

AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES

WEBSITE/WEBSERVANT GUIDELINES

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 will also be a link to the region for other Area meeting schedule and regional activities.

WEB-SERVANT REQUIREMENTS – NOMINATED AND VOTED IN AT THE ASC

1. Two years clean time
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA
3. Basic understanding of websites and basic computer skills
4. Basic understanding of Area L.E.G.S. Guidelines and Procedures

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.
5. We do not use full names of individual members – Note on Privacy website will be publicly searchable
6. 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:

1. *If time permits it should go back to Area for approval.*
2. *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"*
7. Nested under and reports to the PR/Hope-line Subcommittee, as needed, and for any changes on website

Compile and maintain Area LEGS Calendar

1. Listing only approved flyers from LEGS, GLASNA, WAGS & OCNA or other OCNA related events