

Crowley's Ridge Area Service Committee of NA Website Subcommittee Guidelines

I. NAME:

Crowley's Ridge Area Service Committee of Narcotics Anonymous Website Subcommittee (CRASCWS)

II. PURPOSE:

This service committee was formed by and is directly responsible to the Crowley's Ridge Area Service Committee of Narcotics Anonymous (CRASCNA). The purpose of the Website Subcommittee is to inform the public that Narcotics Anonymous (NA) exists and that it offers recovery from addiction, while also informing the local fellowship about service work and opening a line of communications for group to group as well as group to area through the WWW. This Website Subcommittee offers information about how and where to find NA. In addition, this Website Subcommittee will also provide a website for addicts seeking meeting locations, and also will direct requests and/or questions about our fellowship to the appropriate subcommittees. All CRASCWS activities will be carried out in accordance with CRASCNA Guidelines, The Twelve Traditions, The Twelve Concepts, and the Narcotics Anonymous World Service (NAWS) handbooks.

III. FUNCTIONS AND RESPONSIBILITIES:

This Website Subcommittee:

1. Is directly responsible to CRASCNA
2. The website account that is attached to the site should be owned by CRASCNA.
3. In line with our seventh tradition, the CRASCNA should fund all costs associated with the CRASCWS.
4. Shall open and maintain the lines of communication between NA and the public, and between the individual member, and area, regional, and world levels of NA service.
5. Shall respond to all requests for information and see that such requests are handled at the appropriate level(s) of NA service.
6. Shall coordinate at least one (1) workshop annually to help inform members of its purpose, responsibilities and needs.
7. Shall, at the direction of a majority vote of the Website Subcommittee members, agree to be responsible for, or assist with, any project not listed which falls within the boundaries of the Area Website Subcommittee.

IV. BUSINESS MEETINGS:

The CRASCWS will meet regularly each month. The meeting time will be well publicized within the NA fellowship, encouraging all members to attend.

V. FUNDING:

This Website Subcommittee will maintain a separate monthly budget, funded by, and in accordance with CRASCNA Guidelines.

VI. AMENDING GUIDELINES:

These Guidelines may be amended by the CRASCWS by a 2/3 majority, subject to approval by CRASCNA.

VII. MEMBERSHIP:

Members of this Website Subcommittee will be defined according to one or more of the following: Chairperson **also known as the Webservant**, Vice-Chairperson, Secretary, Alternate-Webservant and other concerned member of Narcotics Anonymous as a whole. Any member of NA has the right to address this subcommittee with Website related business.

VIII. VOTING MEMBERSHIP:

Voting membership of the CRASCWS shall consist of:

1. The trusted servants of this subcommittee (listed in section IX.). All voting members will have equal rights of input and vote on decisions made by this subcommittee, with the exception of the Chairperson, who carries a vote only in the case of a tie vote.
2. Any other Website committee member wishing to vote must have attended two (2) of the previous three (3) CRASCNA Website Subcommittee meetings.

IX. TRUSTED SERVANTS QUALIFICATIONS/ ELECTIONS/ REMOVAL:

1. The Chairperson **also known as Webservant** will be elected in the month indicated by the area guidelines of each year by CRASCNA, and is accountable and subject to CRASCNA Guidelines.
2. Vice-Chairperson, Secretary, alternate webservant will be elected in the month that the subcommittee decides of each year by the Website Subcommittee.
3. Regardless of when trusted servants are elected, all positions are open for nominations in the month that the subcommittee decides each year, except the Chairperson who is nominated the month indicated by the area guidelines. No trusted servant should be eligible to serve more than two (2) terms consecutively in the same position.
4. Relapse constitutes automatic resignation of a trusted servant.
5. Any CRASCWS trusted servant may be removed from service by a 2/3 majority vote of the subcommittee, except the Chairperson who can only be removed by CRASCNA.
6. All trusted servants of CRASCWS must have attended one (1) CRASCWS workshop, must have a NA sponsor and a NA homegroup.
7. All trusted servants must attend the monthly CRASCWS meetings. Two consecutive, unexcused absences constitutes resignation of CRASCWS commitment. Whether an absence is excused or not will be decided by a group conscience of the subcommittee.
8. All CRASCWS members must keep in mind that they are seen as a representative of Narcotics Anonymous and conduct themselves accordingly.

X. CHAIRPERSON also known as WEBSERVANT:

Elected in accordance with, and will be held accountable to, CRASCNA Guidelines, at CRASCNA, for a one year term.

A. QUALIFICATIONS:

1. Suggested minimum of two (2) years continuous abstinence.
2. Previous relevant area or regional service experience.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
4. A working knowledge of CRASCNA Guidelines and policy.
5. The ability to organize and serve this Website subcommittee.
6. Must have a working knowledge of computer operations, web site design and maintenance.
7. The willingness to give the time and resources necessary to conduct the business of this subcommittee.
8. Must have a NA sponsor and a NA homegroup.

