Alaska Regional Service Committee
Of Narcotics Anonymous (ARSCNA)
Regional Website Guidelines
October 18, 2008

I Purpose

1. Our primary purpose is to support individual members and Area Service Bodies within Alaska Region and to carry the message of Narcotics Anonymous that any addict can recover.
2. Additionally, the website presents information about Narcotics Anonymous in general and specifically within Alaska Region to any and all interested persons.

II Oversight

1. ARSCNA is the owner and registrant of the domain name http://akna.org. The ARSCNA Public Information (PI) Chairperson normally functions as the Webservant; however, this duty may be delegated to another ARSCNA Officer as deemed necessary. The Webservant may delegate specific duties for the upkeep of the website.

III Responsibilities

1. **ARSCNA PI Chairperson** – Serves as the Single Point of Accountability.
2. **Webservant** – Oversees the day-to-day operation of the website including ensuring timely and proper postings and safeguarding against Twelve Traditions and Twelve Concepts for NA Service violations.
3. **Webtechnician** – Assists the Webservant.
4. **Areas** – Areas are encouraged to play an active role in the upkeep of their respective pages. This includes, but is not limited to, the timely submission of reports, schedules, and events. Areas may opt to maintain their respective web pages in coordination with the Webservant.

IV Content

1. Content is submitted to the Webservant for consideration. The Webservant may deem the content inappropriate for posting due to copyright infringement, breaking someone's anonymity, being a Twelve Traditions or Twelve Concepts for NA Service violation or simply not being in-line with the purposes of the website.

V Budget

1. Website operating expenses are funded through the ARSCNA PI budget. The only recurring budgeted item for the website is the annual fee for web hosting. The current web hosting provider is Bluehost; https://www.bluehost.com/. Bluehost charges $6.95 per month for a two-year contract or $7.95 per month for a one-year contract. The current (two-year) contract expires on December 23, 2010. Bluehost suggests renewing contracts at least seven-days in advance to avoid a disruption in service.

VI Technical

1. The website was designed and built using Microsoft FrontPage 2002.
2. Adobe Contribute is also used to edit content.
3. Bluehost Account Information: User Name = ********/Password = ********

VII Legal

1. **Anonymity** – The Webservant is tasked with ensuring the anonymity of individuals is protected. Personal information is not posted without the prior knowledge and consent of members.
2. **Release of Information** – When deemed appropriate by the Webservant, a Release of Information will be required prior to posting certain sensitive information.
3. **Copyright** – The Webservant guards against copyright infringement of others' intellectual work. Additionally, the Webservant protects the copyright of the website.

VIII Positions and Qualifications

1. **Webservant** – The clean-time and service experience qualifications of the Webservant are identical to the ARSCNA PI Chairperson. In addition, prospective Webservants should possess some knowledge of web hosting and maintenance and have reliable access to the internet.
2. **Webtechnician** – Minimum of one year of clean-time, some knowledge of web hosting and maintenance, and reliable access to the internet.
3. **Volunteers** – No clean-time requirements. Some experience in web hosting and maintenance is desired or the desire to learn.
4. There are no set requirements that any member of the website team be more knowledgeable with web hosting and maintenance than another. Rather, the team should take best advantage of the experience level of all its members.

References

1. Narcotics Anonymous World Services, Public Relations Handbook, Chapter 10, Internet Technology, WSO Product Number: EN-2103
2. Narcotics Anonymous World Services, Handbook for NA Newsletters, WSO Product Number: EN-2106.
3. Narcotics Anonymous World Services, Intellectual Property Trust Bulletins.

Online References

1. Microsoft FrontPage 2002 Help and How-to:
   http://office.microsoft.com/en-us/frontpage/FX100647011033.aspx
2. Adobe Contribute Documentation:
   http://www.adobe.com/support/documentation/en/contribute/documentation.html
3. Bluehost web hosting Help Center:
   http://helpdesk.bluehost.com/help
4. Narcotics Anonymous World Services, Copyright and Trademark Information:
   http://www.na.org/legal/copyrite.htm