



GUIDELINES AND PROCEDURES

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SNAKE RIVER HOSPITALS AND INSTITUTIONS

SUBCOMMITTEE OF IDAHO AREA 18 H&I WEST

GUIDELINES AND PROCEDURES

These guidelines address the specific needs of AA Twelfth Step Service Work in correctional or treatment facilities and other institutions for the combined geographical areas of Districts 9 and 11 in Idaho Area 18. For more information and guidance on conducting meetings in correctional or treatment facilities and other institutions, we encourage members to read the guidelines and workbooks published by the General Service Office of Alcoholics Anonymous (also available on this Subcommittee's Website: www.snakeriverhandi.org).

- I. DEFINITION:** Snake River Hospitals and Institutions is a Standing Committee formed by District 9 and District 11 in Idaho Area 18. It is made up of volunteering members of Alcoholics Anonymous as a Subcommittee of Area 18 H&I West.
- II. PURPOSE:** Snake River H&I Subcommittee has been created in harmony with the 12 Traditions and 12 Concepts of AA in order to advance and unify the AA Twelfth Step Service Work efforts of volunteers who are carrying the AA message to alcoholics in correctional facilities, treatment facilities and other institutions. The Subcommittee examines and reviews all aspects of service to A.A. groups and meetings in Correctional and Treatment Facilities and other institutional environments and makes changes and/or improvements by following the General Service Conference of Alcoholics Anonymous guidelines and recommendations.
- III. RESPONSIBILITIES:** Snake River H&I Subcommittee shall operate within the Guidelines of the General Service Office of AA, Idaho Area 18, and H&I West.
 - A. Snake River H&I Subcommittee does not assume the responsibility for any individual(s) conducting a meeting in any institution not operating under the auspices of Snake River H&I, however, the Subcommittee is ultimately responsible for assisting that meeting and the administration of that facility in any way that we can.
 - B. Always remember that we are guests of the institutions, and therefore we must comply with their rules and regulations as long as it does not go against the AA Traditions.
 - C. We may not provide AA literature to a 'for profit' facility if said literature is used as a required part of its curriculum, meaning: the facility must buy its own literature if they are teaching and/or requiring study from said literature; otherwise, Snake River H&I Subcommittee may provide their clients with AA literature.
- IV. COOPERATION:** Because we are a program of attraction rather than promotion, Snake River H&I Subcommittee serves a correctional facility, treatment facility or other institution at the invitation of its administration, being ever mindful of AA's tradition of "Cooperation, not Affiliation".
 - A. An individual member of Snake River H&I Subcommittee cannot speak for AA as a whole.

The member speaks only for him or herself and tells his or her own story. However, each member must keep in mind that when they participate in a meeting at an institution, they are often viewed as an AA representative, and should speak and act in such a way as to bring credit to AA.

- B. We must always cooperate with CPC/PI West, and the CPC/PI representatives of Districts 9 and 11, welcoming reports and attendance from members of the Idaho Area 18 H&I West Committee and Group or District CPC/PI representatives at our business meetings and also enlisting their aid and support when needed.

V. TREASURY:

- A. Bank accounts shall be maintained with three (3) active H&I members' signatures appearing on bank records; two of these signatures being required on each check issued, the Secretary's signature being required to verify the subcommittee's Business Meeting Minutes.
- B. Funds are only to be disbursed to facilitate the carrying of the AA message to those in hospitals, institutions and treatment facilities.
- C. Donations (and/or "Pink Can" funds) received by the Snake River H&I Subcommittee from the various Groups, Districts and other committees shall be used as the Group Conscience of the donors dictate. It is the responsibility of the groups to communicate to the subcommittee the Group Conscience determination of whether their donations are to be used only to purchase A.A. literature for use by the subcommittee, OR if the funds are to go to the General Fund of the subcommittee. The Groups are to be advised by the subcommittee that the donations dictated by Group conscience to be used only to purchase A.A. literature will be accounted for separately and will be used first, before all other funds, to purchase A.A. literature for use by H&I to carry the message. This in no way prohibits the General Fund of the subcommittee from being used to purchase A.A. literature as determined by the membership of the subcommittee.
- D. The fiscal year for the Snake River H&I Subcommittee Accounts (Literature Assets, Petty Cash, Prudent Reserve, and Checking Account) shall be from January 1st to December 31st, and an Annual Summary Report of the previous fiscal year is to be presented at the business meeting in January by the Treasurer. Annual Summary Reports are to be retained by the secretary for seven (7) years.
- E. Any member may legitimately question if funds are being disbursed for their intended use by addressing the issue at any scheduled Snake River H&I Subcommittee meeting.

