

**Proposed Guideline Changes**  
**Remove Web Administrator and Alt Web Administrator Position**  
**and**  
**Establish Area 53 Communication Services Committee as Standing Committee**  
**To Be Presented to ACM: April 2024**

**Purpose:** This series of Guidelines Changes is being proposed with the intent of removing the Web Administrator and Alternate Web Administrator from the list of Area 53 Officers and reassigning duties previously assigned those officers to an Area 53 Communication Services Committee which would be a standing committee of Area 53. This committee's Chair would then become a member of the Area 53 Committee with a budget and responsibilities to participate in the Area Committee and report to the Area Assembly.

## Area 53 Guidelines

### Article V, Section 1, paragraphs k and l

**Purpose:** Remove Web Administrator and Alternate Web Administrator from the List of Officers

#### Current Language:

##### Article V, Section 1

- 1) Area Officers shall include:
  - a) Delegate
  - b) Alternate Delegate
  - c) Chairperson
  - d) Alternate Chairperson
  - e) Secretary
  - f) Alternate Secretary
  - g) Registrar
  - h) Alternate Registrar
  - i) Treasurer
  - j) Alternate Treasurer
  - ~~k) Web Administrator~~
  - ~~l) Alternate Web Administrator~~

#### New Language

##### Article V, Paragraph 1

- 1) Area Officers shall include:
  - a) Delegate
  - b) Alternate Delegate
  - c) Chairperson
  - d) Alternate Chairperson
  - e) Secretary
  - f) Alternate Secretary
  - g) Registrar
  - h) Alternate Registrar
  - i) Treasurer
  - j) Alternate Treasurer

## **Article VI, Duties of the Officers**

Sections 11 and 12

**Purpose:** To remove the Duties of Web-Administrator and Alternate Web-Administrator from Article VI which pertains specifically to officers

### **~~11. Web Administrator:~~**

- ~~a) Shall update and maintain the Area website including, but not limited to, Area news, calendar of events, district and committee pages, Assembly reports, information pages and archives.~~
- ~~b) Shall update and maintain the Area email addresses and email lists.~~
- ~~c) Shall maintain hosting and domain name.~~
- ~~d) Shall create, maintain and publish digital newsletters and subscriptions.~~
- ~~e) Shall provide for on-line event registration payments and group contributions.~~
- ~~f) Shall ensure the privacy of member data stored at the website.~~
- ~~g) Shall prepare and give a report to the Area Assembly on the uses and plans for improvements to the Area website.~~

### **~~12 Alternate Web Administrator~~**

- ~~h) Shall support the duties of the Website Administrator as requested.~~
- ~~i) Shall be prepared and willing to assume the officer's duties in the event the officer is un-able to fulfill their duties.~~
- ~~j) Shall perform other duties as may be assigned by the officer or by the Area Committee.~~

## **Article XII – Election of Area Delegate, Alternate Delegate and Area Officers**

Section 1

**Purpose:** To remove the Web Administrator and Alternate Web Administrator from the list of positions to be elected by the Area Assembly.

- ~~↳ At the September Area 53 Assembly Meeting of each even-numbered year, the Area Assembly will hold elections of the Area Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Registrar, Alternate Registrar, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Web Administrator, and Alternate Web Administrator.†~~

## **Article VIII – Standing Committees of the Area 53 Assembly**

### Section 1.

Purpose: To establish the Communication Services Committee as a standing committee of the Area 53 Assembly.

