

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.
- Works 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 version of *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