VI. MEMBERSHIP: Membership shall consist of all elected, appointed and volunteer positions listed in articles IX, X and XI of these Guidelines and any Group Service Representative (GSR) of Districts 9 and 11 of Idaho Area 18 who wishes to attend our regular business meetings.

- A. Although no sobriety requirements are made for membership, all members are bound to comply with the sobriety requirements for institutional service.
- B. Only persons appointed by the Snake River H&I Subcommittee & Subcommittee Chairs may approach staff of any facility. Any member wishing to assist with contacting or serving a facility under the auspices of this subcommittee should contact the appropriate Subcommittee Chair first.

VII. VOTING: All members (as defined in Article VI) have a vote on all issues involving the Snake River H&I Subcommittee

VIII. ELECTIONS: Will be held every 2 years in August, beginning in 2011 with the officers elected taking office in January, 2012. A written list of nominees for office shall be submitted to the membership at the July Business meeting. Nominations may also be made from the floor at the August election meeting. All voting shall be by written ballot with a simple majority deciding the appointment of any given office. *“The Chairperson we ‘elect’ must be recommended for approval by the outgoing Area 18 west chairman to the incoming H&I West chairman at the Fall Assembly following our elections.”*

IX: ELECTED OFFICERS: Elected officers of Snake River H&I Subcommittee shall be elected every two years by written ballot with a simple majority deciding the winner of any given office. Voting will be conducted in accordance with Robert’s Rules of order for the following positions:

- Snake River H&I Chairperson**
- Snake River H&I Co-Chair**
- Bridge The Gap Chair**
- Corrections Chair**
- Hospitals and Treatment Chair**
- Secretary**
- Treasurer**
- Literature Chair**

➤ **Meeting Coordinators are to be elected by the facilitators at each facility, and approved by Snake River H&I Subcommittee. Facilitators will be approved/cleared by the facility and Coordinator.**

A. OFFICER REQUIREMENTS*: Through experience it has been found that, due to the responsibilities placed upon the individual conducting institutional 12 Step Work and in keeping with the quality of the message we try to carry to those confined, the following requirements are strongly recommended:

- **Snake River H&I Chairperson** – 3 yrs continuous sobriety and at least 1 yr active H&I committee exp.
- **Snake River H&I Co-Chair** – 3 yrs continuous sobriety and at least 1 year active H&I committee experience.
- **Bridge The Gap Chair** – 3 yrs continuous sobriety and at least 1 year active H&I committee experience.
- **Corrections Chair** – 3 yrs continuous sober, at least 1 yr active H&I committee experience.
- **Hospitals and Treatment Chair** – 3 yrs continuous sobriety, at least 1 yr Active H&I committee experience.
- **Secretary** – 1 year continuous sobriety.
- **Treasurer** – 2 years continuous sobriety.
- **Literature Representative** – 2 years continuous sobriety.
- **Meeting Coordinator** – 1 year continuous sobriety. **

* In line with Area 18 H&I West Guidelines p.3

**Indicates sobriety requirements subject to facility requirements

B. ATTENDANCE, PARTICIPATION, AND RESIGNATION

- In all cases, the term of office is for two (2) years. Each elected officer must attend the minimum number of eight (8) monthly business meetings within one (1) year or their resignation will be accepted automatically by vote of the membership.
 - Communication with the Secretary, by telephone, postal service or email (using the website email system) accompanied by a written report for that month, shall be considered attendance for that monthly business meeting.
 - An officer may resign at any time by giving notice to the committee. When an elected officer becomes unable to discharge the duties of his or her office, for any reason, a successor shall be named by the Chairperson and approved by the Subcommittee (by vote) to complete the term of office. Completion of a partial term by an appointee is not considered as a term served.
- C. **TERM LIMITS:** In the spirit of rotation, no one person shall be elected to more than two (2) consecutive terms of service for the same Trusted Servant position.

X: RESPONSIBILITIES AND DUTIES

A. Snake River H&I Chairperson:

- Preside at regular and special meetings, conducting them according to Robert's Rules of Order.
- Handle all public relations contacts involving Snake River H&I Subcommittee policy matters and/or interpretations at the public level.
- Responsible for correspondence at the public level and within the Snake River H&I Subcommittee that involves policy matters.
- Make regular reports to the members of Snake River H&I Subcommittee.
- Work with Snake River H&I Subcommittee representatives to assist in dealing with any problems.
- Attend or send an alternate to attend all Snake River H&I Subcommittee and Idaho Area 18 H&I West business meetings.
- Report to Idaho Area 18 H&I West Chair in order for that Chair to have an informed report for Area business meetings.

