

Purpose

Our purpose in maintaining the web site, www.susqarea.org, for the Susquehanna Area of Narcotics Anonymous is to make information about the Susquehanna Area and about Narcotics Anonymous as a whole available to the public, to addicts who might need NA, and our current members.

Positions

Chair: Two year clean time requirement with one year of service as Vice Chair.

Vice Chair: One year clean time requirement.

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

Vice Webmaster: One year clean time requirement with ability and willingness to learn the necessary skills to create and maintain the area webpage.

Secretary: one year clean time requirement.

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 number of people possible. Whenever feasible, we will also make this information available by other means for people who don't have access to online information.
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. Stating anonymity is the spiritual foundation of all our traditions.

5. Information will be placed in accounts or web pages under the name of the Website subcommittee of Susquehanna Area, and not under the name of an individual member.

What to Include?

Meeting schedule for the area, the local helpline number, and a link to www.na.org. In the Susquehanna Area we also have events and activities, service committee information, area newsletters, helpline numbers, and links to other areas within the Free State Region, the region itself and to the NA World service website.

Hosting and Maintaining the Website

NA websites should be in the name of the area or region, not an individual. Either use a commercial service provider or a community network -- in keeping with the 6th Tradition, never use a free service that pops up advertisements to fund the site.

Two people, the webmaster and vice webmaster, should know the password and how to maintain the site. Have a plan for keeping it up-to-date, and put a "last updated" date on it, including the month and year. The area subcommittee should plan to meet at least once a month to discuss any updates to keep the website relevant.

It is the responsibility of each area subcommittee to appoint a primary point of contact for each committee to the web administrator. All changes must come via that contact in writing during the Susquehanna area meeting or via e-mail to chair@susgarea.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.