

WEBMASTER

The purpose of the Area 24 Al-Anon Family Groups of Maryland/District of Columbia Web site is to assist Area 24 in carrying the message of Al-Anon/Alateen and providing information about the Al-Anon/Alateen Family Groups to the public.

The Web presents the following information:

- A list of meetings of Maryland and the District of Columbia groups
- A listing of events within or connected to Area 24
- Area 24 news and sharings
- Contact Information
- Links to the four Area AIS and the WSO
- Frequently Asked Questions

Web site Registration:

1. The Web site is registered with the InterNIC as <http://marylanddc-alanon.org>
2. "The Webmaster (Area Web site Coordinator) of the Area Assembly" is the owner of the domain registration.
3. The billing contact is the Webmaster of the Area Assembly

The Webmaster (Area Web site Coordinator) is elected by the Area Assembly for a three-year term. An Al-Anon/Alateen member who is also a member of AA is not eligible to serve in this capacity since the webmaster (Area Web Page Coordinator) has a vote at AWSC meetings. The Web site Coordinator may serve multiple terms in succession due to the specialized nature of the job.

QUALIFICATIONS:

- Have basic skills in written communication as well as web-page creation and maintenance.
- Keep useful information, guidelines, procedures, etc., to be passed on to your successor.
- own a computer.
- have internet access..
- knowledge of web design a plus.
- Knowledge of FPT (File Transfer Protocols) a plus.
- Owning a scanner a big plus
- be available to accept invitations to speak about the Webmaster position from Districts within Area 24 a plus

RESPONSIBILITIES:

- Attending AWSC meetings and, if possible, Area Assembly meetings.
- Presenting a verbal report at AWSC Meetings and a written report to the Secretary and Newsletter Editor-(Keep everyone informed of financial charges and site changes)
- Designing, administering and maintaining the web site of the Maryland/District of Columbia Area 24 Assembly on the Internet World Wide Web.
- Ensuring that the bill for the web site and the domain registration is paid on time so that we do not lose our domain name. (I use my credit card and submit to the treasurer for reimbursement.)
- Backing up the web site data files on regular basis and providing a copy of the back-up files to the Area Chairman or to someone designated to receive them.
- Monitoring the web site to ensure its ongoing operation.
- Verifying the accuracy of information on the web site.
- Forwarding group information changes to the Area Group Records Coordinator and Newsletter Editor.
- Replying to all email sent to the web site and (if we are only use one Email Address), forwarding emails to the appropriate addressee.
- Conducting a periodic survey of the Area Assembly to ascertain whether the web site is fulfilling its purpose. (I do this by asking for feedback when I give my report to the AWSC) As a trusted servant the webmaster is authorized to make changes to the web site, as he/she deems necessary, within the limitations of any guidelines that exist.

. Procedures to submit information for display on the web site shall be as follows:

- The webmaster shall be notified of changes or additions to group information listed on the meeting schedule in writing, using E-mail or postal mail.
- Members of Area Assembly may request the removal of any or all group information from the web site at any time.
- Announcements of events within or connected to the Area to be posted on the web site should be sent to the webmaster in writing, using E-mail or postal mail.
- The webmaster has the responsibility of verifying the accuracy of information on the web site.