**Position Description**

**INDIANA AREA AL-ANON FAMILY GROUPS**

**POSITION NAME: Area Website Coordinator**

**TERM LENGTH: Three Years (Beginning January 1, after election of Area Chairperson)**

**DESCRIPTION: An Al-Anon member who has 3 current and consecutive years in Al-Anon participation and is not a member of Alcoholics Anonymous. The Website Coordinator votes at Area World Service Committee (AWSC) meetings but not at Area Assemblies UNLESS he/she is also a Group Representative (GR). The Website Coordinator is appointed by the Area Chairperson.**

**Responsibilities:**

* Becomes familiar with web application software.
* Makes necessary changes to Area Website.
* Updates the website on a regular basis.
* Work**s** with Group Records Coordinator to update meeting schedules and adds zip codes for easier location.
* Keeps events calendar updated.
* Maintains contact information listed for Area Officers, working convention chairs, Literature Distribution Center (LDC), and Information Services.
* Ensures the website is an attractive Public Outreach tool.
* Posts Area newsletter (*Lifelines*) on website.
* Attends all AWSC meetings and Area Assemblies.
* Submits yearly website fees to Treasurer for payment.
* Proofreads website content and follows World Service Office (WSO) guidelines concerning posting last names, addresses, Email addresses and phone numbers **(Alateen names, addresses, Email addresses, and phone numbers should never be posted as contacts).**
* Links only to Al-Anon websites.
* Participates in all position related communications with WSO.
* Provides report for each AWSC, Area Assembly, and posts the report to the online versionof *Lifelines*.
* Updates, maintains, and archives Area Documents to online external storage.
* Attaches convention chairs email addresses to 9999ConvChair@indiana-al-anon.org (where 9999 = the convention year).

The Eleventh Tradition states that members should “…always maintain personal anonymity at the level of press, radio, films and TV. The Internet is considered a form of media, just as TV, radio and films are and members should not be identified by full name or picture on the web,” See Al-Anon/Alateen Service Manual.

 Approved 11/11/2023