

# Area 69 Communications Committee

## Communications Committee Standing Chair Duties

1. Develops and distributes Communication Committee meeting agenda to all members of the communication committee. Schedules and chairs all Communication Committee meetings. Committee meetings should be scheduled during Area Assembly weekends and should not conflict with area business meetings or host committee activities. Besides Area Assembly and monthly meetings via internet / teleconference, the chair may call special Communication Committee meetings as needed.
2. Appoints an Alternate Communications Chair after consulting with the Communications Committee.
3. Pays the annual hosting and domain name registration fees each January. This practice will keep the hosting and domain name registration paid for two years out at all times.
4. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.
5. Has the website password and posts A.A. event documents/flyers and other information that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet. (As needed)
6. Prepares reports of highlights, statistics and other pertinent information for presentation during Area meetings and provides a copy to the Area Secretary and the Area Newsletter. Shares Area concerns/requests with committee members.
7. Maintains overall maintenance of Area 69 Website including;
  - a. Check the following e-mail accounts and reply to them promptly and appropriately. [area69webservant@utahaa.org](mailto:area69webservant@utahaa.org) , [utahaa@utahaa.org](mailto:utahaa@utahaa.org), [area69communications@utahaa.org](mailto:area69communications@utahaa.org), and [suggestions@utahaa.org](mailto:suggestions@utahaa.org). (Daily)
  - b. Collects newly elected personal e-mail account information after Fall Elections and change the forwarding of all the area officers and chairs e-mail accounts by December 31.
  - c. Create PDF files of the last event's minutes, the next event's agenda, and any other related Area business documents. (This is done as soon as these items are emailed to the Communications Committee Chair from the Area Secretary.)(Prior to area events)
  - d. Create new pages and/or modify existing pages as directed by the Web Committee. New pages are created without a public link. The public is given access to them after the web committee has reviewed and approved them. (As needed)
8. Changes the site password (using a randomly generated password of at least 8 characters). Notify the Registrar and Alternate Communications Chair of the new password. The password is changed in the Site Manager (see [admin.utahaa.org](http://admin.utahaa.org) for access), then Site Management, Site Parameter, Enter new password. (Quarterly)
9. Checks the website for broken links. (Using something like Xenu, [home.sfnu.de/tilman/xenulink.html](http://home.sfnu.de/tilman/xenulink.html)). (Quarterly)
10. Prepares and gives a presentation on the Area's e-mail system for the new panel at the 'Pass-The-Gavel' meeting.

## Alternate Communications Chair Duties

1. Shares responsibility with the Communication Committee Chair for developing and distributing the Communication Committee meeting agenda to all members of the communication committee. Co-chairs all Communication Committee meetings. Assumes the role of Communications Committee Chair when requested by the chair or when the chair is otherwise unable to serve and is eligible for travel defrayment when fulfilling the role of Chair.
2. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.
3. Has the website password and shares responsibility with the Communications Committee Chair for posting A.A. event documents/flyers and other information that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet.
4. When acting as Chair; prepares reports of highlights, statistics and other pertinent information for presentation during Area meetings and provides a copy to the Area Secretary and the Area Newsletter Editor. Shares Area concerns/requests with committee members.
5. Shares responsibility, as requested by the Communications Committee Chair, for overall maintenance of Area 69 Website.
6. Back up the entire site. (Quarterly)

### **Additional Duties for Area Registrar**

1. Has the password and posts new A.A. meetings to Area website.
2. Synchronizes Area Website with Intergroup/Central Office A.A. meeting lists. (Posting corrections as received.)
3. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.
4. Is a member of Area 69 Communications Committee and attends all communication committee meetings.

### **Additional Duties for Alternate Delegate**

1. Maintains liaison with Spanish Linguistic District sharing information between Linguistic District and Area 69.
2. Works with Linguistic District to determine their translation/interpretation needs at/for Area events.
3. Supports the Linguistic District efforts to recruit bilingual volunteers for translation/interpretation.
4. Coordinates Linguistic District translation equipment needs with the Assembly Agenda Chair.
5. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.
6. Is a member of Area 69 Communications Committee and attends all Communication Committee meetings.
7. Coordinates with the Communications Committee Chair for posting of translated documents/other information that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet. (As soon as possible)

### **Additional Duties for Area Secretary**

1. Coordinates with the Communications Committee Chair for posting on Area 69 Website all official minutes and reports submitted to Area 69 Secretary. (As soon as possible following events)
2. Collects and sends all area business documents, via email, to AA Service Assembly Members requesting area correspondence via email. (As soon as possible following or prior to events)
3. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.
4. Is a member of Area 69 Communications Committee and attends all communication committee meetings.
5. Record and distribute minutes from Communication Committee meetings. (As needed)
6. Request reports from the Area Standing Chairs and Area Officers. When they are received coordinate with the Alternate Delegate to facilitate the translation/interpretation process. (Minimum of one week prior to events)

### **Additional Duties for Assembly/Agenda Standing Chair**

1. Coordinates with the Communications Committee Chair for posting on the Area Website of the Area calendar.(As needed)
2. Coordinates with the Area Registrar or Communications Committee Chair for posting on the Area Website of area service event information, district flyers, registration forms, host committee agendas and other material that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet. (As needed)
3. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.
4. Is a member of Area 69 Communications Committee and attends all communication committee meetings.
5. Coordinates Linguistic District translation equipment needs with the Alternate delegate.

### **Additional Duties for Immediate Past Delegate**

1. Prepares and distributes Area 69 Newsletter at each Area Assembly. Emails the Newsletter to AA Service Assembly Members requesting area correspondence via email.
2. Budget for newsletter production is up to 2/3's of Communication Committee annual budget.
3. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.
4. Is a member of Area 69 Communications Committee and attends all communication committee meetings.
5. Works closely with other Communication Committee members gathering reports/information for newsletter.