

1 **Heart of New York Area Narcotics Anonymous**

2 **Website Subcommittee Guidelines**

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4 **DEFINITION AND PURPOSE:**

5 The Website Committee is a sub-committee of the Heart of New York Area Service Committee  
6 (HONYASC), and is therefore directly responsible to the HONYASC.

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8 To provide information to those interested in Narcotics Anonymous, and to facilitate  
9 communication and support for local NA members, groups, and committees of the HONYASC.

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11 To strengthen unity and awareness through HONYASC Website, keeping within the Twelve  
12 Traditions and Twelve Concepts of NA service.

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14 **FUNCTION:**

- 15 1) To respond to the needs of the HONYASC upon request. (suggested posting onto website 14  
16 within 7 days of submission)
- 17 2) To hold regular scheduled monthly meetings at a time pre announced and accessible to the  
18 local fellowship.
- 19 3) To maintain lines of communication between the subcommittee and the HONYASC, by  
20 attending monthly ASC meeting providing a written and verbal report.
- 21 4) To communicate closely with all ASC sub committees requesting current updates  
22

23 **DOMAIN NAME/WEBSITE OWNERSHIP AND ACCOUNTABILITY:**

- 24 1) To ensure continuity, website domains ought to be owned and paid for by the HONYASC  
25 body. The area budget can plan for this so that there are enough ongoing resources to sustain  
26 the site.
- 27 2) Area Email addresses needs to be tied to this committee. Trusted servants should have the  
28 responsibility to regularly check and respond to emails. Inquiries can be discussed by the  
29 ASC and, if needed delegated to the trusted servant or committee.
- 30 3) The Website Domain name will be known as [www.honyana.org](http://www.honyana.org) unless otherwise changed  
31 by the HONYASC body.
- 32 4) To keep the website secure , the website committee will share password access with a  
33 HONYASC officer either (Chair, Vice Chair, Secretary) if in the event that a trusted  
34 servant leaves the committee under unfavorable circumstances, the HONYASC officer  
35 can change the passwords.  
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37 **PARTICIPANTS:**

- 38 1) This subcommittee will be open to all interested members of Narcotics Anonymous.  
39 NA members are encouraged to attend the subcommittee meetings.
- 40 2) Executive officers will be the Chairperson, Vice-Chairperson, Secretary, and Administrator.  
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42 **POSITION REQUIREMENTS & DUTIES:**

43 **CHAIRPERSON:**

44 **Requirements:**

- 45 1) Two Years Clean (with no waiver of clean time).
- 46 2) Fulfills all general requirements.
- 47 3) Have the ability to organize subcommittee functions, give direction, and encouragement.  
48

49 **Duties:**

- 50 1) Responsible for the overall function of the subcommittee.  
51 2) Arranges agenda for subcommittee meetings.  
52 3) Chairs website subcommittee meetings.  
53 4) Maintains communication between subcommittee and HONYASC.  
54 5) Keeps committee focused on the tasks of the committee.  
55 6) Must attend all HONYASC monthly meetings.  
56 7) Responsible for making PI liaison appointment.

57

58 **VICE-CHAIRPERSON:**

59 **Requirements:**

- 60 1) Suggested clean time 2 years  
61 2) Fulfills all general requirements  
62 3) Willingness to become HONYASC elected chair following term.

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64 **Duties:**

- 65 1) In the absence of the Chair, the Vice-Chair will perform the duties of the Chair.  
66 2) Responsibility will be generating and distributing any fliers and /or notices from the Website  
67 Subcommittee to the ASC.  
68 3) Give all new subcommittee members the Website Subcommittee Guidelines.  
69 4) Acts as liaison to all HONYASC Subcommittees with Website needs.

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71 **SECRETARY:**

72 **Requirements:**

- 73 1) Clerical skills recommended.  
74 2) Fulfills all general requirements.

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76 **Duties:**

- 77 1) Keeps accurate minutes of each regular subcommittee meeting.  
78 2) Distributes minutes of the regular subcommittee meetings to participants monthly.  
79 3) Maintains updated copies of the Web-site Subcommittee Guidelines.  
80 4) Maintains archives and performs correspondence duties.  
81 5) Maintains budgetary records and tracks expenses.

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83 **WEB SITE ADMINISTRATOR:**

84 **Requirements:**

- 85 1) Possess ample computer and web page knowledge necessary to fulfill commitment.  
86 2) Fulfills all general requirements as directed by subcommittee.

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88 **Duties:**

- 89 1) Prepares an accurate update of all information pertinent to web page.  
90 2) Make necessary changes to website in accordance to guidelines.  
91 3) Maintains web site activity reporting verbally and in writing to committee  
92 4) Prepares recommendations of financial matters concerning upgrades of software or design  
93 changes to website committee .  
94 5) Posts HONYASC Area Group and Subcommittee fliers, area meeting schedule,  
95 and as directed by committee consensus.

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99 **GENERAL REQUIREMENTS FOR POSITIONS:**

- 100 1) Active participants of this subcommittee who have a commitment to service, the  
101 willingness, time and resources to do tasks assigned shall be recognized as members.  
102 2) Complete abstinence as defined by NA is a requirement. Anything other than complete  
103 abstinence constitutes automatic resignation from any elected position.  
104 3) Attends all subcommittee meetings and contacts the Chairperson when unable to attend.  
105 4) Prior NA service experience (not required but useful).  
106 5) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.  
107

108 **ELECTIONS:**

- 109 1) All administrative members are elected each year in January.  
110 2) No member will hold the same position more than two consecutive terms.  
111 3) Nominations for Web-site Subcommittee Chair are open in September.  
112 4) Presentation of Website Subcommittee Chair will occur at January's ASC.  
113 5) Nominees for subcommittee positions must be present to state qualifications and answer  
114 questions at the time of nomination and election.  
115 6) All elected subcommittee positions require a majority vote (2/3 if un-opposed).  
116 7) Duties for the new trusted servants begin immediately after election and continue until the  
117 next election of their respective position.  
118 8) In the case that a trusted servant fails to fulfill their term of commitment, a special election  
119 is held to fill the position for the remaining of the term.  
120

121 **FINANCIAL OPERATIONS:**

- 122 1) The HONYANA ASC Comptroller will comprise an annual budget in regard to expenses  
123 pertaining to the website hosting expenses.  
124 2) No single person should take responsibility for funding this committee expenses, the  
125 HONYASC is ultimately accountable for funding the website.  
126 3) The web site committee can make recommendations regarding operational costs, but  
127 ultimately the home groups of the area have the final responsibility to direct subcommittee  
128 functions.  
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130 REVISED 09/2012