



Middlesex County Area Service Committee of Narcotics Anonymous Website Subcommittee Policy & Guidelines

Revised June, 2022

Definition

The Middlesex County Area Website Committee (MCAWC) is a standing subcommittee of the Middlesex County Area Service Committee of Narcotics Anonymous (MCASC). The MCAWC is composed of an elected officer and NA members who have the desire and willingness to be of service consistent with the Twelve Traditions of NA, Twelve Concepts of Service of NA, and the following guidelines. This policy will serve as a guideline for conducting business of the Middlesex County Area Service Committee (MCASC) Website Committee. In accordance with the Narcotic Anonymous' primary purpose of carrying the message to the addict that still suffers, we provide easily accessible information regarding the Middlesex Area of Narcotics Anonymous.

Purpose

The purposes of the MCAWC are:

1. To provide information about NA to all addicts.
2. To provide access to the meeting list for the Middlesex Area of NA in tabular format and a downloadable, printable meeting list for the groups that are part of the Middlesex Area of NA (note: this does not include the New Brunswick meetings as they are part of a different area).
3. To provide access to the "*Just for Today*" Daily Meditation.
4. To provide information about NA related Events & Activities.
5. To provide information about Area and including Sub-Committees, Documents and Policies, and an E-mail system used by MCASC.

Mission

Our objective is to carry out our primary purpose in accordance with the Fifth Tradition: "*To carry the message to the addict who still suffers.*" We do so in accordance with our 11th Tradition: "*Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.*" We do this by making information available to addicts and the public in a manner that is clear and objective.

Description

- The name of the committee shall be defined as the Middlesex County Area Website Committee (MCAWC).
- The Uniform Resource Locator ("URL") shall be <https://www.middlesexna.org>.
- In accordance with the 2nd Concept, the committee shall be accountable to the MCASC body consisting of Group Service Representatives ("GSR's") and Alternates ("GSRA's) in the absence of the GSR.
- The Website Chair is accountable and responsible for the entire content and maintenance of the website, ensuring its accuracy and compliance with the 12 Traditions of NA.
- The Website Subcommittee shall be responsible for the maintenance of the website.
- The website will be built using the PHP programming language with MYSQL as the backend database. Wordpress will also be used to be able to use the BMLT and create the downloadable, printable Middlesex Area meeting list.
- The domain name **middlesexna.org** is the property of the MCASC.
- Only the meetings affiliated with the MSASC are to be listed on the Meetings webpage and the downloadable, printable meeting list for our area. Links to NJ Statewide lists are provided as an additional service.

- All of the content (text copy, images and video) on the website and the website as a whole, including design, functionality and layout, are the property of MCASC.
- All costs associated with the website (including domain registration and hosting), software development programs, and email services are the financial responsibility of MCASC.
- The Website Chair is responsible for communicating all website costs to the MCASC as a part of the subcommittee's monthly report.
- The Middlesex County Area will be the "Billing contact", "Administrative contact" and "Technical contact" of the website.
- The website will contain a Contact Us page that will allow emails to be sent to our trusted servants. The actual emails will not be displayed. The Contact Us page will allow someone to select a trusted servant, enter a subject, message and attach a file if needed. The system will then send the email to that trusted servant. The website will use reCAPTCHA to verify it is not a spam bot by not sending the message unless that box is checked off. No area email addresses will be displayed so web crawlers can not get them and start spamming them.

Responsibilities

1. To maintain contact with the MCASC, the Regional Website Committee (NJRWC – www.nanj.org), and NA World Services (www.na.org)
2. To utilize the website to open and maintain lines of communication with the fellowship.
3. To assist the MCASC Subcommittees in maintaining a presence on the WWW (World Wide Web) via the MCASC website.
4. To respond to all website issues in a timely and effective manner.
5. To maintain the meeting list for the MCASC area using the BMLT software (which also updates the Region and world websites with all changes). Meeting list updates should be updated within 3 business days of notifying the Website Subcommittee.
6. To be sure that all requests are appropriately handled with the correct level of service.
7. To ensure that any communication represents the MCASC's approved group conscience.

Functions

1. To provide information about MSCAC NA Meetings, Announcements and Activities to the public, professionals, and the fellowship via the WWW.
2. To provide current MCASC meeting information on the MCASC website including maps and other material deemed necessary by the MCAWC.
3. To maintain communication with MCASC Committees to fulfill our primary purpose.
4. To answer all questions to the entire MCASC body as to how to use "Webmail"/ email services.

Operational Guidelines

Intent

It is the intent of this committee to present a clear and concise message, via the WWW, to members of Narcotics Anonymous and the public. Graphics will only be used when there is a clear need to do so or when a graphic communicates in a better way than text. Attention should be given to page download times. In keeping with our primary purpose, the committee should ensure that the website is developed in such a way as to provide maximum functionality and ease of maintainability. To ensure the achievement of this goal, the MCAWC will create and maintain instructions for the routine maintenance of the site, to facilitate the development of future website coordinators.

