

TEXAS EAST AREA 53 WEBSITE COORDINATOR JOB DESCRIPTION

TERM LENGTH: Three Years (Beginning January 1, after election).

PURPOSE: The website coordinator serves as a "virtual link of service" between existing and prospective members, groups, and districts in the East Texas Area.

EQUIPMENT AND TECHNICAL SKILLS: - Access to a computer, internet and e-mail, and E-Communities. - Working knowledge of WordPress website builder - Basic knowledge in Excel, Google Maps, and web tools for website maintenance.

QUALIFICATIONS: Regularly attends Al-Anon Meetings.

VOTING QUALIFICATIONS: Votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative.

RESPONSIBILITIES:

- Attend and provide a report at the Area World Service Committee meetings (4 per year) and Area Assembly about on-going website activities (2 per year) - 6 total meetings a year.
- Provide a written report to the Beacon Editor by the deadline.
- Inform WSO about website changes or electronic communications.
- Coordinate reading and responding to