

## Description of Area Website Coordinator

**NB:** No programming or website development skills are required. All technical aspects of the website are the responsibility of the Webmaster. All documentation on the maintenance, updating of the website, and Area Committee emails are provided by the Webmaster.

**Overview of Position** - The Website Coordinator is the liaison between the Area and the Webmaster regarding the content of the Area website, ensuring that all content is in compliance all World Service Office guidelines, documentation, policies and service manual, regarding permissible Al-Anon website content, especially the protection of copyrights and anonymity.

**Pre-requisite** – Must be a member of Al-Anon. Must be sufficiently experienced with using and navigating websites to be able to validate that all changes/revisions passed to the Webmaster for implementation have been implemented as expected and function as expected. Must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO. Good communication skills are essential for this position.

**Motion 4/17:** That Position Guidelines for Saskatchewan Al-Anon Coordinators and Table Officers be updated to include: “must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.” Area Secretary to update position guidelines. **Carried**

### Responsibilities at Committee meeting –

- Attendance twice a year is expected – meetings are held in spring and fall – usually March and September each year.
- Present a report – Updates on the changes and/or development of the website, and any technological changes/enhancements within the Area (with support from the Webmaster) (10 min max)
- May volunteer for various committee initiatives/jobs
- May volunteer for assembly jobs such as workshops or town hall meetings

### Responsibilities at Assembly –

- Attendance twice a year is expected – meetings are held in spring and fall – usually June and November each year.
- Incoming personal sharing (15 min) Spring Assembly: – year 1
- Outgoing service sharing (15 min) Fall Assembly – year 3
- Help lead a Service Team (where applicable)
- Present a report – Updates on the changes and/or development of the website, and any technological changes/enhancements within the Area (with support from the Webmaster) (5 min max)
- Attend Saturday evening “Ask-it-Basket” session. It is helpful to bring along a copy of the Al-Anon/Alateen Service Manual, and be familiar with its contents as well as the Concepts and Traditions. Be prepared to present your assigned question and answer to the Assembly on Sunday morning.

### General Duties of the Website Coordinator:

- Become familiar with the Al-Anon Group Structure, *Guideline for Al-Anon Web Sites (G40)*, *FAQ for Al-Anon Web Sites (S-66)*, *Al-Anon/Alateen Service Manual (P24/27)*, and *Materials to Post On-Line*, especially the protection of all copyrights and anonymity, and provide same to both the Area and the Webmaster
- Provided by the Webmaster, maintain an up-to-date copy of instructions, usernames, and passwords, for all technical aspects of the website and Area emails.
- Ensure that all aspects of the website protect member’s anonymity, especially with regards to Alateen members.
- Monitor the AFG Connects Website Coordinator community on a weekly basis. The Webmaster will assist the Website Coordinator with all discussions of a technical nature.
- On at least a monthly basis, go through both the Area and World Service Office websites, noting any changes made to either, and then pass this information on to the members, and Webmaster where appropriate.

## Description of Area Website Coordinator

- Upon receipt from the Area Secretary of any changes in the personal email addresses for Area position members, pass these on to the Webmaster to ensure all automatic forwards for Area Committee emails are correct. If the member is new to the position, provide them with the documentation, provided by the Webmaster, on using the Area Committee email address for that position.
- Ensure that all information regarding Committee and Assembly (dates, posters, registration forms, fundraiser information) is passed to the Webmaster for implementation, and verify this has been completed
- Whenever a revision/change to the website content is passed to the Webmaster for implementation, when revision/change has been completed, validate that the revision/change has been implemented as requested on the website
- Upon receipt for any event notices/posters from Districts Rep, ensure that all events to be listed on the website do not contain any personal information – names, addresses, phone numbers or email addresses. Ensure that these are then passed on to the Webmaster in a timely manner, and follow up to ensure that the website is updated
- Each year on behalf of the Area, with assistance from the Webmaster, purchase the Kaspersky Internet Security for all of the Area laptops, and ensure that the members in these positions receive the new license key in a timely manner, and submit the receipt to the Treasurer for reimbursement.
- Each year obtain the permission form to list the Steps, Traditions and Concepts in full on the website from the AFG Connects Website Coordinator community library, and then pass on to the Webmaster for completion and submission, ensuring that this has been completed in a timely manner
- Ensure that the bi-annual renewal for the website and domain names (sk-alanon.ca, sk-al-anon.ca) are renewed with the SSL security certificate as per invoices from Webhost Blacksun (with assistance from the Webmaster)

**Budget Amount – \$200 (Motion 18/16)** That the Website Coordinator's budget line be changed from \$600 to two items: Website Hosting & Domain Name -- \$500 (every two years)  
Website Coordinator Expenses -- \$200 (annually)

**(Motion 24/19)** that the budget line "Webhosting/Domain Name" be changed to "Website and Technology Expenses", and amount be increased from \$500 to \$700, effective 2020.

**How the Budget is used** (submit receipts to Treasurer quarterly or as needed for reimbursement)

- Help offset travel costs for presentations to various districts outside assembly weekends when needed.
- Printing or other costs associated with the instructions and/or other documentation

**By the end of your term, clean and organize any files being passed on to the new person. Update your Job Guideline and submit to Area Secretary.**

**Updated June 2022**