

West Puget Sound Area Information Technology IT Services Committee Guidelines

1. Name

The name of this committee shall be the: West Puget Sound Area Narcotics Anonymous Information Technology Services Committee of Narcotics Anonymous hereafter referred to as IT Services.

2. Purpose

The IT Services Committee is the working body for our combined group service efforts, and it is directly accountable to the PRC and the groups it represents in its actions. Our purpose in maintaining a web site for West Puget Sound Area Narcotics Anonymous is to make information about Narcotics Anonymous as a whole, available to the public, to addicts who might need NA, and to our current members.

The following are the overall guidelines for the West Puget Sound Area NA website. Maintaining a web site will be a project of the IT Services Subcommittee, accountable to that committee and to the PRC. In doing this service work we will follow our Twelve Traditions, Twelve Concepts, and guidelines from the World Service Office and the PRC. We will attempt to make online information available to the widest range of people possible generally, our online NA information will contain links or references only to information provided by other NA areas, regions, or the World Service Office. The only exceptions will be links or references required to use our site, or to find our meetings and events. These exceptions will be made thoughtful, and accompanied by appropriate disclaimers of no affiliation. Since information on the web can be accessed from all over the world, we won't include names, phone numbers, email addresses, or other identifying information regarding individual members. Information will be placed in accounts or web pages under the name of the IT Services Committee, and not under the name of an individual member.

- a) IT Services is a standing Sub-Committee of the PRC.
- b) IT Services shall comply in all its actions with the following documents in order of priority as listed below:
- c) The committee shall not make any motion or take any action that conflicts with the Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
- d) The current guidelines of the PRC
- e) The current guidelines of the IT Services
- f) A Guide to Local Services in NA, and other NAWS approved service handbooks.

3. Function

- a) These tasks shall be performed regularly by the IT Sub-Committee as directed by Chair.
- b) All PRC, Area Minutes and IT Sub-Committee minutes will be posted on the web from the direction of the IT Sub Committee Chair to the Minutes page.
- c) Maintain current mailing address and email addresses for all IT, PRC and Area NA Officers and sub committees (not to be published to web site).
- d) Since information made accessible on the Internet can be accessed all over the world, we will not include names or phone numbers of any individual members.
- e) At a minimum, include a schedule meeting, and a link to www.na.org, www.wnirna.org we also have activities and or flyers, service committee information and minutes on the WPSANA web site.

4. Members

The IT Services is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA's reputation as a viable program of recovery in our community.

- a) General membership in IT Services shall be open to any Narcotics Anonymous member who shares the stated purpose of the Committee.
- b) Voting memberships in IT Services shall be limited to those who attend two consecutive meetings.

5. VOTING

- a) ~~Each member has no more than one vote at IT Services Committee meetings.~~
- b) The IT Services Chair will vote only in the event of a tie.
- c) Any NA member can make a motion, however, it must be seconded by an IT Services voting member.
- d) Any IT Services member may propose an amendment to these guidelines, however all IT Services guideline changes must be approved by the IT Subcommittee by a 2/3 vote and then approved by the PRC.
- e) For voting purposes a quorum shall consist of at least 2 voting IT Services members.

6. Elections

Leadership qualities should be carefully considered when selecting trusted servants."We trust that our committee's group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.

- a) The IT Services Chair is elected by the PRC all other positions are elected at the IT Service Committee meeting in August.
- b) All terms of service are one year. A member can't serve more than two consecutive terms in the same elected position.
- c) The officers of the IT Services are the Chair, Vice-Chair, Web Servant and Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.
- d) No member of the IT Services committee can serve in more than one elected officer position internal to this committee simultaneously, unless lack of participation.
- e) Any member of the committee can serve in any position regardless of other positions held outside the IT Services Committee.
- f) During elections of IT Services trusted servants the nominees shall leave the room following all discussion and prior to voting.
- g) Elections will be decided by a simple majority.
- h) An IT Services trusted servant may be removed from their office for non compliance only after the person has been notified by either letter or phone call from the IT Services Chair or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities, a letter or phone call will not be required. Non-compliance includes but is not limited to:
 - 1. Loss of abstinence from drugs
 - 2. Failing to perform the duties of the position
 - 3. Two consecutively missed IT Services meetings.

7. Officers

All terms of service are for one year and cannot serve more than two consecutive terms.

Chairperson Requirements

- 1) At least three year suggested clean time.
- 2) A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of N.A. and a knowledge all NAWS handbooks and bulletins related to the website.
- 3) Willingness to serve, the time and initiative to commit for the length of time involved.
- 4) Must be familiar with and have access to a computer and the Internet using HTML, FTP and CMS.
- 5) Must have technical ability and knowledge to create PDF files as necessary.
- 6) Must have previous PR service.