B. DUTIES:

1. Coordinate all CRASCWS business, and generate enthusiasm for CRASCWS involvement.
2. Prepare monthly subcommittee agenda.
3. Provide written reports to CRASCNA on the status of area Website business.
4. Rigorously maintain Website Subcommittee archives that are to be given to the next CRASCWS Chairperson.
5. Establish and maintain contact between this subcommittee and other Website subcommittees at the area, regional, and world levels of NA service.
6. Attend all CRASCNA business meetings.
7. Work closely with this subcommittee to uphold the integrity of NA in all correspondence with the general public.
8. To help maintain the web portal and server as directed by this subcommittee adhering to the following guidelines.
 - a. All content and web pages must be approved by this subcommittee.
 - b. Provide an area calendar of events, updated as needed.
 - c. All area meeting lists shall be linked to the Arkansas Regional website.
9. Provide all username/passwords to CRASCNA Chairperson and change all passwords upon any change in these trusted servant positions.
10. Make a monthly report of all CRASCWS expenses to CRASCNA to be validated with receipts.

XI. VICE-CHAIRPERSON:

Elected by a majority vote of this subcommittee for a term of one (1) year.

A. QUALIFICATIONS:

1. Suggested minimum of one (1) years continuous abstinence.
2. Willingness to give the time and resources necessary to serve.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.

4. A working knowledge of CRASCNA Guidelines and policy.
5. Must have a working knowledge of computer operations, web site design and maintenance. (Not required but should learn during their year of service, to prepare to take over if needed in the event of resignation or removal of the CRASCIS chair.)
6. One (1) year previous Internet experience.
7. Must have a NA sponsor and a NA homegroup.

B. DUTIES:

1. Take an active part in the direction of this subcommittee, working closely with the Chairperson, and assisting with organizational duties.
2. In the absence of the Chairperson, will chair the subcommittee business meeting.
3. In the event of the inability of the Chairperson to perform, or upon resignation of the Chairperson, the Vice-Chairperson will receive an automatic nomination for the CRASCWS Chairperson, in accordance with CRASCNA Guidelines.
4. Refer all requests needing immediate attention, from public agencies and/or professionals, to the appropriate Area Chairperson within twenty-four (24) hours.
5. Assume the duties of any open position on this subcommittee.
6. Work closely with this subcommittee to uphold the integrity of NA in all correspondence with the general public.
7. Suggested attendance at CRASCNA business meetings.

XII. SECRETARY:

Elected by a majority vote of this subcommittee for a term of one (1) year.

A. QUALIFICATIONS:

1. Suggested minimum one (1) year continuous abstinence.
2. Willingness and desire to serve.
3. Should have basic secretarial and organizational skills.
4. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
5. Must have a NA sponsor and a NA homegroup.

B. DUTIES:

1. Keep a complete record of every regular and special subcommittee meeting.
2. Maintain minutes and submit a typewritten copy to the Chairperson no later than one (1) week following each monthly subcommittee meeting.
3. Keep accurate archives of all CRASCWS business that occurs during their term and make them available to any NA member upon request.
4. Keep a continuing roster of attendance at each monthly subcommittee meeting.
5. Assist in developing and maintaining all volunteer databases for use in CRASCWS efforts.
6. Assist with any typing needed for correspondence used in CRASCWS efforts.
7. Keep a record of all subcommittees, members' names, addresses, phone numbers and email addresses.
8. Maintain all necessary stationary supplies, needed for secretarial duties and submit receipts for said supplies.
9. Keep in close contact with the CRASCWS Chairperson.

XV. WEBSERVANT:

Elected by a majority vote of this subcommittee for a term of one (1) year.

A. QUALIFICATIONS:

1. Suggested minimum one (1) years continuous abstinence.
2. Willingness and desire to serve.
3. Must have attended a CRASCWS workshop.
4. Must have a working knowledge of computer operations, web site design and maintenance.
5. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
6. Must have a NA sponsor and a NA homegroup.

B. DUTIES:

1. To maintain the web portal and server as directed by this subcommittee adhering to the following guidelines.
 - a. All content and web pages must be approved by this subcommittee.
 - b. Provide an area calendar of events, updated as needed.
 - c. All area meeting lists shall be linked to the Arkansas Regional website.
2. Provide all username/passwords to CRASCWS Chairperson and CRASCNA Chairperson and change all passwords upon any change in these trusted servant positions.
3. The Webservant should periodically check all links to make sure that they are still active and contain NA public information that is in line with our traditions and the PR Handbook.
4. Make sure to place on each page a footer that signifies that it is the official website of the Crowley's Ridge Area of Narcotics Anonymous.
5. Maintain area meeting information on the Arkansas Regional website.
6. Must attend the monthly CRASCWS meeting, and report any concerns.
7. Make a monthly written report to this subcommittee.

XVI. ALTERNATE-WEBSERVANT:

Elected by a majority vote of this subcommittee for a term of one (1) year.

A. QUALIFICATIONS:

1. Suggested minimum one (1) years continuous abstinence.
2. Willingness and desire to serve.
3. Must have attended a CRASCWS workshop.
4. Must have a working knowledge of computer operations, web site design and maintenance.
5. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
6. Must have a NA sponsor and a NA homegroup.

B. DUTIES:

1. To help maintain the web portal and server as directed by this subcommittee.
2. The Alternate-Webservant should periodically check all links to make sure that they are still active and contain NA public information that is in line with our traditions and the PR Handbook.
3. Must attend the monthly CRASCWS meeting, and report any concerns.
4. Make an effort for a suggested replacement for area Alternate-Webservant near the end of their commitment.