Tech Committee URS

This document outlines the user requirements specification (URS) for Western Area of Missouri AA - Area 39 (WAMO or Area 39 hereafter).

- This document can be edited by the process outlined in the WAMO Tech Committee's Guidelines.
    - The WAMO website is ultimately owned and controlled by the Area 39 Assembly. Any decisions made by the assembly can override this document on a temporary or permanent basis.
        - This URS will be updated in such scenarios; however, any motions in the minutes from the main Assembly sessions will be considered to officially override any conflicting information in this document.
        - Individual pages within the site (content, design, structure, or otherwise) may be updated by or at the behest of individual districts, committees other than the Tech Committee, or Area Officers.
            - These groups/individuals will be considered key stakeholders and should be consulted before/during/after updates to their pertinent pages.
            - These stakeholders do not own the pages, though. Their valued input is considered secondary to the Tech Committee, which itself can be overruled by the main Assembly.
- The adherence of the WAMO website to this document will be ensured by the Tech Committee's trusted servants, specifically the Chair, Co-Chair, and/or Webmaster
    - This responsibility includes but is not limited to:
        - Initial creation of the site
        - Design and implementation of infrastructural or content fixes/updates/improvements.
        - Completing routine maintenance
    - Other individuals can complete work required to ensure the website aligns with this URS, as delegated by the responsible trusted servants.
- This document describes the intended current and future state of the site.
    - Functionality in development can be added before or after implementation of the functionality within the site; this document is not intended to be limiting in scope but rather defines the intended functionality of the site.
        - Should the current website not provide any functionality described in this document, the technology committee will endeavor to either provide that functionality or should bring its removal to the next committee meeting for a vote.

WAMO Website

URS			
Category	Key Stakeholders	Requirement	Description
Homepage	-Webmaster -Tech Chair	A homepage will exist to provide general information/resources for the area and AA as a whole.	The homepage will be customizable to provide up-to-date information and resources pertinent to members of AA throughout the area, as well as resources from AAWS.
Update Plugins	-Webmaster -Tech Chair	WordPress Dashboard	Themes & Plugins will need updates to our WP program. It will be up to the webmaster to make the updates.
Menu	-Webmaster -Tech Chair	A menu will be displayed on all pages to link to other pages on the site.	A menu will be designed for easy navigation of the site.

Footer	-Webmaster -Tech Chair	A footer will exist on all pages	The footer on every page will display content determined by the tech committee. This should always include a disclaimer regarding anonymity.
District Pages	-DCMs and/or each district's designated tech liaison. -Content Admin -Tech Chair	Each district will have an individual page.	These pages will be used to provide individualized information for each district, including but not limited to links to any district's individual website, officer contact information, central offices, etc.
Committee Pages	-Committee Chairs and their designated tech committee liaisons. -Content Admin -Tech Chair	Each area committee will have an individual page.	These pages will provide information related to each individual committee, including but not limited to links to pertinent resources, information about events, contact information, etc.
Events	-Tech Team -Area Officers -Members -Event Admin -Tech Chair	Homepage events slide	The system shall provide an ability to post events, including images of flyers (and space for descriptions/images/additional info).
Events	-District -Liaison -Group -Committees -Event Admin -Tech Chair	Event Calendar	An events calendar will be built in the system, which can then be linked to display in other pages and/or on one central Events page.
Events	-Event Committee -Treasurer -Content Admin -Event Admin -Tech Chair	WAMO Events need the ability to take registrations when requested (payment and/or registration)	-Treasurer need to give Event Cmte. and the Admin a new QR code every year. To put on flyer and for us to put on the event & committee page.
Meetings 1	-Groups -Central Offices -Districts -Liaison -Fellowship Connection	List of Area Meetings	-A list shall be present which contains all meetings reported by email to admin.meetings@wamo-aa.org or from the form on the website https://wamo-aa.org/update-meetings/ In a timely manner. -Not using auto send, it confuses the Central Offices(CO) when to many are sent. –Reply back to all updates and cc to the correct CO that is also posting that meeting.
Meetings 2	-Webmaster -Tech Chair	Meeting Guide app integration	The website shall communicate with the Code 4 Recovery
Meetings 2.1	-Webmaster -Tech Chair	App integration	At this time, no other app integrations are required nor expected, but in anticipation of changes to the Meeting

