

17 WEBSITE COMMITTEE

17.1 The purpose of the Website Committee shall be to administer and maintain "The Website of the Virginia Area Assembly of Alcoholics Anonymous" (hereinafter, referred to as "the Website").

17.2 The Website Committee shall:

- A. Establish policy concerning the operation of the Website.
- B. Oversee and coordinate the Web Team activities.
- C. Be responsible for finding the best price of goods and services to enable the Website to exist.
- D. Ensure that the Website is supported by Seventh Tradition contributions to the Virginia Area Assembly receiving nothing of monetary value from any source outside the A.A. Service Structure or the A.A. Fellowship.
- E. Conduct a periodic survey of the Area Assembly to ascertain whether the Website is fulfilling its purpose.

18 WEBSITE COORDINATOR

18.1 The Website Coordinator shall have the responsibility of maintaining the technical aspects of the Website.

18.2 The duties of the Website Coordinator shall include but not be limited to:

- A. Updating meeting and event information in a timely manner.
- B. Ensuring that the Website data files are backed up on a regular basis.
- C. Monitoring the Website to verify its ongoing operation.
- D. Maintaining appropriate security for the integrity of the Website and the information it contains.
- E. Maintaining contact with the Website Hosting Service.
- F. Making recommendations for updating software for the Website as needed.
- F. Corresponding with individuals requesting changes to the group and events information.
- G. Identifying an Alternate Website Coordinator who can fulfill the duties of the Website Coordinator on a voluntary basis when necessary.
- H. Managing email addresses on the Website for Virginia Area Officers, Committee Chairs and Special Assignment Coordinators as well as for the Web Team.
- I. Providing a report at each meeting of the Website Committee.

19 WEB TEAM

19.1 The purpose of the Web Team is to provide a forum where its members shall establish a consensus concerning the day to day operation of the Website.

19.2 The members of the Web Team shall be the Website Committee Chair, the Website Coordinator and on a voluntary basis other members of the Virginia Area as designated by the Website Committee Chair in consultation with the Website Coordinator.

19.3 The names of the members of the Web Team shall be listed on the Virginia Area directory spreadsheet maintained by the Mailing List Coordinator.

19.4 The duties of the Web Team shall include but not be limited to:

- A. Ensuring that the operation of the Website follows the traditions of A.A. and the Virginia Area.
- B. Answering inquiries from the public and Virginia Area members with the understanding that these replies represent the Virginia Area to the public.
- C. Sharing amongst themselves all email correspondence concerning the Website.
- D. Researching and reporting on issues requiring clarification that arise within the Website Committee.
- E. Providing a report at each meeting of the Website Committee.

20 WEBSITE

20.1 The purpose of the Website shall be to assist Alcoholics Anonymous (A.A.) in the Virginia Area in carrying the message of A.A.

20.2 The Virginia Area Website shall be a service tool of the Virginia Area.

20.3 The Website shall be registered as 'aavirginia.org'.

20.4 The content of the Website shall be determined by actions of the Virginia Area Assembly.

20.5 A summary of the Website's content shall be posted on the Website.

20.6 Operating within the principles embodied in the Twelve Traditions of A.A., the Website shall NOT:

- A. Link to any other website other than the General Service Office and A.A. Grapevine Websites.
- B. Use an individual's name.
- C. Present any affiliation or endorsement of any non-A.A. entity.
- D. Replace face-to-face contact or published communication used within the Virginia Area and the A.A. Fellowship.
- E. Present financial information regarding the business of the Virginia Area.

20.7 The Website may display the identity of a non-A.A. entity only if that entity is attached to:

- A. An A.A. meeting or event.
- B. A tool or process used in the functioning of the website.

20.8 The Website shall be displayed at every Virginia Area Assembly and Virginia Area Committee Meeting assuming accommodations for its display are available.

20.9 Procedures to manage information on the Website:

A. General Service Representatives, District Committee Members, or designees of District Committee Members shall:

1. Provide the Web Coordinator with additions, deletions and updates of group/meeting information listed in the meeting schedule.
2. Be responsible for the accuracy of group/meeting information.

B. Members of the Virginia Area may provide announcements of A.A. events within or connected to the Virginia Area.

20.10 Procedures to manage content of the Website:

A. Whereas the Website is accessible worldwide by all persons who can connect to the internet, all decisions pertaining to the Website's content should be considered 'important decisions' as described in the Twelfth Concept based on 'an informed group conscience' as described in the Second Tradition, therefore these decisions should be made by a two-thirds majority (substantial unanimity) after a review by the membership of the Virginia Area.

B. All proposed changes to the Website that require Virginia Area Assembly approval shall be published in the Virginia Area Newsletter before consideration in a business session of the Virginia Area Assembly.

C. In carrying out the direction of the Virginia Area Assembly, the Web Team shall be authorized to make changes to the Website as they deem necessary within the limitations of these guidelines.