

Group Records and Webmaster Task Force Final Report

February 27, 2018

Charge: Develop policies and/or guidelines for efficient information flow between the Website and Group Records Coordinators. In addition, update the website guidelines for current practices. Include definitions of what is allowed to be posted on the Area 61 website. Refer to WSO policies, guidelines, and information sheets to ensure compliance.

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Relevant Materials:

1. WSO Guidelines for Al-Anon Websites (G-40)
2. Area 61 Website Coordinator Job Description
3. Area 61 Group Records Job Description
4. Original Area 61 website guidelines

Outcome:

1. The WSO Guidelines for Al-Anon Websites (G-40) will be used to determine what is allowed to be posted on the Area 61 website. Common things:
 - a. Information posted for general access (i.e. no login required) cannot contain any personal information such as personal address, telephone number, or email address of an Al-Anon member. This primarily affects event postings.
 - b. Only first name and last initial can be used when posting the name of an Al-Anon member on a flyer. The name of an Alateen member can never be posted.
 - c. Linking to other service arms websites, such as WSO, AIS, or districts is allowed. This is an important way to provide access to these other resources. We are not responsible for monitoring the content of these other service arms websites.
 - d. The group records coordinator must review all district meeting lists prior to posting to ensure the lists are accurate based on what is reflected at WSO.
 - e. The Area Alateen Process Person (AAPP) must review all district meeting lists with Alateen Groups prior to posting to ensure the lists are accurate based on what is reflected at WSO.
2. Add language to the website coordinator and group records coordinator service position descriptions outlining their coordination. Neither is expected to perform the others role – only to provide redundancy to avoid loss of access to the website or WSO group records.
 - a. The website coordinator shall be the second person in the area with access to WSO group records.
 - b. The group records coordinator shall maintain a copy of account access information for the website.
3. Add language to the group records coordinator position description regarding the review of district meeting lists prior to posting.
4. Add language to the Area Alateen Process Person position description regarding the review of district meeting lists with Alateen groups prior to posting.