

Valley Service Center Webmaster Responsibilities & Guidelines

Requirement:

- 1) Two years of continuous sobriety
- 2) Knowledge and experience with maintaining a website (i.e., ability to troubleshoot technical problems, ability to conduct software updates, etc.).

Commitment: two years

General Responsibilities:

- 1) Attends monthly VISC meeting and keeps VISC informed about updates, changes and needs of the VSC website.
- 2) Attends monthly VISC Board meetings as requested/needed and keeps VISC informed about updates, changes and needs of VSC website.
- 3) Responsible for day-to-day maintenance (i.e., ensure links and downloads are active and current, etc.) of VSC website in accordance with the VSC Website Guidelines as well as the AA Guidelines on the Internet from GSO.

Specific Responsibilities and Guidelines:

- 1) Follows the main **purpose** of Valley Service Center (VSC) website, which is to carry the message of Alcoholics Anonymous (AA) to the area in which it serves (Tri-Valley).
- 2) Keeps with the **principle of non-affiliation** with other AA and 12-step related entities and groups.
- 3) Follows the **principle of Concept I** in discerning where the VISC Webmaster shall act as a **trusted servant** to VISC with decisions related to website changes, and where website changes will be taken back to the VISC Board for discussion and/or approval. In general, the Webmaster **requests and obtains approval from the VISC Board** on any new “content” published or any existing “content” removed from the VSC website.
- 4) Keeps with the **principle of anonymity** when publishing material on the VSC website.
- 5) Keeps with the **Seventh Tradition** that the VSC website is **self-supporting**, and does **not** publish any advertisement of any kind on the VSC website.
- 6) Requests and obtains VISC Board approval when publishing any “new” links on the VSC website that have not already been previously approved (see VSC Website Guidelines, Appendix A).
- 7) Posts **announcements** for meetings and General Service, VISC, H & I liaisons, etc. Posts flyers for local AA-related events, conferences, activities, new meetings and meeting changes, etc. The VISC Webmaster will be a trusted servant with determining information that constitutes local.
- 8) Abides by all **copyright laws** for material posted on the website and abides by the AA General Service Office guidelines on copyright protection when quoting from AA World Services and AA Grapevine materials.