

**THE GUIDELINES OF
WASHINGTON NORTHERN IDAHO REGIONAL
IT COMMITTEE
(Amended June 2019)**

ARTICLE I - Scope

A - Name

1. The name of this committee shall be the Washington Northern Idaho Regional Information Technology Services Committee of Narcotics Anonymous, hereafter referred to as IT Services.

B- Purpose

1. Our IT Services committee's purpose is to assist the WNIRSC and all areas within the region to utilize technology to further our primary purpose.

C- Objectives

1. Objectives are including but not limited to
 - a. Keeping the website running and up to date (both software and content).
 - b. Serving as a referral point for other useful technology infrastructure.
 - c. Working with area web servants in their efforts.
 - d. Working with other regional service committees to provide a platform for IT resources.

ARTICLE II - Function

1. Tasks shall be performed regularly by the sub-committee as directed by Chair
 - a. Post all WNIRSC Minutes and WNIRSC Sub-committee minutes to the Minutes page.
 - b. Maintain the NA Links Pages, ensuring active links to all WNIRNA websites within the region.
 - c. Maintain the Forms Page, ensuring access to printable versions of all WNIRNA forms currently in use.
 - d. Maintain current email addresses for all WNIRNA Officers and sub committees (not to be published to web site).
 - e. Information will be placed in accounts or web pages under the names of WNIRSC Officer Positions and not under the name of an individual member. Contact information for said account will list the regional mailing address and e-mail address(es)

ARTICLE III - Spiritual Guidance

1. This committee shall operate according to the following in order of priority:
 - a. The Twelve Concepts, Traditions and Steps of Narcotics Anonymous
 - b. The current guidelines of the WNIRSC
 - c. The current guidelines of the IT Services
 - d. *A Guide to Local Services in NA*, and other NAWS approved service handbooks
2. Generally, our online NA information will contain links or references only to information provided by other NA areas, regions, or the World Service Office. The only exceptions will be links or references required to use our site, or to find our meetings and events. These exceptions will be made thoughtful, and accompanied by appropriate disclaimers of non-affiliation.
3. Since information on the web can be accessed from all over the world, we won't include names, phone numbers, email addresses, or other identifying information regarding individual members. Information will be placed in accounts or web pages under the name of the IT Services Committee, and not under the name of an individual member.

ARTICLE IV - Decision Making

1. Decisions will be made using group conscious – consensus based, except when electing positions to the committee, which will be addressed by vote.

ARTICLE V - Meetings

1. Shall be held quarterly during the Regional All-Subs Committee Meetings.
2. Special meetings may be called at a time and place designated by the committee.

ARTICLE VI - Members

1. General membership in IT Services shall be open to any Narcotics Anonymous member who shares the stated purpose of the Committee. The admin body shall consist of elected trusted servants.

ARTICLE VII - Trusted Servants

A - Chairperson

Requirements

1. At least four (4) years abstinence from all drugs.
2. Previous NA Administrative or other related subcommittee experience.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. Willingness to serve, the time and initiative to commit for the length of time involved.
5. Must be familiar with and have access to computers and the internet.

6. Must have technical ability to update website and/or willingness to learn.
7. Familiarity with technology, regional website, and website-related NAWS handbooks and bulletins.
8. Knowledge of software tools such as Microsoft Office Suite and cloud storage applications.

Duties

1. Attend all quarterly IT Services Committee meetings.
2. Attend all quarterly RSC meetings in their entirety.
3. Prepare agenda for subcommittee meetings.
4. Preside over the IT Services Committee meetings and coordinate all functions.
5. Maintain communication with WNIRSC and its delegates, subcommittees and areas.
6. Attend all quarterly WNIRSC meetings, providing a report on all committee functions.
7. Provide WNIRSC Chair and Vice Chair a copy of password database, updated annually.
8. Keep up to date on emerging technologies that could be used to serve the RSC and its areas.
9. Coordinates/delegates special IT projects as determined by the committee or RSC.
10. Following the Spring All Subs elections, facilitate and attend annual training seminars between Chair, Vice Chair, Web Servants I & II and relevant committee members.
11. Coordinates all website updates with the Web Servant I & II and IT Services Committee.
12. Ensure all WNIRNA web site content is current by:
 - a. Updating, maintaining and rotating passwords
 - b. Adding and removing content (flyers, member requests, minutes, etc.)
 - c. Updating email addresses and forwarding as needed.

