

A. Information Technology Subcommittee Guidelines

I. Name

The name of this Subcommittee shall be the “Wisconsin Region Information Technology Subcommittee”, here after referred to as (WRSC-IT). The WRSC-IT is formed by and is directly responsible to the Wisconsin Regional Service Committee of the fellowship of Narcotics Anonymous (WRSC). The WRSC-IT Subcommittee is composed of elected WRSC-IT trusted servants and interested NA members from within the Wisconsin Region.

II. Purpose

The Wisconsin Region Information Technology Subcommittee (WRSC-IT) shall research create develop and deploy information technologies to assist the Wisconsin Region Service Committee, Wisconsin Region’s Subcommittees, and its areas of Narcotics Anonymous.

III. Functions and Responsibilities

III.I. Maintain regional website.

III.II. Administer regional phonenumber system.

III.III. Administer regional BMLT database.

IV. Funding

IV.I. The chairperson shall prepare an annual budget which should include (but not limited to):

IV.I.I. Domain Registration.

IV.I.II. Website Hosting.

IV.I.III. Maintenance/Security/Backups.

IV.I.IV. BMLT Hosting.

IV.I.V. Email Hosting.

IV.I.VI. Yap Hosting.

IV.I.VII. Twillio Account.

V. Trusted Servants Elections

V.I.I. All WRSC-IT subcommittee trusted servants are elected in January on odd years all positions are 2-year terms unless elected midterm then term is up next odd year January.

V.I.II. Helpline Volunteers are not an elected position.

VI. Trusted Servants Qualifications

VI.I. All WRSC-IT elected trusted servants:

- VI.I.I. In addition to stated qualifications for WRSC subcommittee trusted servants it is desired the nominee/volunteer has IT experience.
- VI.I.II. Make effort to suggest a replacement near the end of their commitment.

VI.II. Helpline Volunteers

- VI.II.I. Be orientated by the Helpline Coordinator, or an approved volunteer.
- VI.II.II. Have a working knowledge of the "Wisconsin Region of Narcotics Anonymous Helpline Guide".
- VI.II.III. Be willing to use your own phone (smartphone not required).
- VI.II.IV. Use Narcotics Anonymous language and refer to NA literature.

VII. Trusted Servants Duties

VII.I. Chairperson

- VII.I.I. Coordinate all WRSC- IT subcommittee business and generate enthusiasm for WRSC-IT involvement.
- VII.I.II. Prepare monthly subcommittee agenda.
- VII.I.III. Ensure ample funds in Twillio account as budgeted.
- VII.I.IV. Establish and maintain contact between this subcommittee and the regional PR subcommittee.

VII.II. Vice Chairperson

- VII.II.I. Take an active part in the direction of this subcommittee, working closely with the Chairperson, and assisting with organizational duties.
- VII.II.II. In the absence of the Chairperson, will chair the subcommittee business meeting.
- VII.II.III. In the absence of the Chairperson, will represent the WRSC-IT subcommittee at the WRSC meeting.
- VII.II.IV. Assume the duties of any open position to the best of ability on this subcommittee.

VII.III. Website Coordinator

VII.III.I. Safeguard all usernames and passwords.

VII.III.II. Oversee Domain Registration:

VII.III.II.a. wisconsinna.org

VII.III.III. Oversee Hosting:

VII.III.III.a. Website Hosting

VII.III.III.b. Email Hosting

VII.III.III.c. YAP Hosting

VII.III.III.d. BMLT Hosting

VII.III.IV. Maintain website, adherence to the following guidelines:

VII.III.IV.a. All content must be approved by WRSC-IT subcommittee.

VII.III.IV.b. Provide the following content:

VII.III.IV.b.i. a regional calendar of events updated weekly.

VII.III.IV.b.ii. Provide searchable regional meeting list.

VII.III.IV.b.iii. Provide printable meeting list, check once a week for format issues.

VII.III.IV.b.iv. Conference hosting schedule.

VII.III.IV.b.v. Conference hosting guidelines

VII.III.IV.b.vi. WRSC Minutes minus contact list and treasurer's report

VII.III.IV.c. Provide links to:

VII.III.IV.c.i. NAWS

VII.III.IV.c.ii. WSNAC

VII.III.IV.c.iii. MZF

VII.III.IV.c.iv. Area websites within the Wisconsin Region that are sanctioned by Wisconsin Region Area's service committee.

VII.IV. Events Administrator

- VII.IV.I. Post Wisconsin Region and its Areas events on the Wisconsin Region's calendar.
- VII.IV.II. Include image copy of event flyer in event posting (featured image).
- VII.IV.III. Ensure pdf copy of flyer opens in separate window when clicked on.
- VII.IV.IV. Use "year, month, event" naming format on all uploaded flyer media.
- VII.IV.V. No events outside of Wisconsin Region unless hosted in region may be posted as determined by WRSC-IT.
- VII.IV.VI. Categorize all events.

VII.V. Email Accounts Administrator

VII.V.I. Provide the following mailboxes:

VII.V.I.a. wrsc@wisconsinna.org will go to the Regional Cofacilitators A and B, RD and RDA of the WRSC.

VII.V.I.b. webservants@wisconsinna.org will go to WRSC-IT Chair, Website Coordinator, Events Administrator.

VII.V.I.c. helpline@wisconsinna.org will go to WRSC-IT Chair, Phone line Coordinator.

VII.V.I.d. trustedservants@wisconsinna.org will be administered by the WRSC Secretary.

VII.V.I.e. rdteam@wisconsinna.org will go to RD and RDA.

VII.V.I.f. pr@wisconsinna.org will go to PR Chair or representative.

VII.V.I.g. secretary@wisconsinna.org will go to WRSC Secretary.

VII.V.II. Provide all username/passwords to relevant trusted servants and may change all passwords upon any change in these trusted servant positions.

VII.V.III. Monitor account quotas give a monthly report to this subcommittee.

VII.VI. BMLT Coordinator

VII.VI.I. Update BMLT as directed by the WRSC-IT subcommittee.

- VII.VI.II. Assist in initial training of the BMLT for editors and incoming coordinator or help connect new editors with another editor to provide training.
- VII.VI.III. Ensure updates to NAWS meeting database system.
- VII.VI.IV. Maintain database for meetings unaffiliated with any Areas as follows:
 - VII.VI.IV.a. List as Independent Group Meeting (IGM).
 - VII.VI.IV.b. Request the nearest geographic Area to attend a meeting to verify that they are an NA meeting after which they would be published.
 - VII.VI.IV.c. Require that they contact the BMLT Coordinator at least once a month to verify they still exist. After 3 months with no contact they'd be unpublished.

VII.VII. Helpline Coordinator

- VII.VII.I. Maintain the YAP phone line system.
 - VII.VII.I.a. Analyze reports.
 - VII.VII.I.b. Update volunteers.
 - VII.VII.I.c. Configure Helplines.
- VII.VII.II. Assist in initial training of the phone line for editors and incoming coordinator or help connect new editors with another editor to provide training.
- VII.VII.III. Facilitate helpline volunteers meeting as needed.
- VII.VII.IV. Attend WRSC-IT subcommittee.

VII.VIII. Helpline Volunteer

- VII.VIII.I. Notify Helpline Coordinator promptly of any changes in availability.
- VII.VIII.II. Attend scheduled Helpline Volunteer meetings.

VIII. Trusted Servants Removal

- VIII.I.I. Any WRSC-IT trusted servant may be removed from service by a 2/3 majority vote of the subcommittee, except the Chairperson who can only be removed by WRSC.