

Position of Area Website Coordinator

“Al-Anon members who are also members of A.A., participate fully in all group activities, including group conscience decisions. However, they do not hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.” – p.87 AL-ANON/ALATEEN SERVICE MANUAL.

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

Overview of Position –

- The Website Coordinator leads website design committees, and ad hoc committees, regarding the content of the Area website, passing these on to the Webmaster for implementation and development.
- The Website Coordinator, with documents provided by the Webmaster, assists members with using the Area Committee emails
- The Website Coordinator, with documents provided by the Webmaster, assists members with the use of both the World Service Office and Area websites
- The Website Coordinator is a member of the AFG Connects Website Coordinator Community

Pre-requisites

- Good communication skills are essential for this position, as the Website Coordinator will be working with both experienced and inexperienced members when it comes to the use of the AFG Connects.
- 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.
- Must have sufficient internet skills to assist members with the use of both the World Service Office website and the Area website, with assistance from the Webmaster
- Must be available to check emails on a daily basis to ensure prompt passing on of any website updates/changes to the Webmaster

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 (10 min max)
- May volunteer for various committee initiatives/jobs
- May volunteer for assembly jobs such as workshops or town hall meetings
- Having a current printed copy of the Area website listing of all Area Al-Anon groups to be verified by the Alternate Delegate

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 ongoing 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.
- 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
- Having a current printed copy of the Area website listing of all Area Al-Anon groups to be verified by the Alternate Delegate

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.
- On a daily basis check the Website Coordinator email for any changes required in content or World Service Office policies regarding the website
- Monitor the AFG Connects Website Coordinator community on a minimum of a weekly basis, and share information where appropriate, and passing information on to the Webmaster where appropriate.
- On at least a bi-weekly basis, go through both the World Service Office website, and the Area website, noting where items are located. If there have been any changes made to either, pass this information on to the members
- Maintain an up-to-date copy of instructions, usernames, and passwords from the Webmaster on all Area Committee email addresses and email automatic forwards
- Maintain an up-to-date copy of all the necessary documentation regarding the use, maintenance and updating of the Area website from the Webmaster
- Ensure that all aspects of the website protect member’s anonymity, especially with regards to Alateen members.
- Each year purchase on behalf of the Area 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
- If the Webmaster receives notification of a change to any meeting, pass the information on to the Area Alternate Delegate for validation before passing the information on to the Webmaster to update the website.

Website Duties:

Have sufficient experience with using websites to be able to assist members with:

- Accessing websites and their navigation.
- Downloading and printing information from websites
- What information is available from both the World Service Office and Saskatchewan Area websites
- 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
- With instructions from the Webmaster, be able to update the website meeting list if required.
- Contact the Webmaster on all Area Committee email and website issues, including having the Webmaster develop any required documentation/instructions.

- 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 the Webmaster for processing, ensure 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, and the annual SSL security certificate is renewed
- Monthly review all of the links on the Area website to ensure that all are working properly, and if there are any required changes pass them on to the Webmaster for updating
- If the Webmaster is not a member of Al-Anon, ensure that the Webmaster has a current copy of all Al-Anon World Service Office guidelines and policies regarding Al-Anon websites and their content, especially with regards to protecting anonymity and copyrights

Email Duties:

Have sufficient experience with emails, utilizing documentation provided by the Webmaster to be able assist members with:

- Logging in to an email system on line, which is for the Area email addresses
- Connecting to an email system via a smart phone
- sending and receiving emails
- using BCC's
- downloading and uploading of documents
- setting up email groups
- Upon receipt from the Area Secretary of any changes in the personal email addresses for Area position members, pass these on the Webmaster to ensure all automatic forwards for Area Committee emails are correct
- Upon receipt of the information of a new member coming into an Area Committee position, provide them with the documentation on using the Area Committee email address for that position, which has been provided by 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)

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 March, 2024