

California Northern Coastal Area 06  
**Website Committee**  
**Policies, Procedures, Guidelines**

**I. PURPOSE**

The purpose of the CNCA 06 Web site is to carry the message of Alcoholics Anonymous. It provides a resource on the Internet where alcoholics can get information about the activities and business pertaining to the California Northern Coastal Area 06 of Alcoholics Anonymous.

**II. WEBSITE REGISTRATION AND ADMINISTRATION****A. Website Domain Name Registration**

1. The website shall be registered with an ICANN-accredited registrar. The name of the account shall be cnca06.org in the name of the California Northern Coastal Area 06 of Alcoholics Anonymous.
2. Billing Contact: "Treasurer of California Northern Coastal Area of Alcoholics Anonymous".
3. Technical Contact. Usually may be the name of the hosting company, but it is covered up with the Private Registration, a service of the hosting provider, used to keep our names out of the Whois database.

**B. Hosting**

1. The website Hosting provider will be chosen by the trusted servants of the website committee.
2. Use Private Registration through the hosting services to keep personal names off the Whois Database.
3. <https://whois.icann.org/en> is a sample of the Whois database.

**C. DNS**

1. Confirm DNS function with Hosting and Registrar entities whenever there is a change of server IP address.

**D. Website Committee**

1. **Purpose.** The Website Committee is responsible for the day-to-day operation of the website. It manages the content, security, services and accessibility of the website. Its duties include the following:
  - a. Communicate and Coordinate with the Area Committee.
  - b. Adding new content as approved.
  - c. Updating content in a timely manner.
  - d. Proposing new content and features to Committee.
  - e. Editing and administering the Website.

- f. Monitoring and maintaining the Website and its service to ensure its availability
- g. Providing email services for Area Officers, DMCs, Standing Committee Chairs, Newsletter editors, and event chairs within CNCA06. Remove event chair e-mail when event is over.
- h. Responsibilities and functions related to anonymity issues on the site, maintaining Traditions, and the duties enumerated in the internal Job Service Positions document.

## **2. Committee Structure.**

- a. The Committee consists of seven members.
- b. Responsibilities are enumerated for service positions  
In the internal Job Service Positions document.

## **3. Term of Rotation.**

The positions of editors, technical members (IT) require some unique skills. Rotation is encouraged; however, the individuals that hold technical positions may serve in more than one concurrent panel as circumstances warrant.

## **4. Website Committee Policy.**

Members of the Website Committee need not be members of the California Northern Coastal Area Committee.

- a. By November of the second year of a panel, one or more Website Committee members may make themselves available to serve in a second concurrent panel by giving their names to an Area Officer.
- b. In December of the second year of each panel, a Chairperson for the following panel will be elected by the Website Committee.
- c. All members are expected to serve for the two (2) years of the panel for which they are first appointed, and for not more than (2) consecutive panels.
- d. An Area Officer may serve the committee as a liaison. We recommend that the Area Officers rotate/share this responsibility. The Area Officer is not a member of the committee and does not have a vote in the business of the Committee.

- e. The Website shall be displayed at Assemblies and available at Area Committee Meetings if a WiFi hotspot or connection is available, so that those without regular access to a computer can view the Website.
- f. Committee Meetings shall be open; any member of CNCA or AA may attend, however participation shall be limited to Committee Members, and those invited to speak.

### **5. Website Committee Guidelines**

- a. The Website Committee shall meet at least monthly.
- b. A monthly report is given at the Area Committee meeting.
- c. The monthly meeting report may appear in the Area Newsletters without last names. A written copy is given to the Area secretary.
- d. Quarterly reports are done as requested by Area Officer(s).
- e. Guidelines may be added in Committee Meetings.
- f. Policies and Content are added by motion at Area Committee Meetings.

## **III. POLICIES AND PROCEDURES**

### **A. New Content and Content Removal**

1. If the Website Committee or person on the Committee, or a member of the Area Committee wishes to propose new content for the Website beyond the Standing Content (also known as Pre-Defined Content) listed below in section IV. A., they must present a motion to the Area Committee. (This same process is used to remove an item from the list of Standing Content in IV A.)
2. The Website Committee may make updates to the Standing Content listed in IV. A. without presenting a motion for updating Standing Content nor pre-defined content (already passed by prior motion).
3. Old flyers, files or documents removed from the site are to be archived under direction of the Website Committee Chair and copies given to the Archives Committee on a jump drive or hard drive.
4. Newsletters are archived online and copies given to Archives Committee, Area Secretary and other officers, if they request a copy of these digital files.

## IV. CONTENT

- A. **Pre-Defined Content.** This has been defined by previous motions listed in the CNCA Motions Book:
1. A Home Page that includes: Primary purpose information for the still-suffering alcoholic.
  2. A section entitled "About CNCA"
  3. A section entitled "What's New in CNCA"
  4. Calendar including:
    - a. Regional, NCCAA, H&, ACYPAA, WACYPA, Pre-Assembly Dinner events if targeted to all of CNCA.
    - b. GSO and International Events
    - c. District Events may be considered for inclusion.
    - d. Flyers may be placed online for CNCA and Regional events.
    - e. Any events appropriate for CNCA.
  5. Contact forms and information
  6. CNCA Forms
  7. Area Map
  8. AA –Related Links.
  9. FAQ (Frequently Asked Questions)
  10. Finance Section
  11. Listing of Officers, Committee Chairs, and anonymous e-mail addresses but no person's last name on the Website.
  12. District General Service Information
  13. Sharing Sessions and Standing Committee page(s).
  14. Area Website "Policies, Procedures, Guidelines" including Website Purpose Statement.
  15. Area Committee and Assembly Motions (page).
  16. CNCA Comments and Comentarios current issues and the archive of issues from June 2012 forward to present.
  17. Site Map link of the pages on the Website.
  18. Menu bar
  19. Content will be available in both English and Spanish
  20. Traditions Statement (in FAQ)

Continued.

**B. Other Guidelines Regarding All Content**

1. Observing Tradition 11 "We need always maintain personal anonymity at the level of press, radio and films," the Website will contain no individual's last name in any unsecured area of the site.
2. Observing Tradition 6, "An A.A. Group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise...", the Website will contain no banner advertising nor other advertising of any sort.
3. CNCA website has no control over content displayed on linked sites. Linking to external sites will result in a disclaimer statement such as "You are now leaving cnca06.org..". The Area Committee may request removal of any included link using the process above in section III. A.