



*Michigan Region Approved 8-4-02*

## **Definition**

The State of Michigan Website Committee (SMWC) is a joint sub-committee of the Michigan (MRSCNA) and Metro Detroit (MDRSCNA) Regional Service Committees of Narcotics Anonymous (NA). The SMWC is composed of elected officers and interested NA members from within the State of Michigan who have the desire and willingness to be of service consistent with the Twelve Traditions of NA, Twelve Concepts of Service of NA, and these guidelines. This committee falls under the direction of "Shared Services" which takes direction from the *combined consciences* of both Michigan Regions.

## **Purpose**

There are four purposes of the SMWC in regards to its efforts on the World Wide Web (WWW). First is to carry the message to the addict who still suffers by providing information about NA. Second is to come together as a state in unity for the purpose of providing a consistent NA message on the web. Third is to provide information to members about NA, meetings, and activities. Fourth is to inform professionals about Narcotics Anonymous.

## **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 shall do so in accordance with our 11<sup>th</sup> 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 shall do this by making information available to addicts and the public in a manner that is clear and objective.

## **Responsibilities**

1. To open and maintain contacts with the World Services Website Committee.
2. To utilize the WWW to open and maintain lines of communication with the fellowship.
3. To assist the Area and Regional Committees to maintain a presence on the WWW.
4. To respond to all website issues in a timely and effective manner.
5. To be sure that all requests are appropriately handled at the correct level of service.



## **Functions**

1. To provide information about NA meetings and activities to the public, professionals, and the fellowship via the WWW.
2. To provide up to date meeting information that helps addicts get to meetings including maps and other material deemed necessary by the SMWC.
3. To maintain an open line of communication with all members of the SMWC and conduct meetings as needed.
4. To maintain communication with Michigan Narcotics Anonymous Service Committees as needed to fulfill our primary purpose.
5. To provide a representative to both regional meetings.

## **Operational Guidelines**

### **Intent**

It is the intent of this committee to present a clear and concise NA message, via the WWW, to members of NA and the public that may view our state-wide website.

### **Responsibility/Accountability**

Placing information online is the responsibility of the SMWC in accordance with these guidelines. Actual work on the site is carried out by Area Web Servants (AWS) approved by the SMWC.

### **Accessibility**

We recognize that online information is accessible to only persons with Internet access. To make information available to the widest possible audience, the address of our site should be printed on our meeting directories, newsletters, and other flyers throughout the State of Michigan.

### **Non-Affiliation**

The SMWC makes every attempt to link only to other NA Service Committee websites. The SMWC does not endorse or approve of any of the material that off site links go to nor does the SMWC have any opinion of websites that may link to ours. We provide links only for information that is not available at this site and is for the sole purpose of helping addicts and others in their professional capacity.

### **Copyright Issues:**

To ensure compliance with copyright laws, we will not place copyrighted material on pages that link to other than registered service bodies of NA. In the event that copyrighted material is needed to assist an addict, all resources will be exhausted before said material is used. (e.g. contact company involved to obtain letter of permission).



### Privacy and Anonymity:

Since Information via the WWW is accessible all over the world, as a rule, we will publish phone numbers and addresses of Hotlines, NA Service Offices, and meeting places provided they are not in a member's home. However, first names, last initials, and phone numbers can be used when approved by the SMWC and consent of the member is obtained (e.g. flyers, newsletters, interviews, publishing, et cetera).

### Security:

To ensure that materials remain available in the event of a server or personnel changes, the SMWC will save a backup copy of all files quarterly (March, June, September, and December).

### Subcommittee Membership

Membership of the SMWC shall consist of the Web Site Coordinator (MNAWC). Two Regional Web Site Contacts, consisting of the MRSCNA Regional Web Contact (MRWC), and the MDRSCNA Regional Web Contact (MDRWC). The Secretary and individual Area Web Servants (AWS), as well as any member of the fellowship who has the willingness to serve and wishes to fulfill our Mission Statement.

