



Passaic County Area Service Committee of Narcotics Anonymous Website Subcommittee Policy & Guidelines

Revised September, 11th 2021

Definition

The Passaic County Area Website Committee (PCAWC) is a standing subcommittee of the Passaic County Area Service Committee of Narcotics Anonymous (PCASCNA). The PCAWC is composed of elected officers and NA members who have the desire and willingness to be of service consistent with the Twelve Traditions of NA, Twelve Concepts of Service of NA, and these guidelines.

Purpose

There are four purposes of the PCAWC in regard to its efforts on the World Wide Web:

1. To provide information about NA to addicts who still suffer.
2. To provide information about NA meetings, subcommittee meetings, events, and activities.
3. To provide services to the PCASCNA so that it may foster and maintain a greater sense of community for our Area. These services are to be determined by the committee members.
4. To reach professionals who are exposed to addicts.

Mission

Our objective is to carry out our primary purpose in accordance with the Fifth Tradition: “To carry the message to the addict who still suffers.” We do so in accordance with our 11th Tradition: “Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.” We do this by making information available to addicts and the public in a manner that is clear and objective.

Description

- The name of the committee shall be defined as Website Subcommittee.
- The Uniform Resource Locator (“URL”) shall be <http://www.passaicarea.org>. The URL www.passaicarea.com will redirect to the “dot org” site.
- In accordance with the 2nd Concept, the committee shall be accountable to the PCASCNA body consisting of Group Service Representatives (“GSR’s”) and Alternates (“GSRA’s”) in the absence of the GSR.
- The Website Chair is accountable and responsible for the entire content and maintenance of the website, ensuring its accuracy and compliance with the 12 Traditions of NA.
- The Website Subcommittee shall be responsible for the maintenance of the website.

- The domain names “passaicare.org” and “passaicarea.com” are the property of the PCASCNA.
- Only Passaic County Area meetings are to be listed on the “NA Meetings” webpage. Links to NJ Statewide and Local meeting lists are provided as an additional service.
- Only Passaic County Area events and activities are to be listed on the “Events and Activities” webpage. Links to other NJ Statewide and Local events and activities are provided as an additional service.
- All of the content (text copy, images and video) on the website and the website as a whole, including design, functionality and layout, are the property of PCASCNA and NAWS.
- All costs of hosting, software development programs, email services and domain registration are the financial responsibility of PCASCNA.
- The Website Chair is responsible for communicating all website costs to the PCASCNA as a part of the subcommittee’s monthly report.
- The Website Chair is responsible for preparing an annual budget to be presented within 30 days of being elected to office.
- The website chairperson MUST be the “Billing contact”, “Administrative contact” and “Technical contact” of the website. Receipts must be turned in to the Area Treasurer at the next area service meeting after monies have been sent to pay for the cost of the service.

Responsibilities

1. To maintain contact with the PCASCNA, the Regional Website Committee (NJRWC – www.nanj.org), and NA World Services (www.na.org)
2. To utilize the WWW to open and maintain lines of communication with the fellowship.
3. To assist the PCASCNA Subcommittees in maintaining a presence on the WWW via the Passaic County Area Service Committee of Narcotics Anonymous (PCASCNA) website.
4. To respond to all website issues in a timely and effective manner. Meeting list updates should be updated within 5 business days of notifying the Website Subcommittee.
5. To be sure that all requests are appropriately handled at the correct level of service.
6. To ensure that any communication represents the PCASCNA’s approved group conscience.

Functions

1. To provide information about PCA NA meetings and activities to the public, professionals, and the fellowship via the WWW.
2. To provide current PCA meeting information on the PCASCNA website including maps and other material deemed necessary by the PCAWC.
3. To maintain communication with PCASCNA Committees to fulfill our primary purpose.
4. To answer all questions to the entire PCA body as to how to use “Webmail”/ email services.