			Guide app or new AA-approved (or Area-approved) apps being developed, the integration strategy should be built with future integration in mind.
Contributions	-Treasurer -Tech Chair	A page dedicated to Contributions.	The website will facilitate contributions to Area 39 either by directly accepting contributions on the site or by linking to a secure payment method approved by the Treasurer.
Assembly	-Area Officers -Secretary -Treasurer -Tech Chair	A page dedicated to the Area Assembly will exist.	-This page should provide information and documents that support the functioning of Area Assembly, potentially including information about when and where it will occur and a link to hotel registration. -Update Quarterly the reports submitted in the Secretary & Treasurer reports.
Assembly	-Tech Chair -Members	A page dedicated to the Hybrid Assembly	A password-protected page will provide remote access to the area assembly (methods used to provide remote access will be defined by the Tech Committee and/or Area Assembly as a whole. The website will accommodate the assembly's chosen access methods and requirements).
Assembly	-Area Officers -Committee Chairs -DCMs -GSR	A method to submit reports.	Forms will be created to allow for GSRs, DCMs, and Committee Chairs to submit reports. This system is intended to be flexible enough to allow any stakeholders (including those not listed in the previous sentence) to submit a report which contains all pertinent information.
Delegate	-Delegate -Districts -members	Pages will be available to provide information about/for/from the Delegate. -Delegate Corner (schedule) -GSO Communication (GSO Reports page) -GSC Private Report (PW protected)	One or more pages will provide information about the delegate, including a calendar of events pertinent to the delegate. These pages will display documents from GSO, the GSC, and the Delegate that contain information pertinent to the delegate's duties. These documents will be contained on a password-protected page will be universal through the website and zoom. To create ease of use.
For the Professionals	-CPC -PI -Treatment Committees	One or more pages dedicated to the professional community will exist.	A page will provide basic answers to questions and links to AA-approved literature which are relevant to professionals in Area 39. This may

			also include information about/from the PI/CPC committee regarding events and other topics.
Contact Us	-Area Officers -Committee Chairs -DCMs	Pages will be created to provide an ability to contact Area Officers and other stakeholders.	-A page will be created with a Contact Form to automatically be sent to pertinent area representatives. This may include Area Officers, Committee Chairs and other committee positions, and DCMs. -An pdf of the Area Email List is provided on Contact Us and Resources page
Email Mgmt.	-Area Officers -Committee Chairs -DCM -Tech Chair (Admin)	Google Workspace Non-Profit Account (501c3)	-Not forwarding to personal emails. -Every Officer, Cmte. Chair, DCM and special worker has an email address. -Area Officers have permissions for send to Members group email, Officers, DCM, GSR lists -Committee Chairs, alt chair and committee secretary have permissions for their committee group list. -DCM, alt DCM and district secretary have permissions for their district group list.
Virtual Assembly	-Area Officers -Committee Chairs -DCM -GSR -Hybrid Admins -Tech Liaisons	Zoom Account managed by Tech but is an Assembly expense.	-A Zoom password will be created at the beginning of rotations to match the Private pages on the website and for zoom. To create ease of use. -Hybrid Admins communicate with online participants and let the Chair or Officer know there is someone online. -Hybrid Admins post Polls during Area business meetings

TECH Managing Expenses

Category	Key Stakeholders	Requirement	Description
Domain Name (wamo-aa.org)	-Tech Chair -Area Treasurer	GoDaddy	-Share PW with Treasurer, Webmaster -Tech Chair makes payment. -Contact Treasurer 30 days before payment is due. Subscription 5/9
Virtual Meeting	-Tech Chair -Area Treasurer	Zoom	-Share PW with Treasurer -Treasurer makes payment. -Contact treasurer 30 days before it is due. Subscription 2/17
Hosting	-Webmaster -Tech Chair -Area Treasurer	SiteGround	- Share PW with Webmaster and contact Treasurer 30 days before payment is due.

			-Tech Chair makes payment -Subscription 11/14
License Renewal	-Tech Chair (payment) -Area Treasurer -Webmaster(access)	-ThemeGrill, Spacious Pro -Gravity Forms	- Share PW with Webmaster -Contact Treasurer 30 days before payment is due. -Tech Chair makes payment -Theme Subscription 7/3 -Gravity Subscription 8/17
License Lifetime	-Tech Chair -Webmaster	-Askismet Pro -GPL	-Subscription: 501c3 -Lifetime Subscription: 7/1/2026 -Share PW with Webmaster
Budget Report	-Tech Chair	- January for Cmte. To approve. -Quarterly Budget Report to tech cmte.	-Needs Approval at Committee in January then submit to Treasurer. Assembly votes in March. -Q1 is in June -Q2 in Sept -Q3 in Jan -Q4 in March