Area 10 Website Guidelines
(as revised 7/14/12)

STATEMENT OF PURPOSE:

The purpose of the Area 10 Website is to foster and support communications for the fellowship and our AA community. These Colorado AA Website Guidelines are compiled from the shared experience of AA members within Colorado and reflect guidance received through the Twelve Traditions, the General Service Conference and Area 10's group conscience. In keeping with our tradition of autonomy, except in matters affecting other groups or AA as a whole, most decisions are made by the conscience of the Area 10 Assembly. The purpose of these Guidelines is to provide the informed group conscience and to establish continuity and clarity. Changes to these guidelines should be submitted to the Area 10 Chair. The Area 10 Chair will put the proposed changes on the agenda for the next Area 10 Assembly. Paper copies of the proposed changes, including the affected paragraph(s), before and after the changes, should be brought to the next assembly for distribution by the person requesting the changes. The changes will be approved by a two thirds vote of the Assembly.

CONTENT OF THE AREA 10 WEBSITE:

1. The Area 10 Website is a resource for the collection and posting of information available for Area 10 AA members:
   (a) Standing committee information and Area 10 service opportunities;
   (b) Information on upcoming District events;
   (c) Dates, times, printable flyer (if available) and contact information for Area 10 Assemblies, Conventions, District events and Congresso.
2. The Area 10 Website also helps Area 10 conduct its business by listing:
   (a) Information about the organization of Area 10 (officers, structure, responsibilities, chair rotation and elections);
   (b) Standing Committees (i.e. Archives, Grapevine, Public Information, etc) publish current projects, meeting times and locations, service opportunities;
   (c) Guidelines for Area 10 State Conventions, Area 10 Assemblies, Area 10 Corrections Conference, Area 10 Website; and
   (d) The current Area 10 Assembly Agenda (if available) before each assembly.
3. Items of general interest for Area 10 trusted servants and the fellowship are:
   (a) Meeting information via links to all Central Offices in the State of Colorado with a disclaimer that Area 10 only is providing the link;
   (b) Maps of the area and district boundaries; and
   (c) Information and links about GSO and AA Southwest Region.
4. The Area 10 Website maintains e-mail accounts for the Area 10 Officers and Area 10 Standing Committee Chairs.

PRINCIPLES OF THE AREA 10 WEBSITE:

The guiding principles of the Area 10 Website are:

1. All information published to the website should be presumed to be in the public domain – nothing is to be published on the website that would not be appropriate for publishing in a local newspaper. This includes: no use of last names, phone numbers (unless with numbers for Central Offices of Colorado and the General Service Office are published on the website to help the alcoholic find meetings and information about Alcoholics Anonymous.
2. The website directly reflects the collective group conscience of Area 10 AA. All governance (decisions about the website) needs to be made in accordance with this accountability. The Area 10

Chair bears the ultimate responsibility to the fellowship for all the content contained on the Area 10 Website.

3. Information on the website needs to be easy to find and the overall site made simple to navigate by anyone.
4. The website does not post links to non-related sites or information on the Area 10 site. This includes sites that could be useful or related to AA (e.g., Map Quest, Yahoo or web hosting services) as they contain advertising, which potentially imply affiliation. The following are the only exceptions:
   (a) Link to the GSO maintained website;
   (b) Links to The Grapevine and La Vina;
   (c) Links to Central Service Offices or Intergroups maintaining websites within Area 10.
   (d) If requested by the current Area 10 Convention Committee, a link should be provided to the registration website for this convention provided that the convention website is established in accordance within the Guidelines for the Colorado Area Convention (as revised 3/28/09)
5. The website will display information on conferences and workshops that are sponsored or approved by Area 10, i.e. Area 10 Standing Committee Chair meetings and workshops, International Convention of Alcoholics Anonymous, Regional Events (SWRAASA & The Forum), Area 10 State Convention, Area 10 Assemblies, Area 10 Corrections Conference, Congresso and Area 10 District Meetings and workshops approved by the District Committee Member of that District. Events unrelated directly to Area 10, which are hosted by other areas in our Region, workshops or conferences will not be posted on the website.
6. We will treat this website as if we carry the trust of the whole of AA. To this end, the message that any newcomer first gets about what AA is and what it is not will be represented by this website.
7. Any member with the ability to learn how to use the web publishing software will be able to serve the Area in the position of Webchair. Access to the Internet by the Webchair is required.

TECHNICAL ASPECTS OF THE AREA 10 WEBSITE:

The following guidelines steer the Area 10 Website including its content. As technology evolves and our trusted servants sense the needs of the fellowship, those charged with building, guiding and maintaining the website will need to ask the fellowship to modify these guidelines, and the fellowship will need to trust our trusted web servant(s). It is recommended that simplicity, ease of access and use, and maximum availability of information be used.

1. The over-arching principle of website design is to keep it very simple.
2. Our website follows the GSO recommendations for how we share public information in general. As GSO develops or changes its website guidelines, we will review and adopt them in Area 10 (as appropriate, informing the Area Assembly as we do so).
3. The information on the Area 10 Website is to be primarily textual rather than graphical keeping in mind that some people have very slow Internet access speeds.
4. In order to provide the maximum access to all, the Area 10 Website will not include videos nor large images that take a long time to download for those with slow Internet access. The maintenance of the website is to be simple. It can use pop-up or pull down menus that the Webchair or website technical adviser can implement and maintain.
5. The Area 10 Website is to be hosted from a large, well-established web hosting company. It also is the responsibility of this Committee to find an appropriate web hosting company for our site if one has not been established or if there are substantial changes in the terms of the hosting agreement that necessitate a change.
6. The Website Committee and a delegation of three trusted servants from Area 10 (the Area 10 Webchair, Area 10 Chair, Area 10 Alternate Delegate) are to approve changes to the structure of the website. Structure means any general website organization changes (e.g., changing basic navigation or changing graphical "themes").

7. The Area 10 Website may have in place a paid website technical adviser to help facilitate structural changes. That website technical adviser may be a member of the fellowship or not (i.e. in the manner that we use a CPA for preparation of Area 10 tax returns). Statements would be forwarded to the Area 10 Treasurer for payment.
8. The Area 10 Chair bears ultimate responsibility for all content that is published to the website. The Area 10 Webchair is directly accountable to him/her and will not allow content to be posted without the Area 10 Chair's consent.
9. If the Area 10 Convention elects to not host a web site for a given year, the Area 10 Web Chair will archive the code from the previous convention web site(s) for eventual reuse, if desired, by a subsequent convention committee.

AREA 10 WEBCHAIR JOB DESCRIPTION:

1. Establish and maintain the budget for the Area 10 Website.
2. Maintain relationships with and be the primary contact for the website hosting service provider. Ensure that the web hosting company is paid up to date. Publish all information on the website after appropriate approvals have been obtained.
3. Maintain links and information on the website (delete all outdated information and pull off non-working or stale links and information).
4. Answer e-mails addressed to the Area 10 Webchair promptly.
5. Coordinate with Area 10 and District Standing Committee Chairs to obtain current information on the website.
6. Maintain the e-mail accounts so that current e-mail addresses are up-to-date and, if a trusted servant does not have an e-mail address, answer those e-mails with correct contact information for that trusted servant.
7. Hold quarterly committee meetings and keep the Area 10 Website Committee informed with minutes, reports and agendas.
8. Submit articles to the High Country News when said articles are due.
9. Maintain relationships with and be the primary contact for the website hosting service, maintenance of registration of the domain name. Ensure that the domain name(s) are paid and protected appropriately.

Respectfully submitted
Area 10 Website Chair and Committee
2006-2007
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