

WEBPAGE SUBCOMMITTEE POLICIES AND GUIDELINES

The Webpage Subcommittee uses WSC approved A Guide to Local Services in NA as its guidelines. Exceptions to those guidelines are below.

A. BASIC PURPOSE

The primary purpose of the Heartland Area Webpage Subcommittee is to coordinate, plan, and implement Internet information for the home groups of HASC to further the primary purpose of Narcotics Anonymous.

B. FUNCTIONS AND RESPONSIBILITIES

1. Webpage is to manage www.naflheartland.org for HASC.
2. Webpage is to manage our HASC2002 yahoo group's site.
3. Webpage is to upload current HASC minutes to all Internet sites for HASC.
4. Webpage is to maintain current HASC meeting pages on the HASC Website.
Webpage is to upload current HASC procedural guidelines to all HASC Internet sites.
5. To provide an accurate events page on the HASC website.
6. All functions on events page will have an area-approved flyer of that function available for download.
7. All downloadable documents will be in Adobe Acrobat format (PDF) and Microsoft Word format (DOC) or Microsoft Excel format (XLS).
8. To implement HASC directives in a timely manner.
9. Webpage is to check, all accounts for HASC webpage, reply and/or forward emails/information as needed (to appropriate Subcommittee, Admin Committee, and GSR's) regularly, at least once a week.
10. To limit postings on the HASC2002 Yahoo Groups to HASC members (only those persons on roll call.)

C. MEMBERSHIP AND MEETINGS

1. All meetings are to be held at regularly scheduled times and places. Each meeting is to be well publicized thus encouraging all members to attend.
2. The Subcommittee consists of the following:
 - a. Chairperson (Elected by HASC)
 - b. Vice-chairperson (Elected by Webpage Subcommittee)
 - c. Secretary (Elected by Webpage Subcommittee)
 - d. General Members

D. QUALIFICATIONS FOR MEMBERSHIP

1. Be a member of Narcotics Anonymous.
2. Have the personal time and abilities to perform the duties.
3. Have willingness and desire to serve in the position.

E. QUALIFICATIONS OF OFFICERS

1. Chairperson
 - a. See HASCNA procedural guidelines for subcommittee chairperson.
 - b. Knowledge of webpage design software.
 - c. Knowledge of file transfer protocol (FTP).
 - d. Internet Access.
 - e. Ownership of a computer with minimum requirements of Pentium III, 256 Megs of ram, ability to install software as needed on computer.
 - f. Access to printer and image scanner.
2. Vice-Chairperson
 - a. See HASCNA procedural guidelines for subcommittee chairperson.
 - b. Knowledge of webpage design software.
 - c. Knowledge of file transfer protocol (FTP).
 - d. Internet Access.
 - e. Ownership of a computer with minimum requirements of Pentium III, 256 Megs of ram, ability to install software as needed on computer.
 - f. Access to printer and image scanner.
3. Secretary
 - a. Minimum 6 months continued abstinence from all drugs.
 - b. Previous experience as a working member of the subcommittee.
 - c. Access to a computer and image scanner.
4. General Members
 - a. Any person with the desire to make the commitment to work on the committee.

F. RESPONSIBILITIES OF POSITIONS

1. Chairperson (Elected by HASC)
 - a. Arrange times and agenda for and preside over all subcommittee meetings.
 - b. Responsible for and present at all functions of the subcommittee.
 - c. Represent the subcommittee at monthly Area Service Committee meetings.
 - d. Responsible for the handling and accounting of any funds given to or generated by this committee.
 - e. Attend as many Regional weekends as possible.
 - f. Share responsibility with the Vice-Chairperson and train to take over as Chairperson.
2. Vice-Chairperson (Elected by Webpage Sub-Committee)
 - a. Assist the Chairperson as necessary.
 - b. Perform the duties of the Chairperson in his absence.
 - c. Responsible for helping the Chairperson.
3. Secretary (Elected by Webpage Subcommittee)
 - a. Record accurate minutes and attendance each committee meeting and maintain all records of the committee.

4. General Members
 - a. Will provide input and assistance to the committee.

G. AGENDA

1. Opening Prayer.
2. Reading of Twelve Traditions of Narcotics Anonymous.
3. Reading of minutes of the previous meetings.
4. Old Business.
5. New Business.
6. Closing Prayer.

H. MOTIONS

1. Motions under the category of old business may be brought to the floor by the Chairperson or by any voting member.
2. Motions may be brought to the floor by any voting member as a part of new business.

I. VOTING MEMBERS

1. A person who has attended two consecutive complete subcommittee meetings.
2. Voting privileges will be forfeited if a member does not attend two consecutive complete subcommittee meetings.
3. Voting privileges can be re-established by attending two consecutive complete subcommittee meetings.

J. VOTING PROCEDURES

1. A simple majority of the voting members is required to pass a motion.

K. FINANCES

1. The Chairperson will be responsible for all funds received and disbursed by the subcommittee.
2. The Chairperson will coordinate the disbursing of all funds with the Area Treasurer on an as needed basis.
3. Webpage will provide a budget to HASCNA by November each year.
4. Budget will consist of:
 - a. Domain name registration on the Internet.
 - b. Cost of hosting websites on the Internet.
 - c. Cost of webpage creating, editing software.
 - d. Cost of document creating software.
 - e. Cost or printing minutes and all other incidentals.