

U. **Registrar**

1. Maintains records of all groups in Area, including group names, meeting locations, times, and GSR or other group contact information.
2. Responsible for maintaining names, addresses, email addresses, and phone numbers of GSRs, DCMs, district and area officers, and area committee members.
3. Maintains the confidential roster for publication each January. The roster will be transmitted to the Secretary or Alternate Secretary for publication after the January Assembly.
4. Provides updated mailing addresses and email lists to the Area Secretary, Web chair, and Area Conference chair.
5. Expedites registration of groups with the General Service Office.

V. **Treatment Facilities Chairperson & Committee**

1. The **purpose** of the Kansas Area Treatment Facilities Committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in Treatment Facilities, and to set up means of "Bridging the Gap" from the facility to an A.A. group in the individual's community
2. The Treatment Facilities Committee shall be composed of:
 - a. Treatment Facilities Chairperson appointed by the Area Chairperson and approved by the Area Assembly
 - b. DCMs chosen by lot and appointed by the Area Assembly to the Treatment Facilities Committee
 - c. District Treatment Facilities Chairpersons
 - d. Any other AA member interested in serving on the Treatment Facilities Committee
3. The Treatment Facilities Chairperson shall:
 - a. Coordinate scheduling of group meetings into facilities wherever desired
 - b. Encourage distribution of A.A. literature to facilities only upon the request or in cooperation with the A.A. contact person to these specific facilities
 - c. Inform committees how to order and distribute literature to facilities
 - d. Report quarterly to the Area Assembly and Area Committee on the activities of the Treatment Facilities Committees
 - e. Prepare and maintain a current confidential contact list for facility use
 - f. Stand as the "Bridging the Gap" Coordinator for Area 25
 - g. Fulfill any other duties as outlined in the "*A.A. Guidelines - Treatment Facilities Committees, Treatment Facilities Kit and Treatment Workbook*"
4. No books, videos or audio tapes shall be furnished by the Area Assembly to treatment facilities

W. **Website Chairperson**

~~The ks-aa.org and kansas-aa.org domains will both resolve to Kansas-aa.org is~~ the only official website of the Kansas Area 25 Assembly. This website is neither endorsed nor approved by Alcoholics Anonymous World Services, Inc. It is a service provided solely by the Kansas Area Assembly Alcoholics Anonymous Inc.

1. The **purpose** of the website is to help the still suffering alcoholic establish direct face-to-face contact with AA, to provide accurate, general information about AA to current members, the general public, professionals, and the Media, to facilitate the communication of services and activities provided by Area 25, and to foster and encourage participation at the individual, group, and district level.
2. The Website Committee will be composed of the following:
 - a. The Website Chair appointed by the Area Chairperson and approved by the Area Assembly.
 - ~~b. The Web master, appointed by the Website Chair and approved by the Website Committee. The Web master is kept anonymous to allow the committee process to function.~~
 - b. The Alternate Website Chair appointed by the newly approved Website Chair.
 - c. DCM's chosen by lot and assigned to the Website Committee.
 - d. Any other AA member interested in serving on the Website Committee.

Commented [WH1]: Section 4; Paragraph W - Update the needed domain registrations for the Area 25 website.

Commented [WH2]: Section 4; Paragraph 2; Line b - Abolish the existing Web Master position.

3. The Website Chairperson's responsibilities include but are not limited to:
 - a. Appoints the Alternate Website Chairperson for the term.
 - b. Training of the Alternate Website Chairperson on all the duties of the Website Chairperson.
 - c. Registers domain name names, ks-aa.org and kansas-aa.org Kansas-aa.org for the current operating year.
 - d. Selects a professional Hosting site with a static Internet Provider address and pays the web hosting service annually.
 - e. Submits an annual budget request to the Area Chairperson prior to the annual review for the Area 25 budget.
 - f. Maintains accurate meeting list information. The Website is designed to allow the Web Chair and the Registrar to make routine corrections and changes.
 - g. Ensures the Standing Committee knows how to use the E-Mail program.
 - h. Makes a quarterly report to the Area Assembly and Area Committee.
 - i. Utilizes a password locker/vault (e.g., LastPass) to store, manage and share all Area 25 website and information technology (IT) account credentials.
 - j. Changes the password locker/vault master password periodically, no less than four times per year, as a fail-safe.
 - k. Share the Area 25 password locker/vault access with the current Area 25 Chairperson and Alternate Website Chairperson so he/she has access as an additional fail-safe.
4. The Alternate Website Chairperson's responsibilities include but are not limited to:
 - a. Get trained by the current Website Chairperson on all the above duties.
 - b. Assist the Website Chairperson in fulfilling all of the above duties.
 - c. Will assume all duties of the Website Chairperson in his/her absence.
 - d. Will stand for appointment as the next term's Website Chairperson

Commented [WH3]: Section 4; Paragraph 3; Lines a & b - Add Alternate Website Chairperson appointment and training responsibilities for the Website Chairperson.

Commented [WH4]: Section 4; Paragraph 3; Line c - Update the needed domain registrations for the Area 25 website.

Commented [WH5]: Section 4; Paragraph 3; Lines i, j & k - Add the additional password vault responsibilities for the Website Chairperson

Commented [WH6]: Section 4; Paragraph 4; Lines a-d - Added new Alternate Website Chairperson

5. Public Access
 - a. The Website shall be constructed to allow access without preference to specific systems or browsers.
 - b. E-Mail addresses that protect anonymity will be provided for each Area Chairperson.
 - c. Requests for help and information by still suffering alcoholics will be referred to local AA Districts, Groups, and members, through the Area 25 Public Information Committee.
6. Changes
 - a. Website guidelines shall be updated by the Website Committee and approved by the Area Assembly as conditions and experience warrant.
 - b. Suggestions for Website changes, additions or deletions, will be accepted from any AA member in Area 25, and shall be directed to the Web Chair. These suggestions will be brought to the Web Committee for review, and if approved, shall be either:
 1. Placed on the Website
 2. Presented to the Assembly for a vote

Section 5: OTHER COMMITTEES & CHAIRPERSONS

A. Ad-Hoc Committees

1. These are temporary Committees appointed by the Area Chairperson
2. Their purpose is to study and make recommendations about certain specific parts of the Area Assembly business
3. The Area Chairperson reserves the right to sit in on any or all Ad-Hoc Committee meetings
4. Any recommendations from Ad-Hoc Committees will be brought to the Area Assembly for a majority vote to approve or disapprove their recommendations