

## Appendix Six - Website Guidelines 2020

Revised August 2020

### **Website Guidelines District 16**

#### **1) Website Statement of Purpose:**

The purpose of the District 16 website is to provide general information about Alcoholics Anonymous in District 16 Windsor / Essex. The information will serve the general public, A.A. members, and professionals.

- 2) That the District 16 Website adheres to all A.A. traditions.
- 3) The creation, maintenance, and updates of the website should fall under the direction of the PI Committee, with the PI Chairperson reporting monthly at the District 16 GSR meeting on any changes or updates that are made, or issues that arise including costs. The PI Chairperson could appoint a Webmaster to maintain the website updates on a regular basis. The Webmaster will be subject to the approval of the District Committee.
- 4) Any additions or deletions of content other than what is approved for the website start up must be approved by District 16.
- 5) That initial content should include:
  - a) Both Windsor and Essex County TAS phone numbers.
  - b) District 16/23 Meeting times, types and locations (our meeting list on-line).
  - c) The Preamble of Alcoholics Anonymous, The Twelve Steps of A.A. and the Twelve Traditions of AA
  - d) Upcoming Group and District events in District 16.
  - e) An information page to Professionals
  - f) The only links available on our site would be to Area 86, G.S.O. and Grapevine.
  - g) One or more Public Service Announcement(s) that are published by G.S.O.
  - h) District 16 Operating Procedures and Guidelines be available as a PDF file.
- 6) The information to update the Website Meeting Schedule should flow from the Literature Chair to the Public Information Chair, to the Webmaster as it is received. This will provide the Groups with one contact point to provide information, and avoid conflicting information between our on-line meeting schedule and our printed meeting list. The Website meeting list can be updated as the information is received from the Public Information Chairperson.
- 7) Information on the District and Group events should be given to the P.I. Chair to be added to the website, ensuring that the material contained on the website is accurate and obtained from a reliable and authorized source in the district or Area 86.
- 8) Ensures that the Website address be maintained on the printed meeting list.
- 9) Upon request, have the Web Hosting Service create a back up for the district

**10)** That the Domain Name be registered to District 16's P.O. Box. The current PI Chairperson and the Alternate DCM would be the contacts.

**11)** That the Domain Name be renewed for a period of at least 5 years. It would be the responsibility of the PI Chair to make sure that the registration is maintained and that the contact information stays current. This will ensure that our domain name does not lapse.