Website Coordinator Position Description

Per *Al-Anon Alateen Service Manual 2014-2017*, page 131:
    Area Coordinator: *An Al-Anon / Alateen member, not necessarily a Group Representative (GR), {elected according to the Colorado Area Guidelines}. The Coordinator usually serves for a three-year term and votes at the Area World Service Committee meetings, but not at the Assembly unless he is a GR. An Area Coordinator unifies one of the Al-Anon special services for an Area…*

Per *Al-Anon Alateen Service Manual 2014-2017*, page 72:
    Area Coordinators: *coordinate the activities of their service (Archives) in the Area and are a liaison between the Area World Service Committee (AWSC), other Area committees, and the groups. They convey service information from the WSO to the districts, AISs, and groups*

On the WSO website, see Guideline G-40, For Al-Anon Web Sites and S66, F.A.Q. for Websites
    Also refer to the Area 5 Policy Manual

Duties shared by all Coordinators:
o Attend AWSC meetings during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
o Write committee reports in paper form and present them in paper form at Assembly to the Area Secretary and present them in a manner set by the Area Chair. May also submit reports via email.
o Communicate the activities of their positions by submitting an article for each edition of the Area newsletter, *The Butterfly*.
o 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.
o Be available to share experience strength and hope with incoming and future Website Coordinator.

Duties of the Website Coordinator:
❖ Occurs frequently, on-demand
    ➢ Write HTML and/or other programming languages to develop or update pages on the website.
    ➢ Ensure that the website conforms to the approved Al-Anon/Alateen Area 5 Website Procedures.
    ➢ Respond to emails as soon as possible.
    ➢ Serve as administrator for Area Gmail accounts and provide instructions to users as necessary.
    ➢ Update information pertaining to events, announcements, reports, etc. working with the District Representatives, Officers, and Coordinators for Area 5.
    ➢ Add new links to the navigation bar when new pages are added.
    ➢ Test newly developed or changed pages including links on the navigation bar on different internet browsers to see how they appear on each before transferring pages to the web site.
    ➢ Transfer new and updated pages to the web site using the File Transfer Protocol (FTP).
    ➢ Work with the ISP to be certain that the web server is fully functioning. Report down time to ISP for correction.
    ➢ Record all expenses that occur and report them to the Treasurer (including receipts).
    ➢ Serve as the public contact for Area 5 and advocate for our fellowship.

- ❖ Semi-annually
  - ➢ Submit to the AWSC any recommended changes and budgetary impact to 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 data update.
- ❖ Annually
  - ➢ Renew ISP (every 3 years). If internet rate changes, report changes to the AWSC as soon as possible. Any need to change the host location of the website or domain name registration shall be presented to the AWSC for input and approval of proposed changes.
  - ➢ Ensuring that there is a backup copy of the website content with the ISP and ensure that another member of the AWSC has access to the ISP information.
  - ➢ Review and recommend any changes to the Al-Anon/Alateen Area 5 Website Procedures.
  - ➢ Keep the website's software up to date and working and ensuring security settings are correct.
  - ➢ Maintain documentation for Website procedures and how to do the job for next Website Coordinator.

USEFUL SKILLS:
- ❖ Have access to and proficient with using a computer; comfortable with using Office and Google applications.
- ❖ Working knowledge of HTML (HyperText Markup Language) and Wordpress.
- ❖ The ability to maintain spreadsheets and/or databases and the ability to produce mailing labels.
- ❖ Maintaining the Google Apps for the Domain administrative account and features, including email boxes.
- ❖ Knowledge of working with Internet Service Providers (ISP) and File Transfer Protocol (FTP).
- ❖ Working knowledge of different internet browsers.
- ❖ Good communication and organizational skills.