UKNA Website Committee Guidelines (June 2020)

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# Definition

The United Kingdom Narcotics Anonymous Website Committee serves the United Kingdom region of Narcotics Anonymous (NA). The Website committee is composed of elected officers and interested NA members who have the desire and willingness to be of service consistent with the Twelve Traditions and Twelve Concepts of NA, and these guidelines. The Website committee is a subcommittee of UKNA Communications Committee which is a subcommittee of UKNA region.

# Purpose

The purposes of the Website committee are:

1. To provide information about NA to addicts who still suffer, and to Recovering addicts.
2. To provide information about NA meetings, and activities.
3. To reach professionals who come into contact with addicts.
4. To provide ukna.org email addresses and file storage.
5. To maintain a national 12 step list.

# Duties

1. To maintain contact with UKNA Communications Committee.
2. To provide a representative to the UKNA Communications Committee meetings.
3. To maintain contact with UKNA Regional Service Committee via the UKNA Communications Committee.
4. To utilize the internet to open and maintain lines of communication within the fellowship.
5. To assist UKNA Subcommittees in maintaining a presence on the internet via the UKNA website.
6. To respond to all website issues in a timely and effective manner.
7. To be sure that all requests are appropriately handled at the correct level of service.
8. To ensure that any official communication represents the Website committee approved conscience.
9. To maintain up-to-date information about NA meetings and activities to the public, professionals, and the fellowship.
10. To maintain communication with all other UKNA committees as needed to fulfil our primary purpose.
11. To conduct regular Website committee meetings and when the committee deems it is necessary.
12. To maintain an email system for professional communication.

# Responsibility and Accountability

Placing information online is the responsibility of the Website committee. Accountability is to the committee, To UKNA Comms, and to the UKNA region in accordance with these and their guidelines. Development work is carried out by the Site Administrator elected by the Website committee.

It is important that the website is viewable with as many browser types and versions as possible. We recognise that online information is accessible only to people with Internet access. To make information available to the widest possible audience, the address of our site will be printed on our meeting directories, newsletters, and other flyers of UKNA.

# Website Offsite Links

The following external links (using an appropriate disclaimer if necessary) are permitted:

* The websites of Narcotics Anonymous World Services and EDM.
* The UK Service Office.
* Mapping software, to aid searches for meetings.
* Language translation software, to aid people for whom English is not their first language.
* Secure payment services websites, to allow members to contribute, pre-register for activities, or to purchase merchandise.
* Mobile app stores to download UKNA apps.
* Services to stream UKNA committee meetings and activities.
* Services to online virtual meetings.
* Services connected with the UK convention.
* Other links to help comply with local or national laws.
* Any other link the website committee deems necessary with the full support of all website committee members.

It should be noted that local sites, outside of the national UKNA website or subdomains, are external sites and as such cannot be linked from within the UKNA website.

# UKNA Email Addresses & File Storage

UKNA Region, its ASCs, and their subcommittees are entitled to have ukna.org email addresses and file storage subject to the UKNA Email & File Storage Acceptable Use Policy. Anyone using a ukna.org email address or file storage must sign the Acceptable Use Policy either physically or electronically. This will last for 13 months and will need to be re-signed for continued use. Any ukna.org email address or associated file storage without a current signatory, where someone is using the account without having signed the Acceptable Use Policy, or where there is a breach of the Acceptable Use Policy will be suspended without notice until such time that this is rectified.

The actual email address will be assigned by the email coordinator and follow one of the following patterns:

* For ASCs and their subcommittees
  + ASC@ukna.org
  + POSITION@ASC.ukna.org
  + SUBCOMMITTEE@ASC.ukna.org
  + POSITION.SUBCOMMITTEE@ASC.ukna.org
* For Region and its subcommittees
  + POSITION@ukna.org
  + SUBCOMMITTEE@ukna.org
  + POSITION@SUBCOMMITTEE.ukna.org

Some email addresses my not fall into the current pattern and may need to be transferred to the new format. Any that are transferred will have a redirect setup for 12 months it is the responsibility of the email address user(s) to make sure that 3rd parties update their contact for the email address. The final decision on the format of ukna.org email addresses will lie with the website committee.