B. Snake River H&I Co-Chairperson:

- Shall, in the absence of the Chairperson, or, in the event of the inability of the Chairperson to perform, or, upon resignation of the Chairperson, assume all of the responsibilities normally carried out by the Chairperson.
- In cooperation with the Chairperson, to nominate individuals to fill vacant committee positions, per these guidelines.
- Will appoint volunteers for events as they are planned. The Entertainment Chair of each event will be nominated by the volunteers appointed to that particular entertainment event committee.

C. Secretary:

- Keep a complete record, in the form of minutes of every meeting. Upon approval of minutes, distribute to Snake River H&I Subcommittee members, Idaho Area 18 H&I West, and District Committee Members (DCM's) of Districts 9 and 11.
- Keep a complete, updated roster of names and contact information and home group of all currently active Snake River H&I Subcommittee Chairs, Subcommittee members, Coordinators, and the Chairs of any special committees formed.

- Keep other such records as necessary for the committee to function.
- Send notices to committee members of upcoming meetings.
- Maintain necessary office supplies.
- Prepare any materials necessary for distribution to the committee members.
- Keep a file of all Snake River West / H&I West correspondence.

D. Treasurer:

- Abide by all provisions of Section V of these guidelines.
- Keep a record of financial obligations, accounts and monies donated from groups (to include literature assets on hand) and prepare a complete Monthly Report for each business meeting. Monthly Reports are to be retained by the treasurer for two (2) years.
- Keep an accounting of donations (and/or “Pink Can” funds) from the various groups, Districts, and other committees and note their use dictated by Group Conscience in accordance with section V, paragraph B of these guidelines.
- Disburse monies upon authorization by majority vote of the subcommittee. Transfer monies from account to account (e.g. transfer funds from General Fund to Prudent Reserve) upon authorization by majority vote of the subcommittee. Disburse monies for purchasing literature as per Literature Chair guidelines.
- The Treasurer and Literature Representative work as a team – they also limit each other.

E. Literature Chair:

- Only AA General Service Conference-approved literature, tapes, videotapes, and Grapevine magazines may be taken into institutions served by the Snake River H&I Subcommittee. All literature will be taken in for meetings by meeting coordinators and distributed to individuals by coordinator or facilitators as needed.
- Order literature, handle requests for literature and disburse literature with the approval of the Snake River H&I Subcommittee, as funds permit.
 1. Literature will be purchased from AAWS when possible, to take advantage of price breaks and free shipping with large order. The Snake River H&I Subcommittee will also set up an account with TVICO for emergency orders.
 2. Literature Chair will attempt to make all literature orders to AAWS total more than \$250 and to order more than 20 books of each type in order to take advantage of the best discounts.
 3. Literature orders may be made by the Literature Chair and Treasurer without prior committee approval in amounts from \$250 to \$500, if there are funds available and there is an actual need for the literature within the institutions we serve.
 4. A literature order under \$250 or emergency requests must be approved by at least the consensus of all officers on the Snake River H&I Subcommittee, and only if the request cannot wait for the regular business meeting of the full committee. This may be affirmed electronically by email if all officers can be reached by that method.
 5. Literature orders are to be made on a monthly basis as per funds available and within stated dollar amounts to serve all facilities’ (including Bridge the Gap) needs as equitably as possible with available funds.
- Identify literature with “Donated by Snake River H&I” stamp.
- Maintain accounting of books and pamphlets in inventory and dispensed and present report at each business meeting.
- Send a copy of literature requests to the H&I West Chair for their records.

- The Literature Representative and the Treasurer work as a team – also limit each other.

F. Bridge The Gap Chair:

- Ensure signup sheets are in institutions and corrections facilities for inmates and clients to sign up.
- Make contact through Corrections and Hospital/Treatment Chairs to start and maintain BTG programs.
- Maintain confidential list of AA volunteers, coordinate with Area 18 BTG., and national BTG Workshop Weekend.
- Coordinate correspondence for TCP (Temporary Contact Person).
- Build communications with H&I West to ensure requests for BTG are answered.

