

Website Committee Guidelines

Memphis Area Intergroup Association (MAIA)

I. MAIA Website Committee

A. Purpose

The purpose of the Website Committee is to administer and maintain the website of the MAIA on the Internet at the business level, and to inform MAIA of its particulars, in keeping with the Twelve Traditions of Alcoholics Anonymous (A.A.), always bearing in mind and heart that the primary purpose of the website is to carry the A.A. message to the suffering alcoholic. The Website Committee is a subcommittee of the MAIA.

B. Membership

The Website Committee shall consist of the following members:

1. Website Committee Chairperson
2. MAIA Office Manager
3. Any A.A. member who wishes to participate

C. Terms of Service

1. The position of Website Committee Chairperson shall be filled by election from the MAIA Website Committee members and have a term limit of two years with the option to be elected to a second two-year term. The position will have a suggested minimum sobriety length of two years.
2. Other Website Committee members will have a suggested minimum sobriety length of six months. There shall be no term limit for Website Committee members other than the Chairperson.

D. Responsibilities

1. The Website Committee shall be responsible for finding the best price of goods and services to enable the website's existence and structure.
2. The Website Committee shall ensure that the website is self-supporting by MAIA without receiving anything of value from any source outside the A.A. Fellowship.
3. The Website Committee shall conduct a periodic survey of the MAIA website to ascertain whether the website is fulfilling its purpose.
4. The Website Committee shall present monthly reports at the MAIA Steering Committee meeting. The Website Committee shall also present monthly reports at the meeting of the MAIA Representatives.

5. The Website Committee Chairperson shall have the responsibility of being informed of the organization and operation of the Web Team (described below).
6. The Website Committee Chairperson shall perform ad-hoc administration of the website in the event of an emergency (described below).

II. MAIA Web Team

A. Purpose

The purpose of the MAIA Web Team is to administer and maintain the MAIA website at the technical and informational level.

B. Membership

1. The Web Team shall at a minimum consist of a technical website administrator and the MAIA Office Manager. The Web Team may seek additional members as needed to conduct the responsibilities defined below.
2. Web Team members will have a suggested minimum sobriety length of one year.

C. Responsibilities

1. Each member of the Web Team shall have administrative privileges to the website. Any designee of the MAIA Office Manager shall be given the minimum privileges necessary to perform their herein described responsibilities. No other person shall be given write privileges unless for a purpose explicitly stated in these guidelines. Anyone with access to alter the website shall maintain appropriate security for the integrity of the website and the information it contains.
2. The Web Team shall delegate the 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 and operation.
3. The Web Team shall be responsible for the day-to-day maintenance of the website, including but not limited to:
 - a. Updating meeting information in a timely manner
 - b. Backing up the website data files on a biweekly basis
 - c. Monitoring the website ensuring ongoing operation
 - d. Website coordination with search engines
4. The Web Team shall make necessary additions, changes, or subtractions to content for accuracy as needed. This includes removal of expired content in a timely manner.

5. The Web Team shall ensure that the procedures and policies of the website are documented and available for a new team member upon joining the team. The Web Team will ensure all new team members are sufficiently trained to perform their assigned tasks. This is particularly important for a new MAIA Office Manager. If the MAIA hires a new Office Manager, the Web Team will instruct and support them until they are ready to perform their assigned duties.
6. In an emergency situation where the MAIA Office Manager is unable to delegate or perform the duties assigned to them in this document, a member of the Web Team shall give ad-hoc administrative privileges to the Website Committee Chairperson who will perform such tasks until such time when the MAIA Office Manager is able to resume these responsibilities.

III. MAIA Website

A. Purpose

The purpose of the website shall be to assist Alcoholics Anonymous in the Memphis area in carrying the message of A.A. and to provide information about the A.A. Fellowship to the suffering alcoholic and to the public. The website shall be a public information vehicle of the MAIA and shall present only publicly available information about A.A.

B. Website Content

1. All content must be related to Alcoholics Anonymous. The website shall at a minimum contain the following:
 - a. A home page displaying the name of the website as well as clearly identified connections to the other sections of the website.
 - b. A schedule of meetings of Memphis area A.A. groups.
 - c. A listing of A.A. events of interest to the Memphis area.
 - d. A list of literature and supplies available for purchase from the MAIA office.
 - e. A list of MAIA Standing Committee and any contact information which the respective committees give consent to display.
 - f. A form for Memphis area A.A. groups to submit change requests for the website.
 - g. A contact consent form.
 - h. These Website Guidelines.
 - i. Links to the General Service Office (GSO) and Grapevine websites.
 - j. Links to other intergroup, area, district, or A.A. conference websites of interest to the Memphis area.
 - k. Links to Al-Anon and Al-Ateen national websites.
2. The website shall not:
 - a. Use an individual's name, phone number, or e-mail address without written consent of the individual.
 - b. Present affiliation, endorsement, or display of any non-A.A. related entity.

C. Procedures

Procedures to submit additions, changes, or subtractions of website content shall be as follows:

1. Group Information

- a. The MAIA Office Manager or their designee shall add, edit, or remove group information and meeting schedules according to MAIA standard operating procedures.
- b. The MAIA Office Manager or their designee shall have the responsibility of verifying the accuracy of group information on the website.

2. Event Information

- a. A.A. members may provide announcements of A.A. events to the Intergroup office staff in writing, using e-mail or postal mail and request that they be posted to the website.
- b. The MAIA Office Manager or their designee shall add, edit, or remove announcements of A.A. events.
- c. The MAIA Office Manager or their designee shall have the responsibility of verifying the accuracy of A.A. event announcements on the website.

3. All Other Website Content, Structure, or Functionality

- a. Memphis area A.A. groups may request changes to the website in writing using the website change request form.
- b. Each proposed change shall be reviewed by the Website Committee and Web Team to assess the necessity and impact of the change. The Website Committee shall report the requests to the Steering Committee and bring all proposals to the MAIA Representatives for review.
- c. Proposals shall require approval by a majority of the MAIA Representatives if the website is to be changed.
- d. Once approval is obtained, the Web Team shall make changes on a non-production version of the website and shall obtain unanimous approval of changes by the Website Committee.
- e. Once final approval is obtained, the Web Team shall upload changes to the server and launch the newly edited version of the website.
- f. Upon successful launch of a new version of the website, all relevant documentation must be updated and announcements made to affected users, if any.

D. Breaking Procedures

Unilateral actions taken by an individual in regard to the website without prior approval from the MAIA Intergroup Representatives or these guidelines may result in the removal of that individual's technical access to the website.

IV. Definitions

A. An A.A. event is defined as any event which is by A.A.'s, about A.A.'s, and for A.A.'s. ("G.S.O.'s Frequently Asked Questions." *Box 4-5-9* Spring 2011: pg. 9)

V. Amendment Procedure

Any amendments to these Guidelines shall be approved by majority vote of the MAIA Intergroup Representatives.