### Voting

Voting members of the SMWC shall be the SMWC Coordinator, Secretary, MDRWC, MRWC, AWS (s), as well as members who have attended two (2) meetings within the past year and have at least 60 days of continuous clean time. The SMWC Coordinator can only vote in case of a tie. All officers are elected for a term of (1) one year, and will be eligible for additional terms of (1) one year. Elections shall take place in the month of August.

A voting member may lose their vote upon consideration of substantial consensus of the SMWC for issues substantially related to unaccountability or lack of responsibility. Also any member who refuses to abide by the SMWC Guidelines or group conscience may, upon SMWC consideration, with a substantial consensus, be relieved of any assignments previously granted.

### Qualifications And Responsibilities Of Committee Members

1. It is suggested that all members maintain a current NAWS, Inc. Public Information Handbook.
2. Two (2) consecutive meeting absences may be reason for replacement. The conscience of the SMWC will be adhered to.
3. Basic knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service is suggested.
4. Upon loss of clean time, any elected member is automatically relieved of his or her duties. Continued participation in the committee is acceptable.



### **Website Coordinator**

1. Is elected by the SMWC subject to approval (acceptance) by both regions.
2. Requires (2) two years clean time and (6) Six months PI or Website experience.
3. Expectations are that at least one PI Learning Day is attended or have a working knowledge of the WSC Public Information Handbook.
4. Must have a minimum of (1) one-year activity at the Group or Area level of service.
5. Sets the agenda at all meetings of the SMWC.
6. Maintains communications with NAWS, Regional Website Contacts, and Area Web Servants.
7. Prepares a budget with (for) the SMWC to be submitted to both Regions for the approval of the upcoming budget term.
8. Responsible for orientating the new Website Coordinator for a transitional period of (2) two months.
9. Maintains a back up copy of the entire website on a quarterly basis.

### **Regional Website Contact(s)**

1. Is elected by their respective region.
2. Requires (2) two years clean time and (6) Six months PI or Website experience.
3. Expectations are that at least one PI Learning Day is attended or have a working knowledge of the NAWS, Inc. Public Information Handbook.
4. Must have a minimum of (1) one-year activity at the Group or Area level of service.
5. Maintains communications with the Website Coordinator and Area Web Servants within respective region.
6. Responsible for orientating the new Regional Website Contact for a transitional period of (2) two months.
7. Maintains a back up copy of their respective Region and Area web pages on a quarterly basis.

### **Secretary**

1. Is elected by the SMWC.
2. Requires at least (1) year clean time.
3. Should have at least (6) six months experience in area or group service work.
4. Should have a certain amount of clerical skills including a computer or access to one and internet / e-mail access.
5. Must keep an accurate set of minutes of all SMWC meetings.
6. Responsible for distributing meeting minutes, via e-mail, to all SMWC members within 10 days of said meeting.
7. Send a back up copy to the MSO quarterly.
8. Maintains the SMWC archive.



**Area Web Servant(s)**

1. Is selected by the Area they represent.
2. Requires at least one (1) year clean time.
3. Should have at least one (1) year experience in Internet communications and be proficient in current web technology. Microsoft FrontPage or HTML.
4. Is responsible for the timely upkeep of Area website in accordance with the Website Development and Style Guide.
5. Follows all SMWC instructions on website operational guidelines.
6. Responds in a timely manner to all correspondence or when necessary calls upon Regional Website Contact for assistance.
7. Responsible for the current area meetings and events update(s) of the Area website.
8. Responsible for providing Area Website updates within (3) three days of request from Committee Secretary.

**Guideline Amendments:**

1. Any amendments of the SMWC Guidelines require a substantial consensus of voting committee members and the approval of the SMWC.
2. Any change in SMWC Guidelines that effect the SMWC Guidelines will be immediately adhered to.