B - Vice Chairperson

Requirements

1. At least three (3) years abstinence from all drugs.
2. Previous NA Administrative or other related subcommittee experience.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. Willingness to serve, the time and initiative to commit for the length of time involved.
5. Must be familiar with and have access to computers and the internet.
6. Must have technical ability to update website and/or willingness to learn.
7. Familiarity with technology, regional website, and website-related NAWS handbooks and bulletins.
8. Knowledge of software tools such as Microsoft Office Suite and cloud storage applications.

Duties

1. Assumes responsibility for the Subcommittee in the Chairperson's absence, including representation at WNIRSC.
2. Works closely with and assists IT Services Committee members.
3. Carries out responsibilities delegated by the Chairperson and/or the Subcommittee.
4. Attends all quarterly IT Services Committee meetings at All Subs Day.
5. Following the Spring All Subs elections, attend annual training seminars between Chair, Vice Chair, Web Servants I & II and relevant committee members.
6. Fulfills duties of any open position within the IT Services Committee.
7. Keep up to date on emerging technologies that could be used to serve the WNIRSC and its areas.

C - Web Servant I

Requirements

1. At least three (3) years abstinence from all drugs.
2. Previous NA Administrative or other related subcommittee experience.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. Willingness to serve, the time and initiative to commit for the length of time involved.
5. Must be familiar with and have access to computers and the internet.
6. Must have technical ability to update website and/or willingness to learn.
7. Familiarity with technology, regional website, and website-related NAWs handbooks and bulletins.
8. Knowledge of software tools such as Microsoft Office Suite and cloud storage applications.

Duties

1. Attend the quarterly IT Services Subcommittee meeting.
2. Provide written quarterly report to the IT Services Subcommittee detailing the latest updates, additions, and/or corrections to the web site.
3. Is responsible for all operating system, software and content management system (CMS) technical updates and changes. Only the Web Servant I & II, Chair and Vice Chair have operating system level access.
4. Maintain communication with IT Services Subcommittee administration.
5. Assists in Monitoring and managing all website content and updates as needed.
6. Addresses all incoming tickets and emails, responding accordingly and delegating as needed.
7. Single point of accountability and the only member authorized to add, change or remove passwords for any account. Maintains all user names and passwords for the WNIRSC website account.
8. Following the Spring All Subs elections, reset all passwords and update database.

9. Following the Spring All Subs elections, facilitate and attend annual training seminars between Chair, Vice Chair, Web Servants I & II and relevant committee members.

D - Web Servant II

Requirements

1. At least two (2) years abstinence from all drugs.
2. Previous NA Administrative or other related subcommittee experience.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. Willingness to serve, the time and initiative to commit for the length of time involved.
5. Must be familiar with and have access to computers and the internet.
6. Must have technical ability to update website and/or willingness to learn.
7. Familiarity with technology, regional website, and website-related NAWS handbooks and bulletins.
8. Knowledge of software tools such as Microsoft Office Suite and cloud storage applications.

Duties

1. Attend the quarterly IT Services Subcommittee meeting.
2. Provide written quarterly report to the IT Services Subcommittee detailing the latest updates, additions, and/or corrections to the web site.
3. Is responsible for all operating system, software and content management system (CMS) technical updates and changes. Only the Web Servant I & II, Chair and Vice Chair have operating system level access.
4. Maintain communication with IT Services Subcommittee administration.
5. Is primarily responsible for monitoring and managing all website content, uploads, or changes.
6. Has access to all user names and passwords for the WNIRSC website account.
7. Following the Spring All Subs elections, attends annual training seminars between Chair, Vice Chair, Web Servants I & II and relevant committee members.

E - Secretary

Requirements

1. At least two (2) years abstinence from all drugs.
2. Previous NA Administrative or other related subcommittee experience.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. Willingness to serve, the time and initiative to commit for the length of time involved.
5. Must be familiar with and have access to computers and the internet.
6. Knowledge of software tools such as Microsoft Office Suite and cloud storage applications.

Duties

1. Attend quarterly IT Services Committee meeting.
2. Record minutes of each committee meeting and sends to all members in a timely manner.
3. Print and distribute previous meeting's minutes at each subcommittee meeting.
4. Maintain contact list at each subcommittee meeting and include with minutes. Following each subcommittee meeting email minutes to all who attend.
5. Sends all relevant records including minutes to the IT Admin to be posted to the website.