# UKNA subdomains

Each Regional Subcommittee and each ASC are entitled to a ukna.org subdomain using Drupal multisite. Each Subcommittee or ASC will be responsible for the administration of their subdomain and any new features will be considered by the website committee and be developed by the Developer(s).

# Good Practice

All Website committee members will follow technical guidelines and follow codes of best practice. At least two members of the committee responsible for the website shall know everything about the website, how to maintain it, how to update it, etc. This helps to ensure that if one member leaves the committee, the website will continue.

# Copyright Issues

To ensure compliance with copyright laws, we will not place copyrighted material on the website. In the event that copyrighted material is needed to assist an addict, all resources will be exhausted before said material is used. The only exceptions are maps and NA symbols & logos, but they must include the relevant registered trademarks and copyright symbols.

# Privacy and Anonymity

Information via the internet is accessible all over the world. We will not publish names, photographs, phone numbers, email addresses, or street addresses of individuals. We will publish phone numbers, email addresses, street addresses of NA committees, NA Service Offices, and meeting places that are not in a member’s home. We will follow GDPR and other data protection best practises.

# Security

To ensure that materials remain available in the event of a server or personnel change, there will be at least two committee members that will have access to all servers, backups, and account details that the Site Administrator(s) and Developer(s) maintain.

# Ownership

All accounts that are attached to the website committee shall be owned by the committee, not an individual. In line with our Seventh Tradition, the Communications committee should fund all costs associated with the website.

# Subcommittee Membership

Membership of the Website committee consists of a Chair, Secretary, Meeting list Coordinator(s), Events list Coordinator(s), Email Coordinator(s), Site Administrator(s), Developer(s) and 12 Step Co-ordinator(s) as well as NA members who have at least one year clean time, the willingness to serve and wish to fulfil our purpose. In the event of no Chair of the committee a member from the current committee maybe voted to act as Chair.

# Voting

Voting members of the Website committee are the Secretary, Meeting list Coordinator(s), Events list Coordinator(s), Email Coordinator(s), Site Administrator(s), Developer(s) and 12 Step Co-ordinator(s) as well as members who have attended two consecutive meetings and have at least one year of continuous clean time. Each shall have one vote. The Website committee Chairperson can vote in the case of a tie. All officers are elected for a term of two years and will be eligible for a second term, followed by one year of ineligibility for that position. Voting privileges are automatically lost upon loss of clean time or by missing two consecutive meetings without an acceptable communication of apology.

# Qualifications and Responsibilities of Committee Members

1. It is suggested that all members maintain a current WSC Public Relations Handbook.
2. Two consecutive meeting absences may be reason for replacement. The conscience of the Website committee will be adhered to.
3. Basic Knowledge of the 12 Traditions and 12 Concepts of Service is suggested.
4. Upon loss of clean time, any elected member is automatically relieved of their duties. Continued participation in the committee is acceptable.
5. The misappropriation document must be signed by all members.
6. If there is more than one member voted into a role, one shall be designated the lead and be ultimately responsible for the others of that role.

## Chair

1. Is elected by the Website committee and ratified by UKNA Communications committee.
2. Requires two years clean time and six months helpline, PI/PR, or website experience.
3. Has working knowledge of the WSC Public Relations Handbook.
4. Must have a minimum of one year’s activity at the group or area level of service.
5. Facilitates and chairs the committee meetings.
6. Sets the agenda and mediates at all meetings of the Website committee.
7. Liaises regularly with committee members.
8. Prepares a report of all progress and attends the UKNA Comms and other special meetings and makes motions and votes on behalf of the Website committee.
9. Maintains communication with other NA website subcommittees.
10. Look for ways to improve the service we offer and cut costs.
11. Responsible for orientating the new Chair for a transitional period of two months.
12. Maintains the Website committee archives.
13. Distributes minutes to UK Comms Chair, Vice Chair and Secretary.

