



## **Virginia Area Al-Anon Alateen Assembly, Inc.**

### **AREA JOB DESCRIPTION**

**Approved: by the Assembly 7 August 2021**

**Effective Date: 21 August 2021**

**Position: AREA WEB SITE COORDINATOR**

**Term: 3-years**

**Appointed by the Area Chairperson**

**Reviewed: February 2021**

### **General Description**

The Web Site Coordinate is appointed by the Area Chairperson and principal duties are implement the VA Area Web Guidelines (attached) and serve as the chair of the Virginia Area Web Team. In addition, the Web Coordinator serves as the liaison between the Virginia Area World Service Committee (VAWSC), action committees, Districts and Groups and the Web Team. The Web Site Coordinator also conveys service information from the Area, VAWSC, and World Service Office (WSO) to the Districts, Al-Anon Information Service (AIS) and Groups via the VA Area AFG web site. Expenses incurred by this position are covered in the Web Coordinator's budget (reference VA Area Treasurer's Report for actual budget amount).

### **Tasks**

Maintain the Virginia Area Website. Maintenance of the website shall include, but not be limited to, the following:

1. Updating the meeting lists. Meeting information should be provided by the Group

Records Coordinator or applicable DR for the district in question. When meeting information is provided by DRs the information should be forwarded via email to the Group Records Coordinator. Meetings without a WSO number should not be listed unless special circumstances so warrant.

2. Information for the calendar page may be submitted by any member of Al-Anon or Alateen. The calendar page should reflect only Al-Anon or Alateen events or events with strong Al-Anon/Alateen participation. When such events are posted the information should be passed on to the person maintaining the Area Calendar for inclusion.

3. Provide coordination and support for the video conferencing platform (WebEx) provided by the Virginia Area.

Sweeping changes to the website should be reviewed by the area officers and coordinators prior to posting the changes.

Back up the website for use in case of a disaster or emergency.

Attend VAWSC twice yearly and Virginia Area Assembly when convened. The Web Coordinator should prepare a written report for the Assembly covering whatever happened

with the site since the last report.

**Time**

Twice yearly Assemblies are two-day events.

Prepare for each Assembly: 6 – 8 hours each Assembly

Twice yearly VAWSC Meetings are one-day events.

Prepare for each VAWSC meeting: 6 – 8 hours each meeting

Semi-annual Officers and Coordinators meetings are one-day events

Producing written reports: 1 – 2 hours per event.

**Position Requirements and Desired/Helpful Skills**

Access to a computer and the World Wide Web.

Basic knowledge of html.

Basic knowledge of FTP.

Basic knowledge required for maintaining and keeping the Web Site updated.

Knowledge of Al-Anon Traditions and principles.

Alternate must be able to take over for Coordinator, in the event this becomes necessary.

Verbal and written communication skills.

Computer skills including the ability to maintain spreadsheets and/or databases and the ability to produce mailing labels.

Word processing skills for producing written reports.

Proficiency in the use of email for communication.

Knowledgeable in the Al-Anon/Alateen Service Manual

A Service Sponsor