

## Website Coordinator Position Description

*Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20).*

*For Al-Anon Web Sites and S66, F.A.Q. for Websites.*

*Specifics to the Colorado Area are included below. Also refer to the Colorado Area Guidelines.*

### **Duties shared by all Coordinators:**

- Attend AWSC meetings during Assemblies, finance meeting traditionally held in September, and other meetings as designated by AWSC.
- Write committee reports, forward them to Area Secretary, and present them at Assembly in a manner set by the Area Chair.
- Communicate the activities of their positions by submitting an article for each edition of the Area newsletter, The Butterfly.
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, inform the Finance Committee Chair promptly prior to making expenditures.
- Be available to share experience, strength, and hope with incoming and future Website Coordinator.

### **Duties of the Website Coordinator:**

- Frequently, often on-demand
  - Ensure that the website conforms to the approved Al-Anon/Alateen Colorado Area Website Procedures
  - Develop or update events, announcements, and pages on the website and upload documents to them using input from District Representatives, Officers, and Coordinators.
  - Respond to emails as soon as possible.
  - Serve as administrator for Area Gmail accounts and provide instructions to users as necessary.
  - Add new links to navigation menus as needed.
  - Apply “content management system” software updates (e.g., WordPress, PHP, plugins) as needed, if not already automated.
  - Confirm that website backups are occurring frequently and automatically, monitor security status.
  - Record all expenses that occur and report them to the Treasurer (including receipts).
  - Serve as the public contact for Colorado Area and advocate for our fellowship.
- Semi-annually
  - Submit to the AWSC any recommended changes and budgetary impact of the Area website. The AWSC will discuss these recommendations for inclusion in the form of motion(s) on the Conference Agenda. No changes to the basic structure

of the website will be made without prior approval of the Area however, such approval is not required for routine updates.

- Annually
  - Prune and/or download obsolete information, such as reports more than three years old.
  - Renew ISP (every 3 years). If hosting rate changes, report changes to the AWSC as soon as possible. Any need to change the host for the website or domain name registration shall be presented to the AWSC for input and approval of proposed changes.
  - Ensure that another member of the AWSC has access to the ISP information.
  - Review and recommend any changes to the Al-Anon/Alateen Colorado Area Website Procedures.
  - Maintain documentation for Website procedures and how to do the job for next Website Coordinator.

**ESSENTIAL SKILLS:**

- Google Apps: Gmail, Google Docs, Google Forms, and Google Sheets, used for coordination with Officers and Coordinators.
- Some familiarity with website content management systems (currently WordPress, for example).
- Working knowledge of common internet browsers.
- Good communication and organizational skills.

**USEFUL, NON-ESSENTIAL SKILLS:**

- Some familiarity with the Google Admin tool, for defining and updating domain-wide email addresses, groups, etc.
- Google Analytics and data extraction from it.
- Ability to make simple SFTP (FileZilla etc.) file transfers on rare occasions.
- Familiarity with running Zoom meetings.

Revised October 2021