

I. PURPOSE

To carry the Message of Alcoholics Anonymous. Provide a digital communication resource to alcoholics, trusted servants, professionals and the public alike; regarding 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.

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.

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 ACM.
 - 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, DCMCs, Standing Committee Chairs, Newsletter editors, and event chairs within CNCA06.
 - h. Responsibilities and functions related to anonymity issues on the

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, these individuals may serve a second panel if 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. 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 two consecutive panels.
- c. 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.
- d. 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 Area Committee Meetings.
- f. Policies and Content are added by motion at Area Committee Meetings.
- g. If a website committee member misses one website committee meeting without communication to the committee, the committee chair will attempt to contact the member. If a

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member misses two meetings without communication the chair may request the area officers to replace the member. If a member is unable to carry out the responsibilities of the position held the chair may request to replace the member. Any such requests will be the result of a group conscience of the committee.

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 or 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.

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&I, ACYPAA, WACYPAA, 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, as routed through the CNCA Chair.
 - f. Contact forms and information.
 5. CNCA Forms
 6. Area Map

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7. AA –Related Links.
8. FAQ (Frequently Asked Questions)
9. Finance Section including financial guidelines and digital basket.
10. Listing of Officers, Committee Chairs, and anonymous e-mail addresses but no person's last name on the Website.
11. District General Service Information
12. Sharing Sessions and Standing Committee page(s).
13. Area Website "Policies, Procedures, Guidelines" including Website Purpose Statement.
14. Area Committee and Assembly Motions (page).
15. CNCA Comments and Comentarios current issues and the archive of issues from June 2012 forward to present.
16. Site Map linking to the various sections and pages of the Website.
17. Menu bar.
18. Traditions Statement (in FAQ).
19. Preliminary and Agenda Topics.
20. A section for each Area Officer and Area Committee.
21. Accommodation of digital submissions to the Archives Committee.

B. Other Guidelines Regarding All Content

1. Content will be available in both English and Spanish.
2. All posted material shall strictly adhere to AA's 12 Traditions and 12 Concepts and should be in accordance with GSO Guidelines MG - 18.
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.

Appendix A
Job Descriptions

A. Chair

1. Communicates, coordinates and facilitates Committee activities with Area Committee.
2. Presents motions at the Area Committee Meeting.
3. Communicates and coordinates with other Area Standing and working committees (Archives, PI/CPC. BTG...).
4. Provides monthly reports at the Area Committee meeting.
5. Provides quarterly reports to the Area Assembly.
6. Prepares annual Website Committee budget.
7. Submits expense report to Area Treasurer when needed.
8. Sets Standing Committee meeting agenda.
9. Facilitates Standing Committee meeting.
10. Votes in the event of any tie within the committee.
11. Facilitates Website Committee workflow.
12. Assists other website committee members as needed.
13. Is trained in editing of the website.
14. Is trained in a basic understanding of website operations.
15. Monitors adherence to the Traditions and Concepts.

B. Content Editor (x2)

1. Updates, adds, and removes website content.
2. Ensures that any content or information remains current.
3. Maintains content editing documentation.
4. Ensures effective turnover of documentation (pass-it-on).
5. Trains incoming Content Editor(s).
6. Ensures that the Traditions and the stated purposes of the website are upheld.

C. Recording Secretary

1. Records minutes at Website Committee meetings and promptly circulates them to the Website Committee.
2. Distributes any Committee documents to the committee members.

D. Tech (x2)

1. Selects appropriate tools to ensure good website design.
2. Selects appropriate tools to ensure website security.
3. Selects and manages appropriate tools and technologies for website deployment.
4. Researches and recommends appropriate web hosting provider.
5. Ensures proper backups and proper disaster recovery.
6. Monitors site to ensure smooth ongoing operation.
7. Maintains adequate security.
8. Provides access to appropriate people.
9. Provides generic e-mail addresses for Area Officers.
10. Maintains appropriate web and server features documentation.
11. Ensures effective turnover of documentation and logs.

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12. Develops and builds architecture of website as guided by the committee.
13. Develops and builds layout and display (user interface) of web site as guided by the committee.
14. Develops and builds features and functionalities of web site as guided by the committee.
15. Teaches best practices to members of committee.
16. Trains incoming Tech(s).

E. At-Large

1. Approves, promotes website content.
2. Reports to Committee on technologies considered.
3. Reports on overall usability of site.
4. Tests new features and functionality (beta testing).
5. Monitors usage metrics and analytics of website.
6. Serves as alternate committee chair and alternate secretary.
7. Submits report at web committee meeting.
8. Ensures that the Traditions and the stated purposes of the website are upheld.

Appendix B
Security and Password Procedures

A. Main Passwords:

- Include: Registrar, Hosting (billing, subsequent control panels, main admin account for site's CMS, shell access).
- Are distributed to Area Committee Chair, Web Committee Chair, Lead Tech.
- Will be changed and distributed to the people above, when any of these positions change.
- Will be changed and distributed after panel rotation.
- Will be changed and distributed in the event of any security breach.
- Distributed to others when deemed appropriate for special projects.
- Changed and distributed at conclusion of such special projects.
- Are accessed and guided by necessity and coordinated with tech workers.

B. Individual Accounts:

- Are created for each person needing access.
- Are granted permission based on job description.
- Each person is responsible for their own account.
- Each person to access secured areas through personal account.
- A Tech person will be responsible for creating/deleting individual accounts.
- The Web Committee Chair guides Techs in creating and deleting users' accounts.
- Other accounts or privileges granted on case by case basis as guided by the Committee.

C. Databases and Other Services:

- Passwords for these services are changed and distributed when Tech deems appropriate, at minimum at the rotation of each new panel.
- Techs will maintain a list of these passwords.

D. Contacts:

- Gmail account "primary email address" set to: cnca06web@gmail.com
- All email contacts set to the gmail address.

E. Responsibilities:

- Security: Tech
- Servers: Tech
- Development: Tech
- Tech Services: Tech
- Content: Editors and Chair