



Southern California Regional Service Conference  
of Narcotics Anonymous®

## Website Committee Guidelines

*Approved/Adopted by RSC 2007 - Latest Rev. 11/2007*

*Interim Amendment/Adopted by RSC May 2008*

**\*\* Information shown in red reflects an interim guideline change as proposed by the website committee in March 2008 and approved during the May 2008 RSC meeting.**

### I. Name and Accountability

- A. The following are guidelines of the Southern California Regional Website Committee, also referred to herein as the SCRWC, Regional Website, or Website Committee.
- B. The Website Committee is a standing committee of the Southern California Regional Service Conference of Narcotics Anonymous (SCRSCNA or RSC).
- C. The Website Committee is the Internet arm of the SCRSCNA, and has been given the authority to operate, administer and maintain the websites TodayNA.org, TodayNA.com, and TodayNA.net, whose domain names are owned by the SCRSCNA.
- D. These guidelines were derived from the decisions and policies created by said Website Committee. In addition, they conform to the policies, guidelines and mandates of the SCRSCNA, as well as the spiritual principles embodied by the 12 Traditions and 12 Concepts of Narcotics Anonymous.
- E. The Southern California Regional Website Committee membership shall be comprised of:
  - (1) The trusted servants listed in Section IV, below.
  - (2) A representative from each Area from within the Southern California Region. These members are also responsible for updating their area's meeting information in the Regional database.
  - (3) Any member of Narcotics Anonymous who is interested in participating in the committee.

### II. Purpose

- A. Our purpose is to support the members, groups and areas that comprise the Southern California Regional Service Conference of Narcotics Anonymous, and to assist them in their task of carrying the message of recovery in Narcotics Anonymous over the Internet. To that end, we will establish and maintain a public website along with Email, messaging, hosting, and communication services, to disseminate information about the NA Program and its presence within the communities that comprise the Southern California Region to:
  - 1. Members of the NA fellowship
  - 2. Individuals seeking recovery
  - 3. Professionals seeking information about recovery
  - 4. The general public
- B. Furthermore, we will develop, implement and maintain an inward facing website, accessible only to the NA service fellowship, which provides tools such a Bulletin Board Service, service-related discussion forums, a historical archive of NA-related documents and multimedia content; tools which may assist the members of our groups in the fulfillment of our primary purpose: To carry the message of recovery and hope to the addict who still suffers.



### III. Area of Responsibility

- A. Provide Information about Narcotics Anonymous
- B. Maintain a listing of NA Phonenumber/Helpline numbers
- C. Maintain a Meeting Database with meeting codes and legend
- D. Southern California Regional Meeting Directory
- E. Intranet (inward-facing website)
- F. Web content and programming
- G. Information for the professional
- H. Links to other NA websites
- I. Contact information
- J. Activities and event information

### IV. Trusted Servants

Website Trusted Servants can be removed from office by a 2/3 vote of the Website Committee.

#### A. Website Chairperson

1. Website Chairperson Qualifications:
  - a. Elected by the Website Committee.
  - b. At least 5 years continuous clean time and maintain that clean time throughout the term of service.
  - c. At least 2 years Public Information experience.
  - d. Have the necessary computer skills to facilitate the Committee's responsibilities including Website and Internet navigational skills.
  - e. Have the necessary resources to fulfill the position i.e. Internet access, availability to a computer, and capable of attending each Committee meeting.
2. Website Chairperson Duties:
  - a. Conduct all Website Committee meetings;
  - b. Prepare for each meeting an agenda and distribute it at each meeting;
  - c. Represent the Website Committee at all Public Information/Website/Phonenumber Quarterly meetings and at all Regional Service Conference meetings. This includes representing and interacting with all other Southern California Region service committees as necessary.
  - d. Coordinate and accomplish with other Website Committee trusted servants and members the necessary tasks to the goals of the Committee.
  - e. Communicate with members and the public as necessary. This includes replying to all incoming email to the Regional Website and other inquiries i.e. via U.S. mail.
  - f. Be available to other service committees, as needed.
  - g. Shall maintain a disaster recovery notebook detailing facts, contact information, payment schedules, source code, domain names and registrars, IP addresses, passwords, and any other information needed to service and maintain the functionality of the website. Shall also make and keep updated a copy of this notebook for the Technical Coordinator. Web Chairperson shall review both notebooks with their successor and pass it on upon vacating their position.