Operational Guidelines

Intent

It is the intent of this committee to present a clear and concise message, via the WWW, to members of Narcotics Anonymous and the public. Graphics will only be used when there is a clear need to do so or when a graphic communicates in a better way than text. Attention should be given to page download times. In keeping with our primary purpose, the committee should ensure that the website is developed in such a way as to provide maximum functionality and ease

of maintainability. To ensure the achievement of this goal, the PCAWC will create and maintain instructions for the routine maintenance of the site, to facilitate the development of future website coordinators.

Responsibility/Accountability

Placing information online is the responsibility of the PCAWC. Accountability is to this committee and to the PCASCNA in accordance with these guidelines. While updating and creating the source code on the site is primarily the responsibility of the Website Coordinator(s), (WC), authorized members of the PCAWC, such as, but not limited to, the Website Chairperson or Website Vice Chairperson may be given responsibilities for the updating of information on the site, as well as other tasks. If any other PCASCNA subcommittee wishes to have its own website, it must be approved by the PCASCNA.

Posting of local events is done through cooperation with the PCA Activities Committee. The Website committee can post these events on the website without a vote from area service if the flyers meet the guidelines and policies outlines in PCA policy. Any flyers or announcements that contain a member's name and phone number will be converted to ".jpg" format prior to posting to maintain anonymity.

Accessibility

It is important that the website is viewable with as many browser types and versions as possible. We recognize that online information is accessible only to people with Internet access. To make information available to the widest possible audience, the address of our website will be printed on all of our meeting directories, newsletters, and area flyers of the PCASCNA.

Non-Affiliation

In accordance with the 6th tradition, the PCAWC does not endorse or approve of the material accessible via offsite links. These links (i.e. – www.naranon.org) are provided only for information that is not available at this site for the sole purpose of helping addicts and others in their professional capacity. In addition, the only links permitted on the PCASCNA Website (with the exception of the aforementioned links above) are those that are NAWS or Fellowship Approved Service Committees, Groups, Areas, or Regions only. Other links that do not follow the aforementioned criteria will not be permitted to be posted anywhere on the PCASCNA Website. To promote NA unity in accordance with our 1st tradition we do not link to personal web sites or sites that promote a third party. Should the need arise to use a service for the purpose of further carrying our message, a disclaimer will be noted on the page stating "cooperation, not affiliation".

Copyright Issues

To ensure compliance with copyright laws, we will not place any copyrighted material on pages that link to other than registered service bodies of NA. If copyrighted material is needed to assist an addict, all resources will be exhausted before said material is used. It will be the responsibility of the Website Subcommittee Chairperson to obtain all copyright permissions required prior to posting on the website.

Privacy and Anonymity

Information via the WWW is accessible all over the world. We will not publish names, photographs, phone numbers, e-mail addresses, or street addresses of individual members. We will publish phone numbers and addresses of Hotlines, NA Service Offices, “passaicarea.org” email addresses that are linked to the appropriate individual and meeting places that are not conducted in a member’s home. In addition, the Subcommittee denotes a “Privacy Policy” at the bottom of each page which can be viewed at: <https://passaicarea.org/privacy-policy/>

Security

To ensure that materials remain available in the event of a server or personnel change, the WC will maintain up-to-date backups of the site and provide security and password access to these backups to the Area Vice Chair, the Website Coordinator and the Website Vice Chairperson. All emails to and from any passaicarea.org email address should be in alignment in the “Communications” section of the Privacy Policy statement.

Subcommittee Membership

Membership of the PCAWC consists of the Website Chairperson, Vice-Chairperson, Secretary, Website Coordinator(s), and NA members who have the willingness to serve and wish to fulfill our Mission Statement.

Voting

Voting members of the PCAWC are the PCAWC Vice-Chairperson, Secretary, PCASCNA Website Coordinator(s), as well as members who have attended two (2) consecutive meetings. There is no clean time requirement to become a member of the website subcommittee. Each voting member shall have one (1) vote. The PCAWC Chairperson can vote in case of a tie.

