

# San Francisco General Service: District 6

## Website Policies/Guidelines/Procedures

### Section I - Purpose

### Section II - Website Registration and Administration

### Section III - Content

#### I. PURPOSE

- A. The primary purpose of the website is to enhance communication between the members of the District and encourage participation in general service at the District level.
- B. The secondary purpose the website is to disseminate information about AA to the general public.

#### II. WEBSITE REGISTRATION AND ADMINISTRATION

- A. The website shall be registered as <http://www.sfgeneralservice.org>, in the name of SF General Service.
- B. Website Committee

##### 1. Purpose

- a. The committee is responsible for day-to-day operation of the website. The following tasks represent its primary duties.
  - i. Updating standing content in a timely manner
  - ii. Recommending and adding new content as outlined below
  - iii. Communicate and coordinate with the District Committee
  - iv. Maintaining the website and ensuring its availability
  - v. Monitoring the website
  - vi. Other responsibilities of the committee are listed in the attached job descriptions of the committee members.

##### 2. Committee structure

- a. The committee shall consist of a minimum of three people. The positions they will hold are Website Committee Chair, Website Editor and Alternate Website Editor. Their responsibilities are listed in the attached job descriptions. At-large members may be added without limitation and may assist the Chair, Editor and Alternate Editor as needed.
- b. Members of the Website Committee need not be members of the District Committee at the time of election, but the Committee Chair shall become a de-facto member of the District Committee.
- c. The Website Committee Chair shall be elected at the same time as other District positions and shall rotate at the end of each panel.
- d. The positions of Website Editor and Alternate Website Editor require some unique skills. Rotation is encouraged, but the individuals that hold those positions may serve in more than one panel as circumstances warrant.

##### 3. Processes and Procedures

- a. New content and content removal:
  - i. If the Website Committee wishes to place *new* content on the website beyond the standing content listed in III.A it must present a housekeeping motion to the District Committee. In urgent situations, new content may be approved by electronic approval of 75% of the District Officers (DCMC, Alt. DCMC, Secretary, Treasurer).

The Website Committee may make *updates* to the standing content listed in III.A without presenting those updates to the District Committee.

ii. The District Committee may request the removal of content. Requests for removal of material should also be presented as housekeeping motions.

b. The Website Committee shall meet a minimum of three (3) times per year. It must report to the District Committee in writing at least three (3) times per year. The reports shall be included in District Committee Meeting Minutes. Committee meetings shall be open; any interested member of AA may attend.

#### 4. Responsibilities & Structure of the Website Committee

##### a. Website Committee Chair

- Verify and promote content approved in the manner described above
- Communicate, coordinate with District Committee – provides written reports to the District Committee via District Meeting as specified above
- Ensure that the Traditions and the stated purposes of the website are upheld

##### b. Website Editor

- Ensures use of "best-cost" hosting provider
- Selects appropriate tools to ensure good website design
- Selects appropriate tools to ensure security
- Selects any required appropriate hardware to ensure a smooth turnover if and when rotation occurs
- Provides generic e-mail addresses for Area Officers
- Ensures proper backups
- Ensures proper disaster recovery
- Monitoring to ensure smooth ongoing operation
- Maintain adequate security and allow access to appropriate people
- Ensures that any non-static data or information remains current
- Provides generic e-mail addresses for Area Officers and standing committees within CNCA

##### c. Alternate Website Editor

-Performs all tasks that the Website Editor is responsible for if and when the Website Editor is unavailable; the Website Editor and Alternate Website Editor may choose to divide responsibilities.

### III. CONTENT

#### A. Pre-Defined Content

1. A Home Page that includes a section entitled "About SF General Service", highlights of changed internal content including status of motions at District Committee Meetings, Area Committee Meetings and Area Assemblies and a section entitled "What's New in SF General Service." Optionally, there may be a feature article written by the DCMC or other District Officer.

#### 2. Calendar of events:

- a. SF General Service events
- b. Local Intergroup, H&I, GGYPAA, Living Sober and other convention events
- c. Links to Area and GSO Calendars
- d. Fliers may be placed online for District, CNCA and Regional events only

#### 3. District Map, Area Map and North American Map

#### 4. Listing of District Officers and anonymous e-mail addresses

5. These Guidelines
  6. District Archives Material (Provided by Archives Committee)
  7. Useful links to other A.A. entities e.g. aa.org, cnca06.org and aasf.org.
  6. FAQ (Frequently Asked Questions)
  7. Standing Committee Pages
  8. District Forms
- B. New content may be added as described in II.B.3.a.i above.
- C. Other guidelines regarding content
1. Tradition 11 states that, "we need always maintain personal anonymity at the level of press, radio and films." The website will contain no individual's first and last name in any unsecured area of the site.
  2. The website will only contain links to other AA websites. It shall be understood that the SF General Service website has no control over content displayed on linked sites. The District Committee may request removal of an included link by the same process described in II.B.3.a.ii above.
  3. Tradition 6 states that "an AA group ought never endorse, finance or lend the AA name to any related facility or outside enterprise..." Therefore, the website will contain no banner advertising or other advertising of any sort.

*Approved by District 06.12.12*

## Technical Addendum

Ensures use of "best-cost" hosting provider

The web is hosted by CrystalTech.com, a division of TheSBA.com. The level of service is a "semi-dedicated server", which provides improved performance compared to standard hosted services. The hosting services are shared with the primary site, aasf.org (Intercounty Fellowship of AA/Intergroup). District 6 makes an annual contribution to the Intercounty Fellowship towards the monthly hosting costs of \$126.95.

Selects appropriate tools to ensure good website design

The hosted site offers POP/IMAP mail accounts, FTP accounts, ColdFusion 9, and Microsoft SQL Server. The site consists of a public website and a secure Administrative set of applications to manage GSR commitments, committee members, events, and shared documents. The main Address Book is shared between both organizations. Intergroup maintains the meeting schedule and shares that information with GS District 6.

Selects appropriate tools to ensure security

General web security is provided through the host. Information on their security measures is available at <http://webservices.thesba.com/datacenter.aspx>. Each user with access to the Administrative System has a unique login and access is limited to approved modules.

Selects any required appropriate hardware to ensure a smooth turnover if and when rotation occurs

There is no required hardware related to web services.

Provides generic e-mail addresses for Area Officers

There are 200 mail addresses available for sfgeneralservice.org. The mail addresses can either be "forward-only" (all email sent to that address are automatically forwarded to one or more designated users) or a full email account that allows the user to send and receive emails using the included email application or by incorporating the account into an existing Gmail account.

Ensures proper backups

The host backs up the complete site and database each night. In addition, the site templates and database can also be copied to a local computer.

Ensures proper disaster recovery

The physical disaster recovery operations are available at the host site at <http://webservices.thesba.com/datacenter.aspx>. The site and database can also be restored from the host's nightly backups.

Monitoring to ensure smooth ongoing operation

The host provides a Web Control Center to monitor basis web functionality. In addition, the committee should test the site after any updates.

Maintain adequate security and allow access to appropriate people

District 6 designates who has access to the administrative system and modules. The Web Committee will have admin access to both the site and the administrative application, and can add and remove users as required.

Ensures that any non-static data or information remains current

The Web Committee has edit access to all web templates and content.

Provides generic e-mail addresses for Area Officers and standing committees within CNCA

See "Generic Emails" above.