Duties

- 1) Arrange for a place hold Subcommittee Meetings.
- 2) Presides over the IT Services Committee meetings and coordinates all necessary activities relating to those meetings.

- 3) Files any position that is not filled or present at a meeting.
- 4) Attends all monthly PRC meetings.
- 5) ~~Attends all quarterly IT Services Committee meetings at All-Subs Day.~~
- 6) Initiates all necessary correspondence, including communications with other groups, subcommittee's areas, regions, and NAWS.
- 7) Keep up to date on emerging technologies.

Vice Chair Requirements

- 1) At least two year suggested clean time.
- 2) A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of N.A. and a knowledge all NAWS handbooks and bulletins related to the website.
- 3) Willingness to serve and the time and initiative to commit for the length of time involved. A willingness to step up to chairperson's position.
- 4) Must be familiar with and have access to a computer and the Internet using HTML, FTP and CMS.
- 5) Must have technical ability and knowledge to create PDF files as necessary.

Duties

- 1) Presides over the IT Services Committee meetings and coordinates all necessary activities relating to those meetings if chairperson is not available.
- 2) Provides verbal report to the IT Services Subcommittee detailing the latest updates, additions, and/or corrections to the web site
- 3) Is responsible for all website additions and or updates
- 4) Checks web site email and responds or directs to the point of contact within 48 hours.

Web Servant I Requirements

- 1) At least one year suggested clean time.
- 2) A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- 3) Willingness to serve, the time and initiative to commit for the length of time involved.
- 4) Must be familiar with and have access to computers and the Internet using HTML, FTP and CMS.
- 5) Must have technical ability to update website and willingness to serve.
- 6) Familiarity with all the Internet and website related NAWS handbooks and bulletins.
- 7) Suggested knowledge of software applications such as MS Excel, Word, or similar and how to create PDF files necessary to perform the following duties.

Duties

- 1) Works with all WPSANA sub-committees concerning the website and related services.
- 2) Checks website email and responds or directs to the point of contact within 48 hours if web servant I is not available.

Web Servant Secretary Requirements

- 1) At least six months suggested clean time.
- 2) A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- 3) Willingness to serve, the time and initiative to commit for the length of time involved.
- 4) Must be familiar with and have access to computers and the internet.
- 5) Familiarity with all the Internet and website related NAWS handbooks and bulletins.
- 6) Suggested knowledge of software applications such as MS Excel, Word, or similar and how to create PDF files if necessary to perform the following duties.

Duties

- 1) Take clear, accurate minutes of the IT meetings and prepares the agenda for the IT monthly meeting.
- 2) Keeps a copy of the current IT guidelines.

8. Meetings

- a) IT Services Committee meetings shall be held monthly.
- b) ~~Special meetings may be called at a time and place designated by the Chair.~~
- c) No business meeting shall last for more than two hours.

9. Budget & Financial Procedures

- a) The Committee shall adhere to PRC Guidelines Articles and all other approved PRC Financial Procedures.
- b) All monthly budgets shall be submitted by all IT Services when applicable.
- c) All motions requiring new budget expenditures require a two-thirds (2/3) majority of voting members present.

10. IT Services Plan

In order to insure the best use of our limited resources, it is essential to use good planning in our IT Services efforts. All proposed IT Services projects will be submitted to the committee using the IT Services plan submission form contained in these guidelines. Using this form allows the committee to thoroughly analyze and prioritize each proposed project. The plan submission form helps insure all our communications and interactions are professional, consistent and mutually beneficial.

- a) All proposed IT Services action plans will be submitted on the plan submission form included in these guidelines.
- b) Each plan will be reviewed and approved when resources are available, referred to the PRC with a recommendation to approve, or rejected by the IT Services Committee. In the event the plan potentially significantly affects the area as a whole, the plan will be referred by the IT Services committee to the PRC with a recommendation for approval.
- c) All plan submission forms will be kept by the IT Services committee secretary.

11. Special Instructions

- a) From time to time the IT Services will be given special instructions to assist in carrying out its projects. Those that are permanent are recorded in this section of the guidelines.

12. Amendments to Guidelines

Any voting member may propose an amendment to these guidelines at a regular meeting of IT Services. The proposal must be seconded and submitted in writing as a motion. A two thirds (2/3) majority of the voting members present is necessary to amend. A voting member may move to refer the motion to PRC. The amendment shall go into effect upon its approval by the PRC, unless the motion to adopt specifies a time otherwise.

Addendum a Plan Submission Form for – WPSANA IT Services Sub Committee

Made by: _____ Seconded by: _____
 Plan: _____ Plan# _____
 Date: _____ passed: _____ failed: _____ Vote for: _____ against: _____ Abstained: _____

Amendment Notes:

Adopted Date: _____