Area 9 District 4 Website Guidelines

Statement of Purpose

Our mission in creating an Area 09 District 4 website is to foster and support communications for our fellowship and our AA community at large.

The purpose of the District 4 Area 09 General Service Committee website is to carry the message of Alcoholics Anonymous by providing a resource on the internet where information can be obtained about Alcoholics Anonymous and in relation to District 4, our district committees and officers as well as those groups it represents.

In keeping with the Seventh Tradition, AA pays its own way and this applies to cyberspace. To avoid confusion and guard against perception of affiliation, endorsement or promotion, website hosts should be carefully chosen and with avoidance of any host or host site that requires the inclusion of mandatory advertising space and links to commercial sites.

The District 4 Area 09 will also collect contributions through an online payment processor which offers a secure and convenient way for groups and individuals to donate money.

An AA website is a public medium. Respecting anonymity at the public level, the site will contain neither individuals identifying themselves as AA members, nor include the use of full names and/ or full face photos or personal telephone numbers.

As discussed in the AA Service Manual, all quotes from copyrighted literature will be credited to AAWS, Inc., or the Grapevine, Inc. as appropriate.

Website Committee Organization

The website will be maintained by the District 4 Mid Southern California Area (MSCA) 09 Website Committee. All content on the site is pre-approved by the web committee group conscience, in keeping with our Second Tradition and Concept Two.

Committee Positions:

Website committee roles are voted on within the committee.

Chairperson: (webchair@longbeachaa.org)

Schedules monthly committee meetings and creates and distributes agendas for the meetings. Chairs monthly committee meetings and/or teleconferences. Is responsible for filling committee positions until a more streamlined transfer of service positions is created by the committee. Attends District 4 Service Committee meetings and reports on committee's activities to District 4. Keeps committee aware of information from District 4 Service Committee meetings. Creates and maintains a budget for the committee. Works with other special service committee chairs and District 4 officers to obtain and distribute service

material and maintain communication between the web committee and other service committees and area officers. Disseminates information about the website and obtains feedback from District 4 AA members. Ensures that the website committee performs its responsibilities according to committee guidelines and to AA traditions. Ensures that domain name and hosting fees are paid each year.

Corresponding Secretary: (correspondence@longbeachaa.org)

Answers emails that come through the district website, forwarding them to the appropriate service committees when necessary. Copies the Web Committee (or the web servant and the Chairperson) on his/her responses to incoming emails. This position requires experience in AA service, an understanding of AA service structure, and an ability to communicate with potential newcomers and families of alcoholics. Emails that come through the website should be answered promptly. Maintains a current list of committee members and their contact information.

Recording Secretary:

Keeps an accurate record of Website Committee business. Takes minutes at Website Committee meetings and teleconferences.

Submissions Secretary: (submissions@longbeachaa.org)

Communicates with individuals who submit information about district and group AA events. Ensures that all events and flyers posted adhere to the website content submission guidelines. Reviews content submissions, checking spelling and grammatical errors and information posted that may conflict with the website submission guidelines.

Website Reviewer: (reviewer@longbeachaa.org)

Reviews content prior to submission to the web servant. Reviews each section of the website, checking for broken links. Assists the web servant in checking browser and device compatibility.

Webmaster: (webmaster@longbeachaa.org)

Primary system administrator for Area 9 District 4 website is responsible for updates, site content (as listed below), and software updates as needed. Maintains email addresses for District 4 officers and special service committee chairs. Fills in for the Chairperson when necessary.

This is a paid position whose wages are agreed upon by the committee. The webmaster is answerable to the website committee chairperson and paid by the district 4 treasurer. Tracked hours are submitted to, and must be approved by the website committee chairperson or by the district DCMC if the committee chairperson is unavailable.

Website Content

Section I General

Documents posted on the Mid-Southern California Area 09 (MSCA 09) District 4 Website will not include any individual identifying information — such as full names, phone numbers, personal email addresses or mailing addresses. The Website Administrator, prior to posting, will remove all information identifying individual AA members. Posted information must protect personal anonymity of individuals in accordance with AA traditions. Special email "aliases" may be posted to contact District officers anonymously. Posted information must protect personal anonymity of individuals in accordance with AA traditions.

Materials submitted for inclusion on the MSCA 09 District 4 General Service website shall be reviewed by the Website Committee. Each submission shall be considered on an individual basis, relative to its' own context. If any material is found questionable, and declined by the website committee, the submitter shall be contacted with an explanation for the denial and offered feedback for revision. If possible all attempts will be made to resolve such an issue at this level. If that is not possible, any submitter that has been declined, and cannot find resolution has the right of appeal to the District 4 Executive Committee.
All material submitted to the web servant should be in a suitable editable electronic format. Material shall be reviewed for adherence to AA principles, with particular emphasis on AA's Traditions Six, Ten, and Eleven. If the material is not in conformance to AA principles it shall not be posted.

In accordance with AA Guidelines (Internet), the District 4 website, and submissions to the website, can quote a phrase, sentence or brief paragraph excerpted from A.A. literature – such as the Big Book (Alcoholics Anonymous), Twelve Steps and Twelve Traditions, The A.A. Service Manual, and Conference-approved pamphlets—without a prior, written request. When this occurs, the proper credit line shall be included to ensure that A.A. literature copyrights are protected. After a brief quotation from a book or pamphlet, the following credit line should appear:

Reprinted from (name of publication, page number), with permission of A.A. World Services, Inc.

Section II Suggested Content

A. Homepage

Introduces the visitor to Alcoholics Anonymous in our District by displaying contact information for resources such as Hospitals and Institutions, and provides email links for the DCMC and Website Committee Chair and a contribution button.

B. Links

The District 4 homepage will provide several offsite links to official AA websites and local Inter Groups including but not limited to:

AA General Service Office AA Grapevine
Mid-Southern California Area 09 Los Angeles Central Office South Bay Central Office Southern California H & I
Harbor Area H & I
PRAASA (Pacific Region Alcoholics Anonymous Service Assembly)

C. Events

Contains the names, dates, locations, and brief descriptions of upcoming fellowship events, and may contain links to event websites as appropriate or event flyers. All General Service, Area, Inter Group and Hospitals & Institutions Committee events are pre approved and may be posted when the event information is available. If groups/individuals desire to post an event to this page, they should contact the Website Chair or another District Officer well in advance of the event. The Website Committee will approve or disapprove of the posting.

D. District News and Events

a. An entry on District happenings from the DCMC
b. Events and/or workshops special to the District.

E. Meeting Directory

This section contains a detailed listing of meeting located in within District 4. Meeting are searchable by day of week, time of day, and the type of meeting.

F. Other Content

- About Us
- General Service Structure
- Young People's Page
- Regional/National/International AA Fellowship Events/Calendars Page
- Contributions
- The site may publish additional content as agreed upon by the committee

All content on the site must be approved by the District Website Committee before posting.

Section III Prohibited Content

A. Direct Communication

The website will not permit interactive communication such as chat rooms, message boards, forums, online meetings, or any other form of direct communication.

B. Non-AA Content

In keeping with Tradition Six, there will be no non-AA content or links to non- AA- related sites. No commercial links or commercial/professional services are available through this site.

Please note District 4 Financial Statements of any kind will not be posted due to their sensitive nature