General Service Literature Centre Guidelines District 16 – Windsor Essex

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. The PI Chair will report changes and updates made to the website or issues that arise, including costs at the District 16 monthly service meeting.

4. Any additions or deletions of content other than what is approved for the website must be approved by District 16. Info relates to

   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 A.A.
   d) Upcoming Group and events in District 16.
   e) An information page to Professionals
   f) The only links available on our site would be to Area 86, GSO and Grapevine. One or more Public Service Announcement(s) that are published by GSO.
   g) District 16 Operating Procedures and Guidelines be available as a PDF file.

5. The Public Information Chair will be the main point of contact for information updates. The Public Information Chair will share updates with the Literature Chair. This will provide the Groups with a main point of contact to provide information and avoid conflicting information between our on-line meeting schedule and our printed meeting list. New meetings or groups wishing to be placed on the meeting lists must be established for at least three months before being considered for addition to the next printing. Public Information Chair will inform both the Literature Chair and the District 16 Registrar of any changes to existence.

6. 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.

7. Ensures that the Website address be maintained on the printed meeting list.

8. Upon request, have the Web Hosting Service create a back up for the district.

9. That the Domain Name be registered to District 16's P.O. Box. The current PI Chair and the Alternate DCM would be the contacts.

10. That the Domain Name be renewed for a period of at least 2 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