

Website Guidelines

Upper Midwest Region

of

Narcotics Anonymous®

RSC Approved July 16, 2006

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Narcotics Anonymous®
Website Guidelines

Purpose

The Upper Midwest of Narcotics Anonymous Service Committee (UMRSC) maintains a presence on the World Wide Web to fulfill Concept 8:

“Our service structure depends on the integrity and effectiveness of our communications” - *Twelve Concepts for NA Service*

This presence is known as the Website. The Website is used to communicate what the Regional Service Committee is doing. It also provides member Area Service Committees a place to communicate what they are doing.

Responsibility

The responsibilities for the Website are carried out by a Resource Person as defined by the UMR Guidelinesⁱ in Section XI(B). This Resource Person is called the Web RP here.

Web RP's References

The Web RP will know and follow these, in order:

1. The Twelve Traditions of Narcotics Anonymous
2. The Twelve Conceptsⁱⁱ
3. The UMR Guidelines
4. A Guide to Local Services in Narcotics Anonymousⁱⁱⁱ
5. Public Information Resource Paper on PI and the World Wide Web^{iv}

Accountability

Reporting

Prepare a written report prior to each Regional Service Conference (RSC). Take

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the report to the RSC and be prepared to present it orally and leave a copy with the RSC Secretary or Scribe. If unable to attend in person, mail it to the Secretary or Chairperson in sufficient time so they can present it at the RSC. Email can be used if you know they have it. Along with the mailing include the reason you cannot attend the RSC.

Record Keeping

Concise records are required. Remember to keep these up-to-date and on file with the RSC. If something happens to the Web RP it is important that someone can pick up maintenance of the Website with no further contact with the Web RP. This also makes it easier to take extended vacations and know that updates to the Website are occurring on a regular basis.

See the *Web Resource Person (RP) Handbook*^v for the records being kept.

Authority Delegated

The UMRSC delegates these authorities in order to maintain the Website:

1. Entering into contracts up to one year in length with Internet Service Providers (ISPs) to secure bandwidth, domain names, web space, and email accounts providing the commitment will not exceed the yearly budget for the Website. Exceptions must be brought, by motion, to the Regional Service Conference for approval.
2. Ownership of the domain name **urmna.com** for the duration of their term's position. The trusted servant must follow up after their term ends to ensure the ownership of the domain name can be transferred to the new trusted servant.

Website Services

A minimum set of services are required by the Region:

1. http:// access to at least 100 MB of web page space.
2. FTP access to the web space to allow updates by the RP.
3. One email account for info@umrna.com
4. A Domain Name Registrar to maintain the registration for the **umrna.com** Domain.

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5. Mailing list service for communications between Regional trusted servants.

Web RP Requirements

The Web RP position has requirements:

1. Incumbent must have Internet access.
2. Incumbent must have, and now how to use, an FTP client to update the web pages.
3. Incumbent must have ability to create CD-ROM archives.
4. Incumbent must be able to handle incoming documents in Microsoft® Word format and convert them to Adobe® Portable Document Format (PDF).
5. Knowledge of HTML 4.01 and the ability to edit it without using an HTML editor, just a text editor.
6. Knowledge of robots.txt and how to use it to control what search engines index about the Website.
7. Prior experience maintaining a website.

Web RP Recommended Capabilities

These items are recommended but not required. They make the service easier to maintain:

1. Image editing, conversion, and scaling, software.
2. Access to a test website where changes can be tried before putting them on the Website.

Web RP Responsibilities

The Web RP is responsible for these duties:

1. Update the web pages on the Website.
2. Remove and archive of old files from the web space.
3. Maintain administrative, technical and billing contact with a Domain Registrar for the Domain Name. If the Registrar requires a credit card or debit card for payment, the Web RP must put his/her personal card on the billing and the Region will reimburse this billing. Domain Name registrars require a real

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person for an administrative contact and a technical contact, using the name of the Region and a P.O. Box won't work. Ideally, a Registrar that accepts payment by check from the Region is best but they are difficult to find.

4. Back up the web space quarterly. Do not rely on the host to do backups. Only the last backup are kept. Prior backups are be destroyed or re-used. This prevents piling up and becoming a burden.
5. When the RP's term is up, follow up with the new RP to transfer the Domain Name Registration. This is critical. We could lose the Domain Name. That Domain Name is on meeting lists and search engines all over.
6. Maintain the Web Resource Person Handbook. Keep the information about the web space host and passwords up-to-date.
7. Keep email addresses for members of the Region service body confidential. Do not expose them except to other Region servants except as required by the Chair or by motion from the RSC. Respect everyone's anonymity and maintain confidentiality.
8. All HTML editing must be done as text, by hand. Do not use special editors that will leave the Region stranded when those editors are no longer available.
9. Code pure HTML 4.01 or lower. No proprietary Microsoft, Netscape, or other vendor extension that require server-side services. Keep the pages pure so they can be served up by any web server like Apache, Microsoft IIS, etc.
10. Keep bandwidth to a minimum for two reasons: it keeps costs down and not everyone in remote areas has broadband Internet available.

Revisions

- September 26, 2007 – Added RSC approval date to cover. Removed “draft” from heading on each page.

- i November 2004 Guidelines Upper Midwest Region of Narcotics Anonymous
- ii *Twelve Concepts for NA Service*
- iii 2002 Version
- iv <http://www.na.org/pi/webpage.htm>
- v Web Resource Person Handbook for Upper Midwest Region of Narcotics Anonymous