#### B. Technical Coordinator

1. Technical Coordinator Qualifications:



- a. Elected by the Website Committee.
  - b. Have at least 3 years continuous clean time and maintain that clean time throughout the term of service.
  - c. Have at least 1 year area or Regional Service Conference experience.
  - d. The necessary computer skills to facilitate the Website Committee's responsibilities including website and Internet navigational skills, being literate with HTML, PERL, and additional programming languages as needed; database management experience, and website/network security experience.
  - e. Have the necessary resources to fulfill the position, i.e., Internet access, availability to a computer.
2. Technical Coordinator Duties:
- a. Administer and maintain the functionality of the Regional Website.
  - b. Evaluate and propose the necessary program changes to the Regional Website as technology becomes available.
  - c. Implement changes approved by the Website Committee or by the Southern California Regional Service Conference.
  - d. Attend and report monthly to the Website Committee. The report should include the progress made on all outstanding tasks and projects of the Website Committee.
  - e. Work with the Website Chairperson and Technical Co-Coordinator (Sec. IV.C.) to achieve the goals of the Website Committee.
  - f. Be available as a resource to other Regional and Area service committees for technical advice on Regional Website functions.
  - g. Shall act and function as Vice-Chair of the Website Committee for the purposes and intentions of the Southern California Regional Service Conference guidelines.

**C. Technical Co-Coordinator**

1. Technical Co-Coordinator Qualifications:
- a. Elected by the Website Committee.
  - b. Have at least 2 years continuous clean time and maintain that clean time throughout the term of service.
  - c. Have at least 1 year Area or Regional Service Conference experience.
  - d. Have the necessary computer skills to facilitate the Committee's responsibilities including web site and Internet navigational skills, being literate with HTML, PERL, and additional programming languages as needed, database management experience, and website/network security experience.
  - e. Have the necessary resources to fulfill the position, i.e., Internet access, availability to a computer.
2. Technical Co-Coordinator Duties:
- a. Maintain the functionality of the Regional Website.
  - b. Evaluate and propose the necessary program changes to the Regional web site as technology becomes available.
  - c. Implement changes approved by the Website Committee or by the SCRSC.

- d. Attend and report monthly to the Website Committee. The report should include the progress made on all outstanding tasks and projects of the Website Committee.
- e. Work with the Web Site Chairperson and the Technical Coordinator to achieve the goals of the Website Committee.
- f. Be available as a resource to other Regional and Area service committees for technical advice on the Regional Website functions.

**D. Regional Activities Liaison**

- 1. Regional Activities Liaison Qualifications:
  - a. Elected by the Website Committee.
  - b. Have at least 1 year continuous clean time and maintain that clean time throughout the term of service.
  - c. Must have some understanding of website or activities.
  - d. Have the necessary computer skills to facilitate the Committee's responsibilities including scanning expertise, understanding of FTP uploading/downloading, converting and editing images, image formats and optical character recognition.
  - e. Have the necessary resources to fulfill the position, i.e., Internet access, availability to a computer and scanner.
- 2. Regional Activities Liaison duties:
  - a. Attend all Southern California Regional Activities Committee meetings and Southern California Regional Website Committee meetings.
  - b. Maintains a regular and on-going link of communication between Southern California Regional Activities Committee and Southern California Regional Website Committee.
  - c. Insures that all approved activities flyers are scanned, names and phone numbers removed, and helpline phone numbers are added to flyer.
  - d. Create a text-based synopsis of each event flyer to include event date, day, time, location, address, and promotional details of the event.
  - e. Upload data and images to designated server space.

