

POSITION TITLE: Web Site Coordinator

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UPDATED BY: Web Site Coordinator (Panel 56, 2016-2018)

POSITION DESCRIPTION

The Web Site Coordinator is responsible for maintaining the WIUPMI-Area 61 web site and webmail. The Web Site Coordinator may choose to create an alternate and/or committee to help fulfill the duties of this position.

JOB REQUIREMENTS

- ❖ Have access to and proficient with using a computer; comfortable with using email.
- ❖ Be familiar with Area 61 Web Site Coordinator and Web Page Guidelines.
- ❖ Be familiar with World Service Office (WSO) Guideline for AI-Anon Web Sites (G-40).
- ❖ Working knowledge of different internet browsers.
- ❖ Good communication and organizational skills.
- ❖ *Useful skills: Familiar with the Twelve Concepts of Service.*

DUTIES & RESPONSIBILITIES

- ❖ As needed
 - Develop or update pages on the web site.
 - Respond to emails as soon as possible.
 - Update event page with new events.
 - Add new links to the navigation bar when new pages are added.
 - Test newly developed or changed pages including links on the navigation bar on different internet browsers to see how they appear on each.
 - Work with the Internet Service Provider (ISP) to be certain that the web server is fully functioning. Report down time to the ISP for correction.
 - Record all expenses that occur and report them to the Treasurer (including receipts).
 - Following your term, act as a mentor to your successor.
- ❖ Semi-annually
 - Attend Spring & Fall AWSC meetings as well as Spring and Fall Assemblies. Submit report, if necessary. Submit your report to the Secretary by the deadline.
- ❖ Annually (or longer)
 - Provide the Group Records Coordinator with all information about how to access the website and all usernames and passwords for AWSC members.
 - Have access to WSO Group Records as the back-up for our area.
 - Renew the domain name & hosting contract with the ISP (we currently have a contract through January 28, 2020). If the rate changes, report changes to the AWSC as soon as possible. Any need to change the host location of the website or domain name registration shall be presented to the AWSC for input and approval of proposed changes.

❖ End of term

- Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

PUBLISHED RESOURCES

- ❖ Guideline for AI-Anon Web Sites (G-40).
- ❖ FAQ for AI-Anon Web Sites (S-66).
- ❖ Area 61 Web Coordinator and Web Page Guidelines.
- ❖ AI-Anon/Alateen Service Manual.
- ❖ WIUPMI-Area 61 Policy Manual.

OTHER RESOURCES

- ❖ WSO's AFG Connects.
- ❖ Former Web Site Coordinators.