## Secretary

1. Is elected by the Website committee.
2. Requires one year clean time and six months ASC, PI, or website experience.
3. Must have a minimum of six months activity at the group or area level of service.
4. Prepares the agenda as dictated by the Chair.
5. Must keep an accurate set of minutes of all Website committee meetings.
6. Works with the Chairperson to ensure the smooth operation of the Website Committee.

## Meetings list Coordinator(s)

1. Is elected by the Website committee.
2. Requires two years clean time and six months ASC, PI, or website experience.
3. Must have a minimum of six months activity at the group or area level of service.
4. Is responsible for the daily approval of meeting changes submitted to the UKNA website.
5. Follows all Website committee instructions on website operational guidelines.
6. Presents an up to date report at website committee meetings.

## Events list Coordinator(s)

1. Is elected by the Website committee.
2. Requires two years clean time and six months ASC, PI, or website experience.
3. Must have a minimum of six months activity at the group or area level of service.
4. Is responsible for the daily approval of Events submitted to the UKNA website.
5. Follows all Website committee instructions on website operational guidelines.
6. Presents an up to date report at website committee meetings.

## Site Administrator(s)

1. Is elected by the Website committee.
2. Requires four years clean time and six months ASC, PI, or website experience.
3. Must have a minimum of six months activity at the group or area level of service.
4. Is responsible for the UKNA website, apps and subdomains maintenance, updates & backups.
5. Is proficient in Drupal.
6. Follows all Website committee instructions on website operational guidelines.
7. Provides a representation of the website, whenever structural changes are made.
8. Presents an up to date report at website committee meetings.
9. Shall periodically check all links to make sure that they are still active and contain NA public information that is in line with our Traditions and the PI Handbook.

## Developer(s)

1. Is elected by the Website committee.
2. Requires four years clean time and six months ASC, PI, or website experience.
3. Must have a minimum of six months activity at the group or area level of service.
4. Is responsible for the developing the UKNA website, apps and subdomains.
5. Is proficient in Drupal.
6. Follows all Website committee instructions on website operational guidelines.
7. Provides a representation of the website, whenever structural changes are made, to the committee.
8. Presents an up to date report at website committee meetings.
9. Shall periodically check all links to make sure that they are still active and contain NA public information that is in line with our Traditions and the PI Handbook.

## 12 Step Co-Ordinator(s)

1. Is elected by the Website committee.
2. Requires two year clean time and six months ASC, PI, or website experience.
3. Must have a minimum of six months activity at the group or area level of service.
4. Ensures the 12 Step list is up to date.
5. Coordinates with local 12 Step Coordinators.
6. Have 12 Step Guidelines made available.
7. Organise a 12 Step workshop at the UK Convention.
8. Be pro-active in recruiting new volunteers.
9. Follows all Website committee instructions on website operational guidelines.
10. Presents an up to date report at website committee meetings.

## Email coordinator(s)

1. Is elected by the Website committee.
2. Requires two year clean time and six months ASC, PI, or website experience.
3. Must have a minimum of six months activity at the group or area level of service.
4. Must be proficient in using email.
5. Archive signed Email & File Storage Acceptable Use Policy documents.
6. Responds to request for new UKNA email addresses.
7. Resets passwords for UKNA email addresses.
8. Ensures that users of UKNA email addresses are aware of correct usage.
9. Follows all Website committee instructions on website operational guidelines.
10. Presents an up to date report at website committee meetings.

# Other

Periods of service are only suggested...much of the service here is highly specialised, especially admin and technical roles.

\*All issues with the website committee, whether it be concerns, complaints or grievance will be addressed via email to the website committee. They shall then be considered as soon as is practical and a solution sought. Any member who believes their concerns have not been resolved can adopt the appropriate recourse as the UKNAWC is ultimately accountable to Communications committee and Region.