Guideline of Area Website Coordinator

Name of Position – Area 89 Website Coordinator (3 yr. Term)

Overview of Position – The Website Coordinator oversees the development and evolution of the area website working closely with the Webmaster and various task force members, as established, and users on continuous improvement of the website, and assist members with using emails and the internet (AFG Connects, etc).

Pre-requisite – Must be a member of Al-Anon and 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.

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 – Updated information since the last report using the website statistics current to the month end just before Committee meeting, generated and provided by the Webmaster, and on-going updates on the changes and/or development of the website, (10 min max)
• May volunteer for various committee initiatives/jobs
• May volunteer for assembly jobs such as workshops or town hall meetings
• Provide technical support (Wifi connections, viewing of any PowerPoint presentations, etc.)

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 - Updated information since the last report using the website statistics current to the month end just before Assembly, generated and provided by the Webmaster, and on-going updates on the changes and/or development of the website, present a report to Committee and to Assembly. (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.
• Provide technical support (WiFi connections, viewing of any PowerPoint presentations, etc.)
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- Assist members of the Area Committee on the use of the Area Committee email addresses and ensure that the address for auto forwarding is correct

On-going Responsibilities/Job Details –

Duties of the Website Coordinator:
1. Upon starting the position and receiving the website login information and instruction, ensure that these are available at all times as these are the backup for updating the website.
2. Maintain a copy of all correspondence regarding the website.
3. Monitor the Website Coordinator e-community message boards and share information where appropriate.
4. Liaise with Webmaster on all requests for meeting information changes, district and group requests, and on-going development of area web site.
5. Liaise with Webmaster to ensure all automatic forwards for Area Committee emails are correct.
6. Familiarization with the Al-Anon Group Structure, Guideline for Al-Anon Web Sites (G40), FAQ for Al-Anon Web Sites (S-66), and Al-Anon/Alateen Service Manual (P24/27)*
7. Ensure that the Webmaster has a current copy of all Al-Anon World Service Office guidelines regarding Al-Anon websites and their content, especially with regards to protecting anonymity.
8. Provide the Webmaster with all pertinent requirements from WSO ensuring all permissions for all copyright materials to be published on our web site such as the Twelve Steps, Twelve Traditions and Twelve Concepts are current.
9. Lead website design committees and ad hoc committees regarding the content of the Area 89 website.
10. Act as back-up to the Webmaster during absences, updating information.
11. Ensure Area website has received all permissions for posting the three legacies and any other World Service Office (WSO) copyright material.
12. Ensure that all aspects of the website protect member’s anonymity, especially with regards to Alateen members.
13. Provide technical support (WiFi connections, viewing of any PowerPoint presentations, etc.) at Al-Anon events if requested.
14. Assist members of the Area Committee with any difficulties in accessing the Area email, AFG Connects, and obtaining information from either the Area or World Service Office websites. This includes providing training materials and demos as required.

A sound working knowledge of computer and mobile technology such as emails, software such as Microsoft Office, is required. At least some understanding of how websites are created and updated would be asset.

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)
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**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.

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 August 2017