

Information Technology Resource Committee Guidelines

Website Purpose and Maintenance

The website is to provide accurate and up-to-date information about Narcotics Anonymous, especially the local NA Fellowship. By making this information available on the Internet, we hope to make ourselves more accessible to those with the desire to stop using drugs and to the community as a whole. Our Public Relations Policy is based on attraction rather than promotion. It is not our intention to promote the NA program, but it is our hope that those who are attracted to our way of life, will be able to find it easily.

Website Privacy Policy

We pledge to safeguard any personal information that you give us. Including e-mail addresses, etc. We will never make this information available to third parties for any reason. We will never use this information for any purpose other than to provide the service(s) which you request. We do not use “cookies.” Other than tabulating overall quantity of traffic to the site, we do not track visits to our site.

Responsibility Statement

This site is owned and operated by the Tampa Funcoast Area Service Committee of Narcotics Anonymous. The Tampa Funcoast ASC has delegated the operation and maintenance of its site to its ITR Subcommittee Internet Task Force. The Tampa Funcoast ASC is directly responsible to its members' groups. Please direct all questions and/or comments about this site to our ASC. Thank you for allowing us to be of service.

Online Guidelines

Meeting change requests may be submitted through Area in order to be updated on the website. NA member's personal contact information will not be published on the site. This includes phone numbers, postal and email addresses, and where possible, last names will be omitted.

Web Page Link Guidelines

The website will provide links to the following: NA World Services, Florida Region, NA literature and neighboring area websites. ASC minutes, newsletter, events flyers and subcommittee minutes may be posted on the website. The editor will remove past event flyers bi-weekly from the website.

Duties and Responsibilities

Administrator

- ITR Coordinator and Co-Coordinator
 - Keep hosting account and domain registration current.
 - Update the Contact us page emails with those who currently hold subcommittee and Admin body positions.
 - If needed, perform minor adjustments to the website layout, structure, or functionality. If this cannot be accomplished by the committee, then the work must be contracted out to a Special Worker selected by the subcommittee after receiving no less than two bids for the work, which must be supported by the current ITRC budget.

Editor

Any willing ITR Committee member may be elected by the committee to hold this position for a period 3 years, as long as they also meet any qualifications.

- Must have a minimum of eighteen months clean

- Update meeting schedules and, if needed, Subcommittee Meeting times at the end of each month, when the hard copy schedule changes are submitted to the printer.
- Upload ASC Documents to the appropriate Downloads section: ASC Minutes, Budgets, Newsletter, and the soft copy Meeting Schedule provided by the printer.
- Upload Events and Flyers and update the calendar with the Event details, such as: Picnics, Dances, Special Events, Home Group Anniversaries, Activities Events, changes to Subcommittee Meetings, and the like.
- Respond to any website updates via email when the request is processed and copy the response to the ITR Coordinator and Co-Coordinator to insure the updates are being completed.
- In the event the Editor cannot fulfill his or her responsibilities, they will be fulfilled by the ITR Coordinator or Co-Coordinator
- Meeting schedule changes must be handed off to the current Website Editor within 1 week of the ASC when the changes were picked up. (e.g. If ASC was on April 14th, then the meeting schedule changes should be submitted to the Website Editor no later than April 21st)

Qualifications:

Information Technology Resource Coordinator (ITRC) serve two-year terms.

- Time, willingness and desire to serve.
- At least 3 years of continuous abstinence from all drugs (cannot be waived).
- Active for at least one (1) year in the NA service structure.
- Ability to lead, communicate and organize.
- Familiar with ASC Policy, A Guide to Local Services in NA, 12 Traditions, 12 Concepts.
- Technology skills necessary to effectively serve the fellowship.

Responsibilities of an ITRC are:

- Administrator of the ASC Website.
- Responsible for requesting and funds from the Area Service Committee.
- Prepare an Annual Budget due at the October ASC.
- Prepare an End of Year Report due at the January ASC. (Transition Month)
- Attend ASC Admin, Policy, and ASC Meetings.
- Adhere to Additional Duties and Responsibilities that will be located in the IT Guidelines.

Information Technology Resource Alt Coordinator:

Alt. Coordinator works closely with the Information Technology Resource Coordinator, learning the duties of the office and taking over in case the Co-ordinator is unable to attend ASC. The requirements for the office of the Alt. Coordinator are the same as for the Co-ordinator. The Alt. Coordinator must attend ASC for 3 months of the last 12 months prior to nomination. Because the Alt. Coordinator might have to assume the position of Informational Technology Coordinator, the clean time requirement cannot be waived.