer.
2. To provide information about NA, meetings, and activities to addicts.
3. To provide services to the SCASC in order to foster and maintain a greater sense of community for this area.
4. To provide information for professionals who come in contact with addicts.

III. <u>Mission</u>

Our objective is to carry out our primary purpose in accordance with the Fifth Tradition: "To carry the message to the addict who still suffers." We do so in accordance with our Eleventh Tradition: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." We do this by making information available to addicts and the public in a manner that is clear and objective.

IV. <u>Functions</u>

1. To provide information about NA, meetings, and activities to the public, professionals, and the NA fellowship via the Internet.
2. To provide current meeting information on the SCASC website including maps
3. To update the SCA meetings in the FRW meeting database's.

4. To maintain contact with all other SCASC sub-committees as needed to fulfill our primary purpose.

V. Operational Guidelines

1. Intent

It is the intent of the Website Chair to present a clear and concise message to the members of NA and the public. Graphics will only be used when there is a clear need to do so or when a graphic communicates in a better way than text. Attention should be given to page download times. In keeping with our purpose, the committee should ensure that the website is developed in such a way as to provide maximum functionality and ease of maintainability.

2. Responsibility/Accountability

Placing information online is the responsibility of the Website Chair Accountability is to this committee and to the SCASC in accordance with these guidelines. Updating and creating the source code on the site is the responsibility of the Website Chair.

3. Accessibility

It is important that the website is viewable with as many browser types and versions as possible. We recognize that online information is accessible only to people with Internet access. To make information available to the widest possible audience, the address of our website will be printed on all our meeting directories, newsletters, and other fliers of the SCASC and its subcommittees.

4. Non-Affiliation

The does not endorse or approve of the materials accessible via off site links. These links are only for information that is not available at our website for the sole purpose of helping addicts, service committees, and others in their professional capacity.

5. Copyright Issues

To ensure compliance with copyright laws we will not place NA copyrighted material on pages that link to other than registered NA service bodies.

6. Privacy and Anonymity

Information via the web is accessible all over the world. We will not publish last names, but will include and first names and phone numbers, on a flyer if the maker so chooses. No photographs of individual NA members in accordance with our Eleventh Tradition.

7. <u>Security</u>

To ensure that materials and source code remain available in the event of a server malfunction, member relapse, or committee changes the Website Chair will maintain up to date website backups. It is suggested that several different subcommittee members maintain these backups as well to provide for a comprehensive disaster backup plan. The Website Chair will make these backups available to the SCASC Chair as requested.

It is highly suggested that all passwords be changed anytime a Website Chair or subcommittee member leaves that had access to passwords.

VI.   <u>Qualifications and Responsibilities of the Website Chair:</u>

1. Two (2) Years clean time.
2. Basic knowledge of the12 Steps, 12 Traditions,
3. Upon loss of clean time The Chair is automatically relieved of their duties.
4. Must have at least one (1) year service experience at the group, area, regional, or world level as a trusted servant

VII.   <u>Responsibilities of Website Chair</u>

1. To maintain contact with the SCASC, by attending monthly meeting

2. To utilize the WWW to open and maintain lines of communication within the fellowship.
3. To respond to all website issues in a timely manner.
4. To be sure that all website requests are appropriately handled at the correct level of service.
5. To receive meeting updates at the monthly SCAC meeting as well as other sources and to display this information on the WWW in a timely manner.

6. To publish updated meeting information via a PDF to the website, by the Sunday before the SCASC monthly meeting, so it is available for download.
7. To ensure that any official internet communication represents the SCAC approved group conscience.
8. To create and maintain instructions for the routine maintenance of the site.
9. To create and update the source code for the website.
10. To obtain clean time celebrants to be posted on the website.

VIII. <u>Website Vice- Chair Requirements</u>

1. Have one (1) year clean time.
2. Must have the willingness to learn the Chair position.
3. To make the area meeting if the Chair is unable too, and provide meeting list and get information such as meeting changes, events, and up-coming celebrants.
4. To maintain the codes and passwords of the website.

IV. <u>Secretary Requirements</u>

1. Have six (6) months clean time.
2. To keep accurate minutes of the subcommittee meeting.
3. To keep any codes passwords that the chair see fit.
4. To keep meeting list up to date and have ready for emailing to printer on Thursday prior to SCASC area meeting.

Approved 10/17