

Intergroup Web Chair
Intergroup Tech Committee

Composition:

The Web Chair is part of the Tech Committee, assists as coordinator for the Tech Committee and is part of the Pinellas County Intergroup. There can be more than one committee member per AA group. Those who want to participate in the committee must have at least 6 months continuous sobriety, computer tech savvy and approval of their sponsor. If the committee has a large number of members, an Alternate Chair may also be elected. The Web Chair should have 3 years sobriety with knowledge of Steps and Traditions and 1-year intergroup experience. Alternate Web Chair should have 2 years sobriety with knowledge of Steps and Traditions, prefer Intergroup experience. Chair is elected within the Intergroup on even years in October.

The Tech Committee Chair would need to be available to serve for 2 years from their starting date as Committee Chair. The Tech Chair would need to be available to attend Pinellas County Steering Committee and Intergroup monthly meetings and routinely hold monthly Tech Committee meetings along with providing a monthly report. If Tech Chair is unable to attend a monthly meeting a report must be submitted to the Steering Committee Chair via email or reported by a member of the Tech Committee or Web Chair in attendance for the Chair.

The Tech Chair would be required to have their own computer, have internet access via their computer and should have prior experience with WordPress website design and development. Beneficial skills would be familiarity/experience with Photoshop, resizing of images, html coding, converting documents to PDF format, uploading documents plus copywriting. There will be training and guidance available thru the Intergroup Technical Advisor and former Central Office Web Chair. Having people with these skills on the Tech Committee would be desirable.

The Steering Committee requests that the Web Chair recruit the tech chair and assist in the creation of a Tech Committee. This committee would provide support, input, additional skills and a group conscience decision making process. It would be asked that the Central Office manager, Volunteer Coordinator, where and when chair and the Website Technical Advisor be invited to sit in at the Tech Committee meetings. The Website Technical Advisor would be available to the Tech Committee for advice but not a voting member of the committee. Members of the Tech Committee and the Technical Advisor are not required to attend Intergroup/Steering Committee meetings. Web Chair and/or Tech Chair is funded for one night at each Area Quarterly Assembly if funds are available.

Tech Committee Purpose:

Pinellas County Intergroup Tech Committee (the "Committee") maintains, operates and improves the aapinellas.org website (the "Website"). The purpose of the Website is to carry the message of Alcoholics Anonymous by facilitating Service participation, fostering communication, simplifying the process of locating meetings and events, promoting collaboration of Service Committees, and providing a platform to deliver current information, about Alcoholics Anonymous in general and in relation to Area 15, District 1, Pinellas County, Florida.

Scope:

The web chair manages all elements of the tech chair and the Tech Committee. The tech Committee manages all elements of the Pinellas County Intergroup Alcoholics Anonymous web page on behalf of the Pinellas County intergroup. Working with others in Central Office keeps website content up to date in conformity with AA Traditions and Concepts as they apply to the Central Office Website.

The Website's emphasis is on information furnished by the Pinellas County Executive, Steering, and standing committees, as outlined in the PCI Steering Committee Bylaw Service Guidelines. The Tech Committee may also publish AA related information and events when requested by the PCI Chair on behalf of web representative of District 1, Area 15 Event or District 1 event, the district chairperson, the district registrar and/or Area 15 registered groups. The PCI Chair may also seek that Regional events may be included as well.

In keeping with our 5th and 10th Traditions, the Website will only contain materials that discuss, explain, and relate to Alcoholics Anonymous.

With respect to our 7th Tradition, the Intergroup will be responsible for paying any fees associated with the Website within the Tech Committee-approved budget.

In keeping with our 11th and 12th Traditions, respecting anonymity at the public level, the Website will contain neither pictures, full names, nor telephone numbers of members of Alcoholics Anonymous. Personally identifiable e-mails on event flyers are not permitted. Every effort is made to provide an anonymous email address for Pinellas County intergroup standing committees, officers, and related others.

The Committee is responsible for the aapinellas.org e-mail domain and administration of Intergroup officers and committees, including ad hoc committees.

(As discussed in the AA Service Manual, all quotes from copyrighted literature will be credited to AA World Services, Inc. or The Grapevine, Inc., as appropriate. Wholesale reproduction of materials published by AA World Services, Inc, or Grapevine Inc. is discouraged, in favor of linking to the relevant source at the appropriate website.

The Website may, at the Committee's discretion, link to:

1. aa.org (AAWS) and aagrapevine.org (Grapevine)
2. content pertaining to AA, or alcoholism
3. payment gateway portals and hotel websites for on-line registration to events, and for on-line group and individual contributions, to other intergroups, and
4. event websites that are maintained by valid groups, associations or entities existing within the AA service structure.

The Website will be maintained by the Committee including all content and links, as trusted servants, entrusted with the right of decision. Any questions about the propriety of any content may be referred to the Pinellas County Intergroup Executive Committee for resolution.

In keeping with the 1st Tradition, the Website shall not be a venue for controversy, and in all things the Committee will decide matters consistent with the ideal of unity.

Tech Committee Positions:

Tech Chair

Alt Tech Chair

Web Chair

Webmaster Advisor

Recording Secretary

Website Reviewer

Central Office Manager

Pinellas Intergroup Event and Steering Committee Chairs– Intergroup Chairs may also hold one of the positions listed above

Responsibilities of committee positions:

Tech Chair:

1. Schedules monthly Committee meetings and creates and distributes agendas for the meetings.
2. Chairs monthly committee meetings and/or teleconferences.
3. Attends PCI Steering Committee meetings and reports on Committee's activities to PCI Intergroup.
4. Keeps Committee aware of information from Area 11 Service Committee meetings.
5. Creates and maintains a budget for the Committee in partnership with PCI Treasurer.
6. Works with other special service committee chairs and PCI officers to obtain and distribute service material and maintain communication between the Committee and other service committees and PCI officers.
7. Arranges for space at Area 15 events to disseminate PCI Intergroup information about the website and obtain feedback from AA PCI, Area 15, and District 1 members.
8. Attends district meetings as needed and maintains communication with district web/tech service officers to ensure that all PCI needs are represented on the Committee.
9. Works with the Webmaster to maintain email addresses for PCI executive committee and steering committee chairs and to administer aapinellas.org.
10. Ensures that the Committee performs its responsibilities according to Committee guidelines and to AA tradition.
11. Maintains a backup of all tangible hard copy files of contact lists, user names and passwords for all account log-ins for the Website accounts to executive committee.

Alt Chair:

1. Maintains email addresses for Pinellas County Intergroup officers and steering committee chairs.
2. Primary system administrator for aapinellas.org.
3. Responsible for site design updates, site content (as listed below), and software updates as needed.
4. Fills in for the Web Chair when necessary.
5. Primary contact for professional IT Support, domain registration, hosting company, DR site hosting and any other third party. Maintains tangible hard copy files of contact lists, user name, and passwords for all account log-in for the Website accounts; provides to executive committee.

Recording Secretary:

1. Takes minutes at website committee meetings and teleconferences.
2. Distributes meeting minutes to the committee.
3. Maintains a current list of Committee members and their contact information.

Website Reviewer:

1. Periodically reviews each section of the Website, checking for broken links, spelling and grammatical errors, and any information posted that may conflict with the Website Submission Guidelines.

Steering Committee Chairs:

Communicate information about the standing committee events and information for website inclusion and to the website committee.

Bring any standing committee concerns and feedback from intergroup to the Committee.

Partner with Tech Committee on best practices to submit events and PCI information to the Tech Committee.

Central Office Manager

Communicate and collaborate on upgrading office functionality via use of web based tools.

All Committee members are responsible for attending monthly website committee meetings and/or teleconferences. If a web chair is not present or unexcused in advance for two meetings in a row, the PCI Chairperson will approach his/her intergroup about getting a replacement. If a committee member responsible for one of the other positions listed above is not present or unexcused in advance for two meetings in a row, the Committee will elect someone else to the position.

Website Content Responsibilities (Primary responsibility rests with the position(s) listed, others may update the pages as needed.):

Home/AA information pages – Web Chair/Tech Chair
Answering Services – Helpline Chair/Web Chair/Tech Chair
Meeting Lists – Where and When Chair/Web Chair/Tech Chair
News & Events – Events Chair/Web Chair
District/Area/Regional events– PCI Chairperson/Web chair

Guidelines for Submissions to PCI Website Format:

2. Paper submissions are not accepted.
3. In keeping with our 11th Tradition which states, our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films. This includes the internet. We do not publish last names, phone numbers or *personally identifiable* email addresses.
4. Information or fliers containing all caps is not accepted.

5. Plain text, Microsoft Word or similar editable computer file format submissions are preferable. However, non-editable flyers and scanned images may be used if the submission is a .PDF or Hi-Res JPG image, and complies with the above criteria.

Delivery Method:

Emails should be sent to both webchair@aapinellas.org and techchair@appinellas.org.

Submissions can be tendered by a PCI Officer, Steering Committee Chair; PCI Chairman, and Central office manager.

Each Submission to Contain:

1. Name of sponsoring AA entity: AA Area 11; Area 11 standing committee, officer, district or registered group; Northeast Regional committee, etc.
2. Contact data for more information including first name only and a generic email address if necessary.
3. Date, time and street address of event location should also be provided.
4. In keeping with Concept 4, all submissions are subject to Website approval. We reserve the right to edit submissions as necessary.

Registration / Online Payment Integration:

1. Requires at least 3 months advance representation on Committee Prior to Event.
2. Event committee should provide wire frame documents.
3. Text and graphic content is the responsibility of Event committee.
4. Event committee will need to establish and provide: venue coupon codes, PayPal (or current payment gateway provider) account mapping, export e-mail.
5. One week prior to Event Committee will provide a database of all registered individuals (csv or excel).

Third Party IT Support

1. Disaster Recovery of site
2. Back up of all log-ins and admin functions
3. server patches and updates
4. Site maintenance and updates, bug fixes
5. Special projects as needed, as approved by Committee and Intergroup body.
6. The preceding guidelines were developed and approved by the PCI Tech Committee to help ensure that our website adheres to the 12 Traditions of AA.

Mission Statement

The purpose of the Pinellas County Intergroup website is to carry the message of Alcoholics Anonymous by providing a resource on the Internet where information can be obtained about Alcoholics Anonymous in general and in relation to District 1, Area 15 Pinellas County Florida.