

# **GPANA Website Subcommittee Guidelines**

**Approved March 2022**

## **I. Introduction & Definition**

The following policy is for the Website Subcommittee (WS) of the Greater Pensacola Area of Narcotics Anonymous (GPANA). The guidelines are intended to provide continuity, guidance, and structure to the Website Subcommittee (WS). The Greater Pensacola Area Website (GPAW) at [www.pensacolana.org](http://www.pensacolana.org) is an outreach of the Greater Pensacola Area Service Committee (GPASC) 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. Purpose & Functions**

The purpose of the WS is to inform addicts, the general public and specific agencies of the availability of recovery from the disease of addiction in the fellowship of Narcotics Anonymous. This subcommittee will provide accurate information about our fellowship and meeting times. This information will be made available to and distributed to the public. An online meeting schedule is often the first an addict sees and it is crucial the WS provides current information to those who are looking for it. These activities will be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

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

1. To provide introductory information about NA to addicts who still suffer.
2. To provide current information about NA meetings, service work, and activities to the public, professionals, and the NA fellowship via the GPASC website.
3. To provide services to the GPASC 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. Mission**

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. The Website Subcommittee**

The WS shall consist of active NA members. The WS shall consist of the following trusted servants.

Qualifications & Responsibilities:

##### **1. Website Facilitator (WF)**

###### **a. Qualifications**

- i. Minimum two years clean time.
- ii. One year commitment.
- iii. Willingness, time, and resources to serve.
- iv. Must have knowledge & experience with WordPress editing & HTML.
- v. Cannot hold another position at the ASC level simultaneously.
- vi. Minimum of one-year service at the Area level. (GSR, SUB Chair, Administrative Committee).
- vii. Must have worked the Twelve Steps; it is strongly recommended to have worked the Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- viii. Must have an understanding of the GPASC guidelines and CBDM. (per GPASC Guidelines of SUB Chairs)

###### **b. Responsibilities**

- i. To keep all information regarding NA meetings, Subcommittees, events, etc. accurate and up to date on the website.
- ii. Requested changes to meeting times, locations, etc. must be made within a timely manner. (It is recommended to bring a laptop with internet connection to the GPASC meeting so that changes can be made while present.)
- iii. To maintain contact & provide WS reports with the GPASC by attending monthly ASC meeting.
- iv. To respond to all website issues in a timely manner.
- v. To receive meeting updates at the monthly GPASC meeting as well as other sources and to display this information on the GPAW in a timely manner.
- vi. To provide updated meeting information via a PDF to the website, by the Sunday before the GPASC monthly meeting, so it is available for download. Meeting changes and PDFs for download and print are made from the Basic Meeting List Toolbox (BMLT) Administration Console.

- vii. To ensure that any official internet communication represents the GPASC approved group conscience.
  - viii. To create and maintain instructions for the routine maintenance of the site.
  - ix. To create and update the source code for the website as well as create monthly backups of the website.
  - x. To coordinate and delegate with the Website Co-Facilitator to ensure that accurate and timely changes & updates are made to the GPAW.
  - xi. Works in cooperation with Public Relations Subcommittee to add/remove its volunteers into the YAP BMLT system.
2. Website Co-Facilitator (WCF)
- a. Qualifications
    - i. Minimum one year clean time.
    - ii. One year commitment.
    - iii. Willingness, time, and resources to serve.
    - iv. Should have knowledge & experience with WordPress editing & HTML.
    - v. Minimum of six months service at the Homegroup level.
    - vi. It is strongly recommended to have worked the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
  - b. Responsibilities
    - i. To assist the WF with the above responsibilities of maintaining the website as delegated or needed.
    - ii. To attend the GPASC meeting in the absence of the WF. However, it is recommended to attend the monthly ASC meeting regardless of the WF's presence.

## **V. Operational Guidelines**

- 1. Intent
  - a. It is the intent of the WS to present a clear and concise message to the members of NA and the public. Graphics should 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 & maintained in such a way as to provide maximum functionality and ease of maintainability.
- 2. Accessibility
  - a. 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 schedules.
- 3. Non-Affiliation

- a. The GPAW 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.
- 4. Copyright Issues
  - a. To ensure compliance with copyright laws we will not place NA copyrighted material on pages that link to anything other than registered NA service bodies.
- 5. Privacy and Anonymity
  - a. 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 will be placed anywhere on the GPAW in accordance with our Eleventh Tradition.
- 6. Security
  - a. To ensure that materials and source code remain available in the event of a server malfunction, member relapse, or committee changes the WF 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 WF will make these backups available to the GPASC Facilitator as requested. It is highly suggested that all passwords be changed anytime a WF or subcommittee member leaves that had access to passwords.

## **VI. Concerns Not Addressed**

For any topics, duties, responsibilities, concerns, etc. that are not addressed in these guidelines, refer to the current GPASC Guidelines for resolution.

## **Appendix 1: Acronym Guide**

AC – Administrative Committee

ASC – Area Service Committee

BMLT – Basic Meeting List Toolbox

CBDM – Consensus Based Decision Making

GPANA - Greater Pensacola Area of Narcotics Anonymous

GPASC - Greater Pensacola Area Service Committee

GPAW – Greater Pensacola Area Website

GSR – Group Service Representative

HTML – HyperText Markup Language

NA – Narcotics Anonymous

PDF – Printable Document Format

SUB – Subcommittee

WCF - Website Co-Facilitator

WF – Website Facilitator

WS – Website Subcommittee

WWW – World Wide Web

YAP – Yap is the application used to find meetings or talk with an addict via the helpline