

Website Coordinator Job Description

Per World Service Handbook; Revised 1992:

Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20). See the Digest of Al-Anon and Alateen Policies, pages 101-102, 126 for more information.

Duties shared by all Coordinator/Chairs:

- Attend AWSC meeting on Sat and Sun during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports for their respective committees and presents them in paper form at Assembly to Colorado Area Secretary and AC chair. Presents reports to Assembly in a manner set by Area Chair. May also submit reports via email
- Communicate the activities of their positions by submitting newsletter for each edition of the Colorado Area newsletter—The Butterfly
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within budget. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly, prior to making expenditures.
- Maintain current Website Coordinator workbook for next Website Coordinator
- Available to share experience strength and hope with future Website Coordinator

WSO has guidelines regarding Website Coordinator (G-44 and S-66).

Duties of the Website Coordinator:

- Maintain communication with website host troubleshooting issues in functionality
- Maintain correct and current information on website, including but not limited to, current Al-Anon meetings and area sponsored events (a coordinated task with Area Records Coordinator)
- Coordinate response to all website inquiries, answering emails when appropriate or getting them to appropriate Al-Anon coordinator.
- Make sure all items on website follow WSO and Area specific guidelines
- Provide recommendations regarding Website guidelines passed by Colorado Area
- Provide email addresses for all Colorado Area level positions.
- Support other area members who have emails on the system.