**E. Secretary**

- 1. Website Committee Secretary qualifications:
  - a. Elected by the Website Committee.
  - b. Have at least one (1) year continuous clean time and maintain that clean time throughout the term of service.
  - c. Must have at least six (6) months NA service experience.
  - d. Must have clerical skills and computer knowledge.
- 2. Website Committee Secretary duties:
  - a. Must attend all Website Committee meetings.
  - b. Must keep an accurate set of minutes of all Website Committee meetings, and send electronically to Website Chairperson for review.
  - c. Responsible for distributing monthly minutes to all area Website Committee representatives.
  - d. Maintain a file of all minutes at the Southern California Regional Service Office.

- e. Work with the Website Chairperson to ensure agenda is prepared for meeting.

## V. Elections and Voting

- A. Elections shall take place each year at the regular Committee meeting that occurs in the month of March.
- B. Voting Members for elections and committee motions shall be:
  - (1) The trusted servants listed in Section IV, above.
  - (2) A representative from each Area from within the Southern California Region.
  - (3) Any member of Narcotics Anonymous who is interested in participating in the committee who has attended two previous and consecutive Website Committee meetings.

## VI. Accessibility/Privacy

- A. Since information made accessible by the Internet can be accessed from all over the world we won't include names, telephone numbers, Email addresses or account names of individual members. Only telephone numbers of Regional and Area Service offices, their Phonelines, or other Narcotics Anonymous service offices will be included on any part of the public regional website. **\*\* Interim guidelines change - An exception is made for postings on the activities page of the web site. See Sec VII B for the policy on activities postings.**
- B. All Email addresses will be separately maintained in accounts for Narcotics Anonymous and individual names will not be used. Passwords will be assigned to each Southern California Regional Area and other trusted servants, designated by the Website Committee.
- C. All emails sent or replied to, in the course of service to this committee will originate from the appropriate email address @todayna.org, and will not disclose any individual names or personal email addresses in the To: header. Instead, the appropriate title of the trusted servant will appear as the "name" of the sender in the To: header. No personal contact information of any kind will be disclosed in any email. It is acceptable to state your first name and last initial in the body of an email message.
- D. A copy of the disaster recovery notebook, as described in section IV.A.2.g., will be kept on file with the Regional Service Office Manager.
- E. To ensure continuity of domain registrations, the email address [todayna@gmail.com](mailto:todayna@gmail.com) will be used as the email contact address for all domain registrations. To ensure the password to todayna@gmail.com can be easily recovered, the secondary email for the account will be set to the RSO Office Email account.

## VII. Activities Section

- A. The Activities section of the website shall contain scans of flyers that conform to the SCRSCNA flyer policy, as detailed in the SCRSC Activities Committee Guidelines.
- B. **References to personal information such as personal names, phone numbers, and Email addresses will be removed and may be replaced by NA links or contact information. Outside links must comply with the non-affiliation policy designated in Sec XIII.A. \*\* Interim guidelines change replaced with: Personal phone numbers, first name and last initial for contact information regarding activities, events, announcements and calls to service, with permission of the contact source. Outside links must comply with the non-affiliation policy designated in Sec**

**XIII.A. It is recommended that all persons listed on flyers be familiar with phone lines procedures.**

- C. Activities, events, calls to service, etc., may be listed in the Activities section of the website only if hosted by NAWS or NA service bodies or groups from within the Southern California Region.