G. Corrections Chair:

- Responsible for H&I relations with staff and coordinators serving prisons, jails, and work releases.
- Coordinator for working with Snake River correction coordinators, H&I West, District and group H&I reps.
- Work directly with the volunteer coordinator for each correction facility to solve problems, and assist in setting up new meetings.
- Shall work with Snake River CPC/PI Hub (Districts 4, 9, and 11) when setting up meetings in institutions, in accordance with Section IV of these Guidelines as pertains to CPC/PI Cooperation.
- Corrections Chair will appoint at least 3 (committee-approved) Point of Contact (P.O.C.) volunteers. One each of female, male, and Hispanic-speaking.

H. Hospitals and Treatment Chair

- Chairperson for the hospital/treatment centers
- Responsible for public relations and other H&I work such as AA meetings in hospitals, treatment centers, nursing/retirement homes, etc.
- Shall work with Snake River CPC/PI Hub (Districts 4, 9, and 11) when setting up meetings in institutions, in accordance with Section IV of these Guidelines as pertains to CPC/PI Cooperation.
- Work with the volunteer coordinators and meeting facilitators for hospital/treatment facilities to solve problems, and assist in setting up new meetings.

XI: OTHER SNAKE RIVER H&I SUBCOMMITTEE SERVICE POSITIONS' DUTIES:

A. Facility Coordinator shall:

- Keep in close contact with and work with the facility administration and meeting facilitators of the facility being served.
- Keep an up-to date list of all meeting volunteers to include name, addresses, email addresses (if available), and telephone numbers.
- Keep all meeting volunteers informed of the rules of the facility being served.
- Be responsible for requesting and placing literature in the facility served.
- Be responsible for issuing identification cards as needed.
- Ascertain that all volunteers meet all requirements of the facility, including sobriety requirements.

B. Meeting Facilitator (volunteer) shall:

- Be aware of all rules of the facility being served.

- Maintain contact with the facility coordinator.
- Follow the directions set forth in Appendix II and the AA workbooks, guidelines, & pamphlets pertaining to facilitating an AA H&I meeting.

C. Point-Of-Contact persons (P.O.C's) (volunteer) shall:

- Serve as a liaison between Corrections Chair, Coordinators and prospective facilitators.
- There is no suggested sobriety requirement for this position, only a desire to serve.
- P.O.C.'s are not to contact any facility directly. All contact must be done through that facility's Coordinator. After clearance is attained, the new facilitator will report only to the coordinator of the facility.
- Outreach for prospective facilitators, inform them of requirements, mentor them with getting in touch with the appropriate facility coordinator, and also, maintain a list of people willing to be guest speakers or panel members in facilities and mentor them in getting any required clearances.
- Work closely with volunteer and facility coordinator to make available any training materials (handbooks, facility rules, etc.) needed, and getting paperwork done for clearance to go into the facility.
- Keep current information on facility coordinators, facility requirements, any applications that must be filled out for submission to the facility.

D. District H&I representatives shall:

- Attend monthly Snake River H&I Subcommittee business meetings.
- Encourage volunteers to help with H&I service meetings within their District.
- Assist the chairperson with dealing with any problems with H&I service meetings within their District.
- Report back to their District meetings on information regarding Snake River H&I Subcommittee pertinent issues.

E. Home Group H&I Representative shall:

- Represent home group at monthly Snake River H&I Subcommittee business meetings, reporting on H&I activities to their home group.
- Encourage home group members to become involved in H&I service meetings.
- Obtain group conscience from home group regarding Snake River H&I Subcommittee pertinent issues and vote at the Subcommittee business meetings in accordance with home group conscience.

F. Website Administrator Shall:

- Perform duties as outlined in the Snake River H&I Subcommittee *Guidelines for Website Activities*: see Appendix I of these Guidelines.
- Serve as the Web Administration Team Chairperson.

G. Webmaster Shall:

- Perform duties as outlined in the Snake River H&I Subcommittee *Guidelines for Website Activities*: see Appendix I of these Guidelines.
- Serve as the Web Management Team Chairperson.

XII: WEBSITE ACTIVITIES: Website activities will be conducted by the Website Administrator, Webmaster, and Web Management Team according to the Snake River H&I Subcommittee *Guidelines for Website Activities*: see Appendix I of these Guidelines.

XIII. CODE OF CONDUCT: The Snake River H&I Subcommittee Code of Conduct form is to be provided to all active Snake River H&I Subcommittee Volunteers and one-time visitors or speakers at the various H&I meetings. We suggest that all volunteers attending the various H&I service meetings, even on a one-time basis, be informed of the appropriate behaviors explained in this Code of Conduct: see Appendix II of these Guidelines.