Responsibility/Accountability

Placing information online is the responsibility of the MCAWC. Accountability is to this committee and to the MCASC in accordance with these guidelines. While updating and creating the source code on the site is primarily the responsibility of the Website Committee, the Website may need to get help from a professional where necessary. This can be done by making a motion at an area meeting and getting approval by the floor.

The motion needs to include details of what change is needed and why we need a professional to make the change. It should also include costs to have the change made.

If any other MCASC subcommittee wishes to have its information changed on the website, it must be forwarded to the website committee

Posting of activities and events is done by sending a request to the website committee. The Website committee can post these events on the website without a vote from area service if the flyers meet the guidelines and policies outlined in MCASC policy. If a flyer is to be included, it should be in PDF format. Any flyers or announcements that are not in PDF format will be converted to “.pdf” format prior to posting the flyer.

Accessibility

It is important that the website is viewable with as many browser types and versions as possible (including mobile devices). To alert the NA members in our area to our website, we will have QR code that can be scanned and the URL will also be printed on all of our meeting lists.

Non-Affiliation

In accordance with the 6th tradition, the MCAWC does not endorse or approve of the material accessible via any offsite links. The only exception to this are links to those that are NAWS or Fellowship Approved Service Committees, Groups, Areas, or Regions only. We do not allow any links to personal web sites or sites that promote a third party. Should the need arise to provide a link that is not an exception as stated above, a motion must be made and approved at area, and a disclaimer will be noted on the page.

Copyright Issues

To ensure compliance with copyright laws, we will not place any copyrighted material on pages that link to other than registered service bodies of NA. If copyrighted material is needed to assist an addict, all resources will be exhausted before said material is used. It will be the responsibility of the Website Subcommittee Chairperson to obtain all copyright permissions required prior to posting on the website.

Privacy and Anonymity

Information via the WWW is accessible all over the world. We will not publish names, photographs, e-mail addresses, or street addresses of individual members. If a committee chairperson would like their contact number published, we will allow that. We will publish phone numbers and addresses of Hotlines and NA Service Offices. In addition, the Subcommittee denotes a “Privacy Policy” at the bottom of each page which can be viewed at: https://middlesexna.org/privacy_policy.php.

Security

To ensure that materials remain available in the event of a server or personnel change, the WC will maintain up-to-date backups of the site and provide security and password access to these backups to the Area Chair and the Website Committee. All emails to and from any middlesexna.org email address should be in alignment with the “Communications” section of the Privacy Policy statement.

Subcommittee Membership

Membership of the MCAWC consists of the Website Chairperson and NA members who have the willingness to serve and wish to fulfill our Mission Statement.

Qualifications And Responsibilities of Committee Members

Qualifications for the Website Committee chairperson and committee members are defined in the MCASC Policy. In addition to the general qualifications, the following also apply

Chairperson

1. Sets the agenda and facilitates all meetings of the MCAWC.
2. Is responsible for the maintenance and upkeep of the website, which ensures accuracy and compliance with the 12 Steps and 12 Traditions of Narcotics Anonymous.

3. Prepares an oral and written report for and attends the MCASC Area Service meetings
4. Maintains constant oral and written (e-mail) communication with MCAWC and MCASC.
5. Is responsible for orientating the new Chair for a transitional period of one (1) month.
6. Has access to a computer that is capable of running the latest web browsers and has a suitable connection to the Internet. The costs for these are the responsibility of the trusted servant.
7. Must have at least one (1) one year experience in Internet communications and be proficient in current web technology.
8. Is responsible for the timely upkeep of the MCASC website.

Sub-Committee members

1. Is responsible for assisting the maintenance and upkeep of the website, which ensures accuracy and compliance with the 12 Steps and 12 Traditions of Narcotics Anonymous.
2. Must have at least one (1) one year experience in Internet communications and be proficient in current web technology.
3. Is responsible to assist the website chairperson with the timely upkeep of the MCASC website in coordination with the Website Chairperson.
4. Follows all MCAWC instructions on website operational guidelines.
5. Meeting information shall be edited by the Website committee. Group members need to let the committee know about all meeting changes in a timely manner to keep our meeting lists up to date. The Meeting List will be maintained using the BMLT administration software on the NANJ website.
6. Posting of NA related Announcements and Activities will be done through cooperation with the Activities Committee. The Activities and Website committees can post to the events calendar without a vote from area service.
7. Updating the website to reflect all subcommittee pages submitted to the Website committee are assumed to be pre-approved.
8. Adding / Updating the website Announcements & Activities page - to be posted on the web calendar that are submitted by members using the form on the website – and attaching a flyer, if available (preferably in PDF format) to be posted for all members to see.