Web Servant Ad Hoc Meeting
Date: 10/02/2026
Time: 9am
Attendance: Mariel B, Lauren M, Sasha G, Mike F

Current PR Guidelines

Webservant
Duties:
The Webservant attends all Sub-Committee meetings and functions. Makes monthly report to the CCRPRC on the status of all completed and ongoing Website activities in accordance with NAWS handbooks.

Qualifications:
1. Two years continuous abstinence
2. Willingness to serve
3. One (1) year previous experience as a Webservant in the Central California Region.
4. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
5. Working knowledge of the Central California Regional Service Committee of Narcotic Anonymous.
6. Working knowledge of FTP, email protocols (SMTP, POP3 and IMAP) and MySQL
7. Working knowledge of Wordpress, CSS, PHP and HTML
8. Working knowledge of Domain registration, Names Servers and C Panel
9. Proficient in (or ability to learn) programs used to update and maintain our website
Internet:
The Public Relations Subcommittee will be responsible for responding to all Regional Internet based
information requests.

Sections that would need to be modified:

Table of Contents
- Add section 5.7 Webservant Qualifications.
- Add section 6.7 Webservant Duties.

Article IV - Function
- Add 14.A function recognizing that the RSC establishes and maintains an official regional website and related digital services.

Article V – Administrative Officers
- Section 1.0 Administrative Positions: add Webservant.
- Section 5.0 Qualifications: add a new Section 5.7 Webservant Qualifications.
    - Qualifications:
        - Two years continuous abstinence
        - Willingness to serve

        - One (1) year previous experience as a Webservant in the Central California Region.
        - Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
        - Working knowledge of the Central California Regional Service Committee of Narcotic Anonymous.
        - Working knowledge (or ability to learn) of Google Workspace.
        - Working knowledge (or ability to learn) of Wordpress, CSS, PHP and HTML.
        - Working knowledge (or ability to learn) of Zoom Communications, Inc.
        - Working knowledge (or ability to learn) of Domain registration, Names Servers and C Panel.
        - Willing to learn new technological platforms should they become useful to RSC.
- Section 6.0 Duties: add a new Section 6.7 Webservant Duties.
    - Monitor emails sent to the Webservant's assigned email account through the RSC on a weekly basis and respond or forward communications as appropriate.
    - Maintain, update, and monitor plugins on the Regional Website to ensure functionality and security.
    - Add and remove media files on the Regional Website as requested or needed.
    - Update website pages, titles, and content as requested by the Region and its subcommittees.
    - Attend all Regional Service Committee (RSC) meetings.
    - Attend all Public Relations (PR) Subcommittee meetings.
    - Provide a monthly report to the RSC regarding completed and ongoing website activities.
    - Update RSC meeting information, including location, time, minutes, and agendas, in a timely manner.
    - Maintain and update Regional Event information on the Regional Website.
    - Post and maintain open commitments for all RSC and subcommittee positions.
    - Facilitate virtual RSC meetings.
    - Train and mentor newly elected Webservants to ensure a smooth transition and continuity of website operations.