All officers are elected for a term of one (1) year and will be eligible for a second term of one (1) year, followed by six (6) months of ineligibility for that position as per PCASCNA policy. This is due to the principal of rotation as stated in the Fourth Concept. Because there can be multiple coordinators, (WC)(s) the one (1) year of ineligibility rule does not apply to WC(s).

Voting privileges are automatically lost by missing two consecutive meetings.

The Website Chairperson is voted into his or her position at The PCASCNA meeting annually by a majority vote of the GSRs.

Elections for subcommittee positions occur at the first meeting after the PCASCNA elections.

Qualifications And Responsibilities of Committee Members

1. It is suggested that all members maintain a current WSC Public Relations Handbook.
2. Two (2) consecutive meeting absences may be reason for replacement. The conscience of the PCAWC will be adhered to.
3. Basic knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous is suggested.

4. Upon loss of clean time, any elected member is automatically relieved of his or her duties. Continued participation in the committee is acceptable.
5. Any member may be relieved of office and/or voting rights upon a 2/3 majority vote. The Chair is a voting member in this circumstance.

Chairperson

1. Is elected by the PCASCNA during annual elections.
2. Requires two (2) years clean time and six (6) months PI or Website experience.
3. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA Service.
4. Has attended at least one PI Learning Day is attended or has a working knowledge of the WSC Public Information Handbook.
5. Must have a minimum of one (1) year activity at the group or area level of service.
6. Sets the agenda and facilitates all meetings of the PCAWC.
7. Responsible for assisting the maintenance and upkeep of the website, which ensures accuracy and compliance with the 12 Steps and 12 Traditions of Narcotics Anonymous.
8. Prepares an oral and written report for and attends the PCASCNA and other special meetings (i.e. – JAC Meetings) and makes motions and votes on behalf of the PCAWC at meetings where the Website Subcommittee is entitled to have a vote.
9. Maintains constant oral and written (e-mail) communication with PCAWC and PCASNCA.
10. Prepares an annual budget within 30 days of being voted into office with the PCAWC to be submitted for the approval of the PCASCNA.
11. Responsible for orientating the new Chair for a transitional period of two (2) months.
12. Has access to a computer that is capable of running the latest web browsers and has a suitable connection to the Internet. The costs for these are the responsibility of the trusted servant.

Vice Chairperson

1. Is elected by the PCAWC.
2. Requires at least one (1) year clean time and six (6) months PI or Website experience.
3. Must have at least six (6) months experience at the area or group level of service.
4. Has attended at least one PI Learning Day or has a working knowledge of the WSC Public Information Handbook.
5. Responsible for duties of Chairperson when the Chairperson is not available.
6. Works with the Chairperson.
7. Responsible for coordination of sub-committee liaisons.

Secretary

1. Is elected by the PCAWC.
2. Requires at least (1) year clean time.
3. Must have at least (6) six months experience in area or group service work.
4. Must keep an accurate set of minutes of all PCAWC meetings.
5. Responsible for distributing monthly minutes, via e-mail, to all PCAWC members monthly.
6. Works with the Chairperson to ensure the smooth operation of the PCAWC.

PCASCNA Website Coordinator(s)

1. Is elected by the PCAWC.

2. Requires at least (1) one year clean time.
3. Must have at least one (1) one year experience in Internet communications and be proficient in current web technology.
4. Is responsible for the timely upkeep of the PCASCNA website in coordination with the Website Chairperson.
5. Follows all PCAWC instructions on website operational guidelines.
6. Provides to the PCAWC a copy of all correspondence monthly both to and from the website.
7. Provides a representation of the website, whenever changes are made, to the PCAWC.

Guideline Amendments

1. Any amendments of the PCAWC Guidelines require a 2/3 majority of voting committee members.
2. Any change in PCASCNA Guidelines that affect the PCAWC Guidelines will be immediately adhered to.