F - PR Liaison

Requirements

1. At least two (2) years abstinence from all drugs.
2. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
3. Willingness to serve, the time and initiative to commit for the length of time involved.
4. Must be familiar with and have access to computers, email, and the Internet.
5. Previous service or word processing experience using word processing software, but not required.
6. Suggested knowledge of software applications such as MS Word or similar and Adobe Acrobat Professional or similar to create PDF files.

Duties

1. Attends the quarterly IT Subcommittee meeting.
2. Attends PR Subcommittee during All-Subs Day and acts as a liaison between IT Services and PR.
3. Reports any needed updates in regional email addresses.

ARTICLE VIII - Voting

1. Each area has no more than one vote at IT Services Committee meetings. These voting members will consist of the area web servant and/or a member(s) designated by the area.
2. The IT Services Chair will vote only in the event of a tie.
3. Any IT Services member may propose an amendment to these guidelines; however, all IT Services guideline changes are approved by the WNIRSC.

ARTICLE IX - Elections

1. The IT Services Chair is elected by the WNIR RSC at the Winter RSC, however, the committee is encouraged to submit a recommendation for IT Services Chair to the WNIR RSC for their consideration.
2. The IT Services Vice Chair will be elected at the Winter All-sub

3. Elections of Secretary, and PR Liaison shall be held annually at the Spring All-sub
4. The Web Servant 1 & 2 positions will both be two-year positions, elected at the January All-Subs on all even years.
5. All terms of service are one year with the exception of Web Servant 1 & 2. A member cannot serve more than two consecutive terms in the same elected position. In the event a member cannot complete his or her term of service, the IT Services committee will elect someone to fill the vacancy until the next regularly scheduled election. Terms begin at the end of the meeting where the election was held.
6. The officers of the IT Services are the Chair, Vice-Chair, Web Servant I & II, Secretary, and PR Liaison.
7. No member of the IT Services committee can serve in more than one elected officer position.
8. Any member of the committee can serve in any position regardless of other positions held outside the IT Services Committee.
9. During elections of IT Services trusted servants the nominees shall leave the room following all discussion and prior to voting.
10. All voting members have one vote.
11. Elections will be decided by a simple majority.
12. An IT Services trusted servant may be removed from their office for non-compliance only *after* the person has been notified by either in writing or phone call from the IT Services Chair or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities, a letter or phone call will not be required. Non-compliance includes but is not limited to:
 - a. Loss of abstinence from drugs
 - b. Failing to perform the duties of the position
 - c. Two consecutively missed IT Services meetings.

ARTICLE X - Subcommittee

1. The IT Services Committee shall function as a single committee with a common goal.

A - AD HOC

1. IT Services Committee will perform all projects as a group – only under rare circumstances should an ad hoc be considered. An ad hoc can be proposed by the Chair and the Chair can appoint a member to facilitate.

ARTICLE XI - Budget & Financial Procedures

1. The Committee shall adhere to WNIR RSC Guidelines Articles and all other approved WNIRRSRSC Financial Procedures.

2. All motions requiring new budget expenditures require a two-thirds (2/3) majority of voting members present.
3. Any additional subcommittee expenditures should be brought to the quarterly RSC meeting for approval.

ARTICLE XII - Special Rules

1. Any voting member may propose an amendment to these guidelines at a regular meeting of IT Services. The proposal must be seconded and submitted in writing as a motion. A two thirds (2/3) majority of the voting members present is necessary to amend. A voting member may move to refer the motion to areas.
2. The amendment shall go into effect upon its approval by the WNIR RSC, unless the motion to adopt specifies a time otherwise.

XIII - Appendix A

A - IT Services Committee Onboarding Session

1. In the spirit of mentorship and training, the IT Services Committee will hold an annual onboarding seminar to onboard all new committee members. Any member that wishes to attend is welcome, but the seminar should be considered mandatory for the Chair, Vice Chair, Web Servant I, and Web Servant II as per the IT Services Committee Guidelines. The date, time, and location should be determined by the standing committee but should be held no later than the end of February.
2. The session should, at a minimum, cover the following topics:
 - a. An overview of our basic tools used throughout the committee
 - b. An overview of the web site structure (Front End)
 - c. Ticket system access and operation
 - d. The basics of cPanel navigation
 - e. The basics of the Content Management System navigation (Back End)
 - f. A high-level overview of domain management(abc.org)
 - g. A time for questions and answers
3. This time should also be used to connect new members by exchanging contact information and sharing access to all cloud storage apps being used by the committee.