## **VIII. Intranet Component**

- A. The Intranet component will include what is known as the “Social” site and the “BBS” (service-related Discussion Forum). Together they serve as an inward-facing website for addicts who are members of the NA fellowship, providing them with, but not limited to, the following:
  1. Guidelines: Downloadable copies of Southern California Regional Service Conference Guidelines, as well as guidelines of all SCRSC standing committees and subcommittees.
  2. SCRSC: Monthly agendas, minutes, rosters, and documents related to regular and special meetings of the Southern California Regional Service Conference; current and previous archives will be available for download and review.
  3. Insurance form requests: Certificate Application for meetings and events within Southern California Region.
  4. Documents: Maintain an archive of various service-related documents ready for download in either MS Word or PDF format.
  5. Multimedia: NA Logo's, images, audio and video files for or from service-related committees, meetings, conventions, etc.
  6. A message board to communicate information regarding NA service-related issues and concepts.
- B. The Social section and BBS section shall include notice of privacy protection, stating that they are open to the NA fellowship only and should not be linked to by any open-facing public website.
- C. The Intranet component shall deploy security features, as deemed necessary by the Website Committee, to protect against access of its content by individuals or groups outside the NA fellowship.
  1. While reasonable efforts will be made to protect the information on this Intranet, be advised that it is possible that any information placed on this Intranet is subject viewing, interception or eavesdropping by unknown third parties. A disclaimer stating as such will be placed on the Intranet site.
  2. If images of people are placed on the Intranet site, written permission will have been obtained.

## **IX. Spanish**

The Website Committee will provide, when and where available, all its content translated into the Spanish language.

## **X. Sub domain Accounts and Area Hosting**

The SCRWC may grant areas within our Region, or other NA Service Bodies that are not areas, a sub domain account for the purpose of hosting a minimal website, and a single email address, on our web server. Service bodies outside the Southern California Region require a vote of the SCRWC, and approval from the SCRSC.

- A. The address of the sub domain account will have the form:  
<http://www.todayna.org/subdomainname>
- B. All Area sub domain accounts agree to comply with SCRWC Guidelines which list rules of content and website links. Each Area Account:



1. Will comply with the SCRWC Guidelines.
  2. Will not exceed 10mb of space.
  3. Will not exceed 50% of regional bandwidth.
  4. Will have a single point of contact (SCP) from the Area. The SCP will have the user name and password to make updates and changes to account.
  5. Will be given one Email account.
  6. Must comply with the terms of service agreement of our web-hosting provider.
  7. Must not use excessive system resources, and may be shut down at the sole discretion of the Website Committee for violating these guidelines.
- C.** Area Web Hosting: Area Hosting can be provided on the Dedicated Regional Server providing the following conditions are met:
1. Areas are within the Southern California Region.
  2. The area web committee must have their own area-approved guidelines.
  3. The content of the website must be within the standards of the Area Guidelines.
  4. Files must be limited to no more than 10,000 per hosted site.
  5. Bandwidth will be limited to 15 Gigabytes of data transfer per month.
  6. Areas are responsible for passwords and distribution of passwords to their trusted servants.
  7. Responsibility for site maintenance falls upon the Area's Website Committee.
- D.** The following applies to all content on the server: Email addresses may only be displayed graphically. No text, mailto functions, or bot-readable emails may be used in web pages. This is to maximize bandwidth and limit the amount of spam and the file space on the dedicated server.

## **XI. Technical Considerations**

Graphics should only be used when there is a clear need to do so or when a graphic communicates better than text. Attention should be given to page download times.

## **XII. Funding**

All funding for the Website Committee will come from the SCRSC.

## **XIII. Non-Affiliation**

- A.** In keeping with the Traditions of Narcotics Anonymous we neither endorse nor oppose any of the causes that may be reached through off-site links. References to outside resources may be added to the website. This is to help addicts and in no way implies an endorsement or affiliation of any kind. Any links to non-NA websites must open in a new window, which first tells the user they are leaving our website, disclaims any affiliation with the site they are about to enter, then redirects them to the actual outside link after a short but reasonable delay. This does not apply to map links.
- B.** To ensure compliance with current copyright laws our policy for using copyrighted material shall be in accordance with NA Intellectual Property Bulletin #1.

## **XIV. Guidelines**

These guidelines may be amended by a 2/3 vote of the Website Committee, if affirmed by the Southern California Regional Service Conference.

