

Maryland & District of Columbia Area
Guidelines for Area Website Coordinator

April 2017

The Area **Website Coordinator** or Area **Webmaster** designs, updates, and administers the Area website. S/he responds to, and/or forwards emails sent to the website to the appropriate party for response, and ensures that the fees for the website and domain registration are paid on time.

Eligibility and Qualifications:

1. General:

- Any Al-Anon member who is not also a member of Alcoholics Anonymous is eligible to serve.
- Be familiar with the *Al-Anon Alateen Service Manual* and have a good understanding of the Steps, Traditions and Concepts of Service.
- Be willing to have name, address, phone number, and Email address made available to Al-Anon/Alateen members.
- Be available to travel throughout the Area to attend Al-Anon/Alateen functions.
- Be available to serve for a full 3-year term.
- Be able to use Email and to access information on WSO's eCommunities system.

2. Position Specific:

- Sufficient applications, computer and internet access to monitor and maintain the Maryland and Washington DC Al-Anon and Alateen website including:
 - Proficient written communications skills
 - Proficient computer skills
 - Basic understanding of the internet, e-mail, web hosting and web design
 - Experience with and access to commercial software needed to support the website.

Responsibilities and Duties:

1. General

- Attendance at Area Meetings.

- Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
- Prepare a written report on activities and send it to Area Chairman and Area Secretary at least two weeks prior to each AWSC meeting. This report will become part of the AWSC minutes and be published in the Area newsletter.
- Be prepared to give a brief oral report at each Area Assembly and AWSC meeting.
- Communications with World Service Office.
 - Keep aware of information from the WSO by regularly checking the eCommunity for this position.
 - Take part in all WSO conference calls this position.

2. Position Specific

- Follow guidance in *Al-Anon Guidelines: Al-Anon Websites* (G-40).
- Maintain (provide updates, additions and deletions to) the Maryland and Washington DC Al-Anon website by posting information obtained from the AWSC meetings and Area Assemblies, the Area newsletter, Area conventions, Al-Anon Information Services, and Districts.
- Ensure continuous availability of the Maryland and Washington DC Al-Anon and Alateen website and debug issues, as required.
- Ensure adequate website backups are available in case of a catastrophic outage.
- Follow industry accepted security procedures to minimize hacking.
- Review and ensure adequate agreements and financial payments for domain name registration and hosting environment.
- Reply to or forward incoming e-mails to the appropriate individuals.