WEB Policy

Purpose

Our purpose is to make information online about the Susquehanna Area and about Narcotics Anonymous available to the public, to those in active addiction, and our current members.

Positions

Chair/Webmaster: Two-year clean time requirement with suggested one year of service as Vice Chair as well as familiarity with WordPress and other tools necessary for web development and maintenance. Internet access will also be necessary.

Vice Chair/Vice Webmaster: One-year clean time requirement as well as familiarity with WordPress and other tools necessary for web development and maintenance, Internet access will also be necessary. OJT is approved for this position

Secretary: One-year clean time requirement. This position may be held in addition to the responsibilities of the Chair/Vice Chair.

Guidelines

1. Maintaining a web site will be a project of the website subcommittee. In doing this service work we will follow our Twelve Traditions, Twelve Concepts and guidelines from the World Service Office and the Susquehanna Area.
2. We will make online information available to the widest distribution of people possible.
3. Online NA information will contain links, references, and events only to information approved and/or provided by Susquehanna Area.
4. Since information on the web can be accessed from all over the world; names, phone numbers, email addresses, or other identifying information regarding individual members will not be included unless otherwise approved by the individual or area. We are guided by the 12th Tradition which states that "*anonymity is the spiritual foundation of all our traditions*".
5. Information will be placed in the individual subcommittee web pages of Susquehanna Area; wherever possible.

What to Include?

Included, will be meeting schedules for the Susquehanna Area, the local helpline number, and a link to www.na.org. Additional, information for the Susquehanna Area will include; events, activities, service committee information, area newsletters, helpline numbers, links to the Free State Regional website, links to other area websites within the Free State Region, and to the NA World service website.

Hosting and Maintaining the Website

1. NA websites should be in the name of the Area or Region, wherever possible . Either use a commercial service provider or a community network (in keeping with the 6th Tradition, which states that *"An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.").* Never use a free service that pops up advertisements to fund the site.
2. Two people; the Chair/WEB Master and Vice Chair/Vice WEB Master should know the password and how to maintain the site. The Chair/Vice Chair must have a plan for keeping the website up to date. Updates should be annotated with a "last updated" date (mm/dd/year).
3. The area subcommittee should plan to meet at least once a month to discuss any updates to keep the website relevant.
4. It is the responsibility of each Area subcommittee to appoint a primary point of contact for each committee to the WEB site Chair/WEB Master. All changes must come via that contact in writing during the Susquehanna Area meeting or via e-mail to admin@susqna.org. Each subcommittee officially recognized by the Susquehanna Area can request a home page. Subcommittee home pages should be directed to the primary purposes of that Subcommittee. The information on those pages should be suitable for the public and should not contain any personal information.