Page 1 of 2 March 2017

Finger Lakes Area Answering Service

**Website Committee Guidelines**

Article I – WEBSITE COMMITTEE

1.0 PURPOSE

 The purpose of the Website Committee shall be to administer the website of the Finger Lakes Area

 Answering Service (FLAAS) on the Internet World Wide Web.

1.1 MEMBERSHIP

The Website Committee shall at a minimum consist of a Chairperson, an Assistant Chairperson and two other members. The Website Committee may seek additional A.A. members to serve. The Web Team (see Article II) is part of the Website Committee.

1.2 TERMS OF SERVICE

A. The position of Website Committee Chairperson and Assistant Website Committee Chairperson shall be filled by election of the FLAAS committee and have a suggested term limit of two years. Both positions will have

 a suggested minimum sobriety length of two years.

 B. Web Team members will have a suggested minimum sobriety length of one year.

1.3 RESPONSIBILITIES

A. The Website Committee is a subcommittee of the FLAAS and shall therefore present reports at all regularly scheduled meetings of the Finger Lakes Area Answering Service Committee.

 B. All policies relating to the website shall be approved by the FLAAS committee prior to implementation.

 C. The Website Committee shall ensure that the website is self-supporting by the FLAAS without receiving anything of value from any source outside the A.A. Fellowship.

 D. The Website Committee may, jointly with the FLAAS committee, conduct a periodic survey of A.A

 groups in the Finger Lakes area to ascertain whether the website is fulfilling its purpose.

E. The Website Committee shall be responsible for finding appropriate and reasonably priced goods and services to enable the website to exist.

Article II - WEB TEAM

2.0 MEMBERSHIP AND PROCEDURES

A. The Website Committee Chairperson shall have the responsibility of managing the Web Team. In the absence of the Website Committee Chairperson the Assistant Website Committee Chairperson shall assume the responsibilities of the Website Committee Chair.

B. The Web Team shall consist of the Website Committee Chairperson and two other members of the Web Committee.

C. The Web Team shall distribute responsibilities in the administration and technical support of the website among its members and shall keep the Website Committee informed as to the Web Team's organization.

D. The Web Team shall be responsible for the day-to-day maintenance of the website including, but not limited to:

 1. Monitoring the website to ensure its ongoing operation.

 2. Updating meeting and event information in a timely manner.

 3. Backing up the website data files on a biweekly basis.

E. The Web Team shall have sole access to make changes to the website and shall have responsibility to maintain appropriate security for the integrity of the website and the information it contains.

F. As trusted servants, the members of the Web Team shall be authorized to make changes to the website, as they deem necessary, within the limitations of these guidelines.

G. The members of the Web Team shall have equal and full access to the website, including file transfer privileges.

H. Should irreconcilable disputes arise within the Web Team or Website Committee, the Website Committee Chairperson shall present these matters before the Finger Lakes Area Answering Service Committee to be resolved.

 Page 2 of 2 March 2017

Article III – WEBSITE

3.0 WEBSITE PURPOSE

A. The purpose of the website shall be to assist Alcoholics Anonymous (A.A.) in the Finger Lakes Area in carrying the message of A.A. and providing information about the A.A. Fellowship to the public.

B. The website shall present the following information in order for the still-suffering alcoholic to make direct, face-to-face contact with A.A.:

 1. A list of meetings of Finger Lakes area A.A. groups.

 2. A listing of A.A. events within or connected specifically to the Finger Lakes area.

 3. Links to other A.A. websites.

C. The website shall be operated within the principles embodied in the Twelve Traditions of A.A., and shall:

 1. Use no individual’s name, phone number or e-mail address.

 2. Present no affiliation, endorsement or display of any non-A.A. entity.

D. The website shall be a Public Information vehicle of the FLAAS and shall present only publicly available information about A.A.

3.1 WEBSITE CONTENT

The website shall at a minimum contain the following:

A. A home page displaying the name of the website (Alcoholics Anonymous of the Finger Lakes) as well as clearly identified connections to the other sections of the website. The website address shall be [www.fingerlakesaa.org](http://www.fingerlakesaa.org).

B. A schedule of meetings of Finger Lakes area A.A. groups and links to A.A. meetings in surrounding areas.

C. A list of A.A. events within or connected to the Finger Lakes area, and guidelines for posting these events.

D. Links to the General Service Office and Grapevine websites, as well as links to other intergroup, area, district, or A.A. conference websites.

E. The Guidelines for the Website Committee.

F. The public Finger Lakes Area Answering Service phone number and contact information.

3.2 WEBSITE PROCEDURES

Procedures to submit information for display on the website shall be as follows:

A. The FLAAS Committee shall:

 1. Through the FLAAS secretary, notify the Website Committee Chairperson (using e-mail) of changes to the

 website meeting schedule, and all FLAAS committee members must be sent a copy of this e-mail.

 2. Have the responsibility of verifying the accuracy of any information on the Website and advise the Website Committee Chairperson of any necessary corrections.

B. Members of A.A. groups in the Finger Lakes area may submit announcements of A.A. events to help@fingerlakesaa.org; the Web Team is responsible (by majority vote) to ensure that any submissions meet the Events Guidelines before posting on website.

C. Access to passwords for the website email address (help@fingerlakesaa.org) shall be limited to the FLAAS chair and the Website Committee Chair.

D. Unilateral actions taken by any member of the Web Team in regard to the website, without prior approval of a majority of the Website Committee and/or a majority of the FLAAS Committee, may result in the removal of that individual's technical access to the website.

Article IV – Amendment Procedure

4.0 PROCEDURES

Any amendments to these Guidelines shall be approved by majority vote of the Finger Lakes Area Answering Service Committee.