

## AREA 31 WEBSITE SUBMISSION GUIDELINES

These are the guidelines for review of materials submitted to the Area 31 General Service Website. Each submission will be considered on an individual basis.

All material submitted to the Webmaster should be in a suitable editable electronic format. Contact the Webmaster with questions regarding formats.

The content of District minutes, Committee minutes, and event announcements is the responsibility of the submitter and should be reviewed and edited before submission to the Webmaster.

District minutes, Committee minutes, and event information can be posted directly to the website by the Webmaster or the Webmaster's assistant, after review. If any material is declined by the Webmaster, the submitter will be contacted. Any submitter whose material has been declined has the right of appeal to the Area 31 General Service Committee.

All additions, deletions, or structural changes to the Area 31 General Service Website other than the above-mentioned minutes, events, etc. will be presented to the Area 31 Committee as new business. In the extremely rare occasion that the Webmaster needs to make such changes without prior Area approval, the Webmaster will bring those changes with an explanation to the next Area 31 Committee Service meeting for a motion to keep or amend.

Any material presented that is not both AA and General Service related will not be posted on the website. Also, in the spirit of anonymity, no material containing last names, personal contact information, or face photos will be posted.

Any questions can be directed to the Webmaster at [webmaster@area31aa.org](mailto:webmaster@area31aa.org).