

Area 57 Media Services Guidelines
April 2007

1. Introduction and Background

1. These notes are to document policies that the Media Services Committee has made in the past concerning the management of the Area 57 web site, www.aaoklahoma.org. It is intended as an informal working document, and as such can and should be changed by the Media Services Committee Chair to reflect changes, additions, deletions etc. as the web site evolves.
2. The Area 57 website was created in about 1999, at first primarily as a PI and CPC tool. At that time, a Media Services Committee was formed to oversee and provide policy for the web site content. The function and composition of that committee, and also the function and use of the web site, have evolved over the intervening years as we have gained experience.. The use of the website has expanded much more toward becoming a useful communications tool within the fellowship.

2. The Media Services Committees

1. From the Area 57 Policies and Procedures Manual: “This committee shall consist of an Area Media Services Chair, and eight District Media Service Chairs, one from each district, and the webmaster. The primary purpose of the service committee is to assist the districts with their local Media Services Activity. The Media Services Committee shall operate the official Area web site. This committee will review all original media insuring that all Twelve Traditions and Twelve Concepts are followed.”
2. The eight District Media Services Chairs' primary function is to encourage use of the web site within their respective districts, keeping district events on the calendar, group meeting listings up to date etc. They also provide input from the district on the web site content.
3. Policy concerning content of the website (and hence of this document) is largely the role of the Area Media Services Chair, with input from the webmaster and the district Media Services Chairs. The Area Officers, Service Committee Chairs, and District Chairs may be consulted as needed.
4. The Media Services Chair will report policy decisions and changes in the web site content to the Area 57 Committee quarterly.

3. General Website Content Guidelines

1. In general the purpose of the Area 57 web site is to two fold: To provide general information and links for professionals or the general public interested in learning about AA, and also to provide information and communication within the fellowship, particularly within the service structure.
2. The traditions of AA will be followed in all decisions concerning site content. Particular attention will be paid to avoid anonymity breaks.
3. While some general information is included about AA for the public and for professionals, the site is not intended to be an in depth source. For most general information, the site will link to the GSO web site.

4. Meeting Listings

1. The meeting listings pages will list all open meetings. Closed meetings will be listed for a group if the group so requests by submitting their closed meeting information to the webmaster.
2. The meeting list pages will include a prominent definition of Open/Closed Meetings.
3. The site will provide listings, and/or search capabilities so assist in finding Spanish Speaking Meetings and Handicapped Accessible Meetings.
4. For the Northeast Oklahoma Districts, 30 and 40, the site will simply link to the NECS web site www.aaneok.org meetings page. The Area finds no need to duplicate that information.
5. There is a stated desire to coordinate meeting listings with both Intergroup and Central Service where possible. Ideally, there would be a single listing for all three sites.

5. Calendar

1. The broad general criteria for and event to list on the calendar is that it be consistent in intent with the traditions and the preamble. In other words, it should not have requirement for “dues or fees”, should not be associated with any entity outside AA, etc In addition, the Area 57

- website has no desire to become a widespread listing of any and all events everywhere.
2. The following events are deemed to be within those guidelines, and will be routinely listed:
 1. Area 57 sponsored events will be listed, including Area Meetings, Area Sharing Sessions, State Sponsored Workshops, and the Oklahoma State Conference.
 2. Events Sponsored by the Southwest Region: SWRAASA and Southwest Regional Forums.
 3. Events sponsored by Area 57 Districts will be listed, including District Meetings, District Sponsored Conferences, District Sponsored Picnics, and District Sponsored Workshops.
 4. Events sponsored by the Oklahoma City Intergroup and the NE Oklahoma Central Service will be listed, including quarterly delegate's meetings, open houses, and fund raisers.
 5. OSRYPAA and ICYPAA themselves, but not fundraisers etc related to them.
 6. Area/State Conferences will be listed for Areas within the Southwest Region of AA.
 3. The following events **will not** be listed.
 1. No events will be listed on the same dates as the Oklahoma State Conference or the Area 57 quarterly meeting.
 2. Events outside Oklahoma, other than official State or Area Sponsored Conferences for those Areas/States within the Southwest region, and ICYPAA
 3. Al-Anon Events or any other events associated with entities outside AA.
 4. Other events submitted for listing on the calendar must be reviewed and approved by the Area Media Services Chair and the webmaster for consistency with the traditions, and concepts before listing.
6. Event Flyers
1. Event flyers will be posted upon request for any event that qualifies for listing on the calendar, provided they do not contain individual names and contact information in a way to break any individual's anonymity.
7. Links and Contacts
1. The site contains various links to be helpful in locating information, but has no desire to become a central repository for links to any and all AA related web sites. Links will generally be limited to GSO and General Service Sites within Oklahoma.
 2. The site will contain links to, and/or telephone and address information for:
 1. GSO.
 2. AA Grapevine and LaVina.
 3. OKC Intergroup and Northeast Central Service web sites.
 4. OSRYPAA web site.
 3. The site will not contain links to, or contact information for:
 1. Individual Group web sites
 2. Al-Anon web sites.
 3. Any Websites for entities outside AA
 4. Any AA related website outside Oklahoma, except GSO.
8. Service Pages
1. Space on the web site will be provided for listing opportunities for AA service. In particular sections would be available for:
 1. Each of the Area 57 Service Committees
 2. Intergroup and Central Service Offices
 3. Workshops and Sharing Sessions.
9. District Information
1. Space on the web site will be provided for use by each of the Area 57 Districts for sharing of information, agendas, reports, local service opportunities etc. Each District would decide for themselves whether and how to use the space.
10. Group Updates
1. The web site will provide online forms for groups to use in providing updates to their group information.
 2. The following types of update may be submitted:

1. Changes in name or contact Information; GSR, Alt-GSR, Intergroup/Central Service Representative
 2. Changes in group name, meeting place, etc
 3. Changes in meeting schedule listings.
 3. When an online change form is completed, the form's content will be emailed to the webmaster (for possible meeting schedule and information update) , the the area secretary (for updating of records at the Area and at GSO), and to the OKC Intergroup and the Tulsa Central Service Offices (for updating their records and schedules).
 4. The site will also contain down loadable paper forms for use by groups to submit their changes manually. if desired. This would include the GSO meeting change form, as well as forms for Intergroup and Central Service.
 5. The Area 57 Office, the Intergroup, the Central Service, and the webmaster have agreed to share group update information. So the webmaster may receive group updates from those offices for use in keeping the meeting schedule current.
11. Service Information and Communications
1. The site will post the following Service Information online
 1. The Area 57 Quarterly Newsletter
 2. The Area 57 Quarterly Meeting Agenda
 3. Area 57 Policies and Procedure Manual
 4. Area 57 Committee Contact Lists (secured).
12. Email Addresses
1. The area officers will each be provided an aaoklahoma.org email address.
 2. Each district chair will be provided an aaoklahoma.org email address.
 3. Each Area service committee chair will be provided an aaoklahoma.org email address.
 4. The email addresses may be either an email alias forwarding mail to their individual email addresses, or may be a pop3 account at their discretion.
13. Security and Other
1. A list of passwords needed by webmaster at the hosting site will be kept in a sealed envelope by Media Services Chair and by the State Office for use in case of emergency should anything happen to the web master. This would include urls , user-ids, and passwords for ftp, ssh, database updating, calendar, control panel, email, and any other passwords a new webmaster would need. Also included would be the contact information for the web hosting service.