

NORTHERN VIRGINIA INTERGROUP
Website Committee Guidelines

1. The purpose of the Website Committee shall be to administer and maintain "The Website of the Northern Virginia Intergroup of Alcoholics Anonymous" ("the Website") on the Internet World Wide Web.
2. The purpose of the Website shall be to assist Alcoholics Anonymous (A.A.) in Northern Virginia (service area) in carrying the message of A.A. and providing information about the A.A. Fellowship to the public.
3. The Website shall be a Public Information vehicle of NVI and shall present publicly available information about A.A.
4. Operating within the principles embodied in the Twelve Traditions of A.A., the Website shall specifically, but not exclusively:
 - A. Not publicize (make available to the public) individual's personally-identifiable information to include last name, phone number nor personal email address.
 - B. Present no affiliation, endorsement or display of any non-A.A. entity.
5. Website Registration:
 - A. The Website shall be registered with the InterNIC as <http://www.nvintergroup.org>, in the name of NVI.
 - B. NVI Office Manager shall be the named owner of the domain registration.
 - C. The billing contact shall be the same as the owner.
 - D. The technical contact with the InterNIC must necessarily be the Website's Internet Service Provider.
6. The Website may contain the following:
 - A. A home page displaying the name of the Website as well as clearly identified connections to the other sections of the Website.
 - B. A link to the Virginia Area Assembly of Alcoholics Anonymous (VAC) website that provides a schedule of meetings of Virginia A.A. groups.
 - C. A list of A.A. events within the NVI service area.
 - D. Links to the VAC, General Service Office, Grapevine and NVI member groups' district websites.
 - E. The Website Committee Guidelines.
 - F. A link to the NVI newsletter.

NORTHERN VIRGINIA INTERGROUP
Website Committee Guidelines

- G. Email addresses of NVI officers, committees, District Intergroup Representatives and the NVI office manager.
 - H. A description of services provided by Northern Virginia Intergroup (NVI), its hours of operation and directions to the NVI location.
 - I. Other information as determined by the NVI Board of Directors.
7. The administration and maintenance of the Website shall be as follows:
- A. The Website Committee shall be responsible for finding the best price of goods and services to enable the Website to exist.
 - B. The Website Committee shall insure that the Website is supported solely by NVI and receives nothing of value from any source outside the A.A. Service Structure or the A.A. Fellowship.
 - C. The Website Committee Chairperson shall designate additional members of A.A. to serve as members of a Website Committee Subcommittee known as the Webteam:
 - i. The Webteam shall consist of the Website Committee Chairperson, a Website Coordinator and an Alternate Website Coordinator.
 - ii. The Webteam shall be responsible for the day-to-day maintenance of the Website including, but not limited to:
 - a) Updating the website in a timely manner.
 - b) Backing up the Website on a biweekly basis.
 - c) Ensure the Website's on-going operation.
 - iii. The members of the Webteam shall have equal and full access to the Website, including file transfer privileges and update privileges.
 - iv. The Webteam shall have sole access to make changes to the Website and shall have responsibility to maintain appropriate security for the integrity of the Website and the information it contains
 - v. The Webteam shall delegate the responsibilities in the administration and technical support of the Website among its members and shall keep the Website Committee informed as to the Webteam's organization and operation.

NORTHERN VIRGINIA INTERGROUP
Website Committee Guidelines

- vi. As trusted servants, the members of the Webteam shall be authorized to make changes to the Website, as they deem necessary, within the limitations of these guidelines.
 - vii. Should irreconcilable disputes arise within the Webteam, the Website Chairperson shall present these matters before the entire Website Committee to be resolved.
- D. The Website Committee shall display the Website at NVI events assuming accommodations can be made.
- E. The Website Committee shall regularly canvas the general membership of NVI to ascertain whether the Website is fulfilling its purpose.
8. These guidelines may be amended by a majority vote of the Board of Directors.

Approved by NVI Board of Directors 02/02/2016