

# **[AREA L.E.G.S.] - LAKE ERIE GENERAL SERVICES**

## **WEB-SERVANT GUIDELINES: rev. March 2024**

### **PURPOSE OF WEBSITE**

To serve as a central source of information for all things directly pertaining to NA in Area L.E.G.S. These things include Area monthly minutes, including trusted servants contact information, accurate meeting schedules and activities taking place within the Area. There is a link to the region for other Area meeting schedules. See Area Regional Meetings located on our website.

### **WEB-SERVANT/WEB-SERVANT ASSISTANT REQUIREMENTS –**

1. Web-servant and web-servant assistant follow the same guidelines.
2. Two years clean time
3. Term/Length of service; 1 year for web-servant and 2 years for web-servant assistant
4. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA
5. Basic understanding of website and computer skill experience with Microsoft Office Suite (ie: Microsoft Word, Excel, PowerPoint, Publishing).
6. Basic understanding of Area L.E.G.S. Guidelines and Procedures
7. Voted in, attends and reports directly to the Public Relations Subcommittee.

### **DUTIES –**

1. Must maintain and update an accurate meeting schedule as reported by the groups via email.
2. Update website with the monthly Area L.E.G.S minutes and activities after they have been approved by the majority vote of the executive body of Area L.E.G.S.
3. Will answer/ respond to the email account and cc the secretary when responding to email received from an outside entity.
4. Needs to inform anyone whose number is on a flyer that it will be publicly searchable.
  - a. We do not use full names of individual members – Note on Privacy website will be publicly searchable.
5. Meeting changes can be made by web servant, but flyers must be approved by Area body before being posted to website.

**If a group submits a change to a flyer via email to the website at: [webmaster@legsna.org](mailto:webmaster@legsna.org):**

- a. If time permits it should go back to Area for approval.
- b. If time does not permit then the majority of the executive body must make the decision on immediate upload of the flyer to the website. This should be done by the web servant emailing all of executive body members and the majority of the executive members confirming by using “reply all”.
6. Compile and maintain Area LEGS calendar/events
  - a. To list only approved flyers sent from the Buckeye Region: LEGS, GLASCNA, NEOASCNA, TASCNA, WAGS, WRASCNA & OCNA or OCNA related events.