#### **Current Language:**

- 1) Area Standing Committees
  - a) Accessibilities Committee
  - b) Archives Committee
  - c) Cooperation with the Professional Community/ Public Information Committee
  - d) Correctional Facilities Committee
  - e) Finance Committee
  - f) Grapevine Committee
  - g) Group Services Committee
  - h) Liaison Committee
  - i) Mini-Conference Committee
  - j) Treatment Facilities Committee

#### **New Language:**

- 1) Area Standing Committees
  - a) Accessibilities Committee
  - b) Archives Committee
  - c) **Communication Services Committee**
  - d) Cooperation with the Professional Community/ Public Information Committee
  - e) Correctional Facilities Committee
  - f) Finance Committee
  - g) Grapevine Committee
  - h) Group Services Committee
  - i) Liaison Committee
  - j) Mini-Conference Committee
  - k) Treatment Facilities Committee

## **Article IX – Standing Committee Areas of Activity**

### Sections 3-11

**Purpose:** To establish the Areas of Activity of the Communication Services Committee. To keep the list alphabetical, the Communications Services Committee will be listed in section 3, and section 3-10 will be moved to 4-11.

## **Current Language**

### **2) Archives**

- a) Responsible for establishing policies, collection scope, budgets and procedures. Through its group conscience, it undertakes and maintains final responsibility and authority for the use of the Archives.
- b) Select an Area Archivist to serve as the central administrator of the Area's archival collection responsible for maintaining the physical and intellectual integrity of the collection.
- c) Consistent with A.A.'s shared experience that the appointed Area Archivist position should not rotate frequently, the Area Archivist can be reappointed for consecutive panels without regard to AA's normal guidelines regarding the principle of rotation.

### **3) Cooperation with the Professional Community/Public Information Committee**

- a) Shall establish good cooperation between A.A. and the professional community.
- b) Shall provide information about A.A. to those that have contact with alcoholics through their profession.
- c) Shall provide speakers and information for non-A.A. functions within the guidelines of the traditions.
- d) Shall assist in the preparation and dissemination of all A.A. public announcements within the Area.

### **4) Correctional Facilities Committee**

- a) Shall establish good cooperation between A.A. and correctional facilities in Area 53.
- b) Shall provide information about A.A. to inmates in Area correctional facilities.
- c) Shall assist in the organization of correctional facilities meetings.

### **5) Finance Committee**

## **New Language**

### **2) Archives**

- a) Responsible for establishing policies, collection scope, budgets and procedures. Through its group conscience, it undertakes and maintains final responsibility and authority for the use of the Archives.

- b) Select an Area Archivist to serve as the central administrator of the Area's archival collection responsible for maintaining the physical and intellectual integrity of the collection.
- c) Consistent with A.A.'s shared experience that the appointed Area Archivist position should not rotate frequently, the Area Archivist can be reappointed for consecutive panels without regard to AA's normal guidelines regarding the principle of rotation.

### **3) Communication Services Committee**

- a) Shall administer area website hosting, domain name and website development software. This shall include selection of products and services to be used and updating these as is necessary to assure smooth operation of the site.
- b) Shall publish content and updates to the Area website using materials submitted by members from within Area 53. This may include but not be limited to: Area News, Calendar of Events, District and Standing Committee pages, Assembly Minutes and Reports, Information Pages and Archives. Submissions shall be published at the discretion of the committee.
- c) Shall update and maintain the Area email lists for forwarding and Area News using source data provided by the Area Registrar.
- d) Shall create, maintain and publish digital newsletters and subscriptions using information submitted by members of Area 53.
- e) Shall provide for online event registration, payments and group contributions.
- g) Shall ensure the privacy of member data stored in website files.
- g) Shall prepare and give a report to the Area Assembly on the uses and plans for improvements to the Area website.
- h) Shall administer the Area 53 video conferencing account to provide for online and hybrid meetings of Area Assemblies, Area Committee Meetings, DCM Committee Meetings and other ad hoc and Standing Committee meetings as requested.
- l) Shall coordinate audio-visual functions to achieve smooth operation of both in-person and hybrid meetings.

### **3) Cooperation with the Professional Community/Public Information Committee**

- a) Shall establish good cooperation between A.A. and the professional community.
- b) Shall provide information about A.A. to those that have contact with alcoholics through their profession.

- c) Shall provide speakers and information for non-A.A. functions within the guidelines of the traditions.
- d) Shall assist in the preparation and dissemination of all A.A. public announcements within the Area.