

Hawaii Area World Service Guideline for Establishing and Maintaining a List Server for Area Committee Communication

This Guideline was accepted by Substantial Unanimity of the Hawaii Area World Service Committee on April 12, 2003.

I. Background

A list server has proved to be an efficient and economical means of electronic communication between all members of the Area Committee.

II. Purpose

The purpose of the establishment and maintenance of a Group List Server is to provide for the timely electronic distribution of documents, correspondence and communication between all Hawaii Area Ad-Anon Family groups

III. Membership

Membership of the group is limited to the members on the Hawaii Area World Service Committee. Membership of the Area Committee is established in the current Policy of the Hawaii Area Al-Anon Family Groups.

IV. Procedure

- A. A new list server will be established at the beginning of each new panel to facilitate e-mail communications and the passing of electronic documents between the members of the Group. One Area Committee member will be designated by the Area Chairperson to establish the list server, using one of the free list server services available.
- B. A second Area Committee member will be selected/designated as list moderator, thus ensuring that the list stays operable if the one moderator is not available for some reason (vacation, illness, etc.).
- C. The Name of the List Server will be that of the current panel, with the Identifier HAWSC nn (nn= panel number). i.e. HAWSC40 was established for e-mail communication among members of the Panel 40 Area

Committee.

- D. A personal E-mail address of the individual member is strongly encouraged rather than sharing with other household members, friends or their work address. This will ensure discussion of Committee business is limited to members of the Area Committee and allow members the anonymity provided for by our Principals. This will ensure that committee discussions remain discreet and confidential until decisions are reached and presented to the fellowship as a whole.

- E. If a member chooses not to be included on the list server, their membership will be removed. All correspondence will be sent to that member in hard copy via U.S. Postal Service. This will be the responsibility of the Area Chairperson or that of the person responsible for distributing the electronic document.

- F. It is important that all members of the Committee know of its intended purpose. Personal communications, pleasantries, notes, chair letters, etc., should be sent directly to the intended recipients rather than through the list server. This will ensure that the list server doesn't become a nuisance.

To be reviewed every two years. Next date for review: April 12, 2005