XIV. GUIDELINE CHANGES: Guideline changes may be made at any regular business meeting. Approval will be done with a simple majority vote. Revised guidelines to be posted by the Secretary.

Appendix I

Guidelines for Website Activities

Snake River Hospitals and Institutions Subcommittee of Idaho Area 18 H&I West

I. Purpose – Defines the purpose of the Snake River H&I Subcommittee Website.

- A. The purpose of our website is to improve communication within the geographical area described as District 9 and District 11 of Idaho Area 18 of the Alcoholics Anonymous® General Service Conference and to better reach the still suffering alcoholic. These goals will be achieved with the information displayed on the Website as stated in the guidelines for Contents and Services.

II. Contents and Services – Describes the types of information approved for display.

- A. The spirit of A.A.® principles and traditions will be followed at all times. This means, among other things:
 1. Anonymity will be preserved and protected. The full names of individuals, individual phone numbers, postal and e-mail addresses will not be displayed on the website except in a manner consistent with common daily practice with other A.A. materials such as flyers, announcements, service reports and other similar materials. Usage of this type of information will be limited to materials provided by other A.A. entities and will also be limited to display in PDF format only. It will not be the Web Teams responsibility to edit these materials.
 2. There will be no endorsement or affiliation with non-A.A. entities.
 3. The following will be prominently displayed on the home page of the Website:
 - a.) The A.A. Preamble (from the “A.A. Grapevine®”).
 - b.) The A.A. Declaration of Unity (from “The A.A. Service Manual®”).
 - c.) The “I am Responsible” Declaration (from “The A.A. Service Manual”).
 - d.) The Snake River H&I Subcommittee Logo as approved by the Subcommittee.
 - e.) This disclaimer statement:
 - This Website was created and is maintained by the Snake River Hospitals and Institutions Subcommittee of H&I West, Idaho Area 18 of the Alcoholics Anonymous® General Service Conference. The Snake River H&I Subcommittee serves A.A.® Idaho Area 18, Districts 9 & 11 (most of West Central Idaho and Southeast Oregon) by providing general service information and, being in harmony with the Traditions of A.A., to unify efforts of 12th step work with volunteers who are carrying the A.A. message to alcoholics confined in hospitals, institutions and treatment facilities. Content of this Website is the responsibility of the Snake River H&I Subcommittee Web Management Team as authorized by the Snake River H&I Subcommittee group conscience and described in the Snake River H&I Subcommittee Guidelines and in keeping with the A.A. Traditions. The Snake River H&I Subcommittee and its' Web Management Team observe Traditions 4 and 6 to preserve singleness of purpose; Tradition 5, declaring that our primary purpose is to help the alcoholic who still suffers; Tradition

10, having no opinion on outside issues, thus not drawing the A.A. name into public controversy; and Traditions 11 and 12, observing anonymity when providing services on this Website.

4. The Website will link only to websites sponsored by authentic A.A. service entities.
 5. Autonomy will be respected. Home Groups, Districts and other A.A. service entities will decide for themselves what information they do, or do not, want given on the Website, as well as the extent of their participation in the Website activity.
- B.** The home page will identify the Website's focus on carrying the A.A. message to alcoholics confined in hospitals, institutions and treatment facilities within District 9 and District 11 of Idaho Area 18, making it clear there is no attempt to speak for A.A. as a whole. A link to the AAWS Website (www.aa.org) will be provided to access general information about A.A.
- C.** Copyrights (©) shall be respected and registered trademarks (®), when used, should be acknowledged as such. For example “Alcoholics Anonymous”, “A.A.” and “The Big Book” are registered trademarks of Alcoholics Anonymous World Services, Inc. The “Grapevine” and “A.A. Grapevine” are registered trademarks of The A.A. Grapevine, Inc.
- D.** Anonymous e-mail contacts for trusted servants will be available, including Subcommittee members and Districts 9 & 11 DCM's, H&I Chairs, and CPC/PI Chairs.
- E.** For the purposes of timeliness, all official communication between Trusted servants should be done by telephone or through the Website e-mail system. It shall be the responsibility of the Website Administrator and/or the Webmaster to transmit the aforementioned e-mail communications to those Trusted servants who have advised us that they do not have access to the internet, either by telephone, personal delivery or, as a last resort, the postal service.
- F.** E-mail addresses shall use the Snake River H&I Subcommittee domain name to maintain the anonymity of trusted servants, for example webmaster@snakeriverhandi.org and secretary@snakeriverhandi.org. Messages may be anonymously forwarded to the trusted servant's personal e-mail address, however, no personal e-mail addresses shall be disclosed on the Website except as described in Para. II.A.1. Trusted servants should use their Website Domain e-mail address (user@snakeriverhandi.org) and Blind carbon copy (Bcc) to all.mail@snakeriverhandi.org for all official correspondence.
- G.** Website visitors will automatically receive a reply to their message thanking them for their interest in Snake River H&I and confirming to whom they sent their message and its contents.
- H.** The following types of information only are allowed for display on the Website:
1. Group meeting information for Groups and Meetings within Districts 9 & 11, or in immediately adjacent locales, with type of meeting, time and location.
 2. Area 18 Districts' meeting information. Time and location, mailing address, and answering service telephone number.
 3. Area 18 Central Offices and Intergroups. Contact information, location and hours of operation.
 4. Event information (primarily focused on events in Districts 9 & 11) location, time, agenda, registration form, etc., for the following types of activities:

- a.) A.A. General Service functions (quarterlies, assemblies, conferences, special forums, workshops, etc.)
 - b.) Fellowship activities (roundups, speaker meetings, picnics, dances, campouts, etc.)
 - 5. Snake River H&I Subcommittee reports (elected trusted servant reports, standing and special committee reports, Committee and Assembly meeting reports, etc.)
 - 6. Snake River H&I Subcommittee Guidelines and motions placed on the Subcommittee Business Meeting agenda, including pros, cons and other background information.
 - 7. Links to websites sponsored by authentic A.A. service entities will be provided as a service to the Website visitor. It shall be made clear Snake River H&I Subcommittee does not endorse these websites and our linking to these sites does not constitute their endorsement of the Snake River H&I Subcommittee Website. Permissible links to A.A. websites are:
 - a.) AAWS (www.aa.org), commonly referred to as the G.S.O. website.
 - b.) The A.A. Grapevine (www.aagrapevine.org).
 - c.) Districts, Central Offices and Intergroups within Idaho Area 18.
 - d.) Other Areas, Districts, and Intergroups located in adjacent Areas.
 - e.) Links to application software required to support information displayed on the website.
 - 8. Recommendations on how to submit information for display on the Website (contacts, format, etc.).
 - 9. These Guidelines for the Snake River H&I Subcommittee Website.
 - 10. Newsletters or links to Newsletters from authentic A.A. service entities.
 - 11. A link to Adobe® Reader® and other software specifically for viewing Portable Document Format (PDF) files that are used to convey some of Snake River H&I Subcommittee's web content.
- I. Districts 9 & 11, authentic A.A. service entities or Districts in Idaho Area 18, and other authentic A.A. service entities in adjacent Districts or Home Groups wanting their own websites may use the Snake River H&I Subcommittee's Website hosting service.
- 1. A.A. Traditions and principles must be followed at all times on these websites.
 - 2. If the A.A. service entities, Districts, or Home Groups wish to have their own domain name, they may obtain one and the Snake River H&I Subcommittee will provide space for it on the Subcommittee's server.
 - 3. The participating District or authentic A.A. service entities shall be responsible for creating and maintaining their own site and they shall have a representative on the Snake River H&I Subcommittee Web Management Team.

III. Domain Name Registration - Identifies Site ownership and contact information.

- A. The Website shall be registered to Snake River H&I Subcommittee Idaho Area 18 H&I West of Alcoholics Anonymous. The domain name shall be snakeriverhandi.org.
- B. The Snake River H&I Subcommittee Chairperson, or a delegated representative, shall be the administrative contact for the Website's domain name.

- C. The Snake River H&I Subcommittee Treasurer or a delegated representative shall be the billing contact for the Website's domain name.
- D. The technical contact shall be the Internet Presence Provider (IPP) who maintains the registered Internet domain name, and the computer equipment and servers for the Snake River H&I Subcommittee Website.

IV. Administration and Maintenance - Lists roles and responsibilities for the site.

A. Website Administrator

- 1. Shall be appointed by the Snake River H&I Subcommittee membership and have direct oversight on all matters pertaining to the Website. Administrative oversight of Website activity provides accountability to our fellowship. In some instances this will require access to the Internet; however, since Internet access is not a prerequisite for the service position, the Administrator may seek help from our fellowship in performing some tasks.
- 2. Specific responsibilities for the Administrator include, but are not limited to, the following administrative duties:
 - a.) Verify the Website adheres to these guidelines and AA Traditions.
 - b.) Ensure Website expenses do not exceed the amount specified in the Snake River H&I Subcommittee Website budget.
 - c.) Mediate differences of opinion regarding the information displayed on the Website and the services it provides.
 - d.) Give Website status reports at all Snake River H&I Subcommittee Business Meetings.-
 - e.) Submit an annual budget request at the December Snake River H&I Subcommittee Business Meeting.

B. Web Administration Team

- 1. The Administration Team consists of the Snake River H&I Subcommittee Chairperson, Web Administrator and Webmaster, both the District 9 & 11 CPC/PI Chairpersons, and the Web Management Team.
 - a.) The Web Administration Team shall meet regularly in May and November.
 - b.) Additional meetings may be called as the Web Administrator sees fit.
- 2. The responsibility of the Web Administration Team is to approve the periodic revision of these guidelines.

C. Webmaster

- 1. The Webmaster will be appointed by consensus of the Web Administration Team.
 - a.) Serves as the Web Management Team Chairperson.
- 2. Responsibilities of the Webmaster are:
 - a.) Distributes and coordinates the responsibilities for creating, upgrading and maintaining the Website.
 - b.) Keeps the Administrator informed as to the Web Management Team's organization and operation.

- c.) Controls access to the non-public areas of the Website, including file transfer privileges, to ensure Website integrity.
- d.) Provides information on the Website to the Administrator to assist in creating periodic status reports.
- e.) Establishes and presents to the Administrator a proposed annual budget for Website activities.

D. Assistant Webmaster

- 1. Performs Website maintenance tasks as assigned by Webmaster.
- 2. Serves as Webmaster in Webmaster's absence.

E. Web Management Team Composition

- 1. Members of the Web Management Team will also serve as members of the Web Administration Team.
 - a.) The Web Management Team shall meet regularly in March, June, September, and December.
 - b.) Additional meetings may be called as the Webmaster sees fit.
- 2. The Web Management Team is open to any Idaho Area 18 Districts 9 & 11 A.A. member with the technical ability or the willingness to learn the necessary skills to upgrade and maintain the Website. Web Management Team members will need access to an Internet-ready computer, as well as the personal time to complete the tasks they volunteer for in a suitable time frame.
- 3. Other members of our fellowship may assist the Web Administration Team and the Web Management Team to accomplish certain non-technical tasks. Members in our fellowship without the specialized skills needed to develop and maintain the Website can also participate in the Website activity. There is a wide range of non-technical tasks that could be done, including:
 - a.) Gathering information to be presented on the Website.
 - b.) Helping to enter information into an online database.
 - c.) Making suggestions on how the Website could be improved.
- 4. Other members of our fellowship who simply have a desire to keep abreast of Website activities may request to be a member of the Web Management Team.

F. Web Management Team Responsibilities

- 1. All Web Management Team members shall be familiar with the Website guidelines to ensure their spirit and intent are followed at all times.
- 2. All Web Management Team members should be included on all e-mail communications concerning the Website.
- 3. As directed by the Webmaster, overall maintenance responsibilities of the Web Management Team include, but are not limited to, the following technical duties:
 - a.) Select cost-effective options for an Internet Presence Provider (IPP) and domain name registration services.
 - b.) Design, create and make changes to the Website.
 - c.) Help ensure the website can be found on the World Wide Web.

- d.) Forward e-mail correspondence to trusted servants not online, or those choosing not to receive e-mail.
- e.) Maintain a backup copy of all website files, excluding backup of hosted Web pages.
- f.) Record and analyze metrics (requests for pages) to help assess Website utility.
- g.) Change the password as needed to limit Website access.
- h.) Respond to questions and concerns regarding Website technical matters.

G. Miscellaneous Maintenance Services

1. For those authentic A.A. service entities wishing to display more information than that stated in the Contents and Services section of these Guidelines, the Web Team shall:
 - a.) Upload hosted Web pages and updates, notifying the author that this was performed.
 - b.) Provide limited technical support and guidance to help A.A. service entities create their own web page or website.
2. Subcommittee Members, Districts, authentic A.A. service entities, and Home Groups participating in the Website activity:
 - a.) Shall have the responsibility of verifying the accuracy of any information they provide.
 - b.) May request the removal of any or all of their information from the Website at any time.
 - c.) Shall inform the Web Management Team of any changes to their information in writing or electronic format.
 - d.) Will have the Web Management Team transform the information identified in the Contents and Services section of these Guidelines to hypertext markup language (HTML) for presentation on the Website, however, the Subcommittee Members, Districts, authentic A.A. service entities, and Home Groups will be responsible for providing HTML formatting of any other information to be displayed.

V. Revisions – Describes the process by which these Guidelines are amended.

- A. Based on lessons learned, the group conscience of the Snake River H&I Subcommittee, or other needs for Website activity changes, the Administrator shall annually review, revise, and submit for approval, an updated copy of these guidelines to the Snake River H&I Subcommittee and the Web Management Team. Timing of this review shall be scheduled such that change approval can be accomplished prior to the end of the sitting Snake River H&I Subcommittee term of service (June is suggested).
- B. As in all Snake River H&I Subcommittee service activities, the Snake River H&I Subcommittee is the final decision making body. They will retain the right to over-ride any or all decisions of the Web Administrator, the Webmaster, the Web Administration Team, and the Web Management Team.
- C. Individual members, Districts, authentic A.A. service entities, or Home Groups should take disagreements that cannot be resolved between the Web Management Team and the individual members, Districts, authentic A.A. service entities, or Home Group to the next regularly scheduled Snake River H&I Subcommittee Business Meeting for resolution.

Appendix II



Volunteer Code of Conduct

This Code of Conduct form is to be provided to all active Snake River H&I Subcommittee Volunteers and one-time visitors or speakers at the various SRH&I service meetings. We suggest that all volunteers attending SRH&I service meetings, even on a one-time basis, be informed of the appropriate behaviors explained in this Code of Conduct.

This Code of Conduct does not supersede or supplant any individual facility requirements or rules, including any mandatory trainings or orientations.

1. All SRH&I Volunteers are required to have at least 6 months of continuous sobriety or as required by the Facility.
2. In keeping with our Primary Purpose, all participants in SRH&I service meetings must identify themselves as Alcoholics.
3. All participants in SRH&I service meetings must be active members of Alcoholics Anonymous (IE – They must attend AA meetings on a regular basis)
4. As a SRH&I Volunteer, we are expected to keep the commitments we make. This means that we attend the meetings we are scheduled for as regularly as possible. Please give adequate advance notification to the appropriate facility AA Coordinator if you can't make a meeting.
5. Please share appropriately at all SRH&I service meetings:
 - A) Try not to preach – Tell them how YOU did it, not how THEY need to do it.
 - B) Do not diagnose them as alcoholics – We are not there to tell anyone who is or isn't an alcoholic.
 - C) Try to temper any profane or vulgar language.
 - D) Avoid prolonged drunk-a-logs and be aware of the length of your talk – Try not to encroach upon another person's sharing time.
 - E) Do not over-stress any religious affiliation you may have – Make sure you do not imply that AA teaches any specific religious theology.
6. In keeping with the 10th Tradition, we do not express any negative opinions regarding the facility, its staff or rules, other 12 Step fellowships, other AA meetings, other AA members, etc...

Appendix II

7. Please be respectful and courteous to all clients and staff members of a facility:
 - A) Try not to challenge any staff member's authority.
 - B) Avoid being judgmental about a client's past or present behaviors.
 - C) Do not pressure a client into attending AA meetings.
 - D) Avoid participating in any behaviors that could be viewed as a poor reflection upon Alcoholics Anonymous.
 - E) Remember, Attraction rather than Promotion – We are trying to be positive examples of Alcoholics Anonymous.
8. Please do not conduct any Non-AA business with or make any promises to a client of a facility you are involved with (IE – Carrying messages/letters, personal phone calls, loaning money, being a taxi service, offering jobs, setting up recovery houses, etc...).
9. We must maintain the confidentiality of ALL the clients within the facilities we are dealing with (Not just the clients attending the AA meetings, but everyone within the facility).
10. Be aware of and comply with all facility policies regarding contact with clients outside the institution before or after their release. We strongly suggest refraining from any personal contact with clients of the opposite sex outside the facility (Women twelve step Women – Men twelve step Men).
11. Please dress appropriately for the SRH&I service meetings you are attending and check to see if there is a dress code requirement established by the facility.
12. Be familiar with and comply with any and all facility rules (IE – Contraband, dress, behavior, etc...).

If a SRH&I volunteer does not follow these basic guidelines of conduct, the facility's Coordinator or the Snake River H&I Subcommittee Corrections Chair will first point out the problem. If the problem persists, the Volunteer may be asked to **not** attend future meetings at that facility. If, at any time, the facility's staff requests the dismissal of any SRH&I Volunteer, the Volunteer may not participate in future meetings at that facility until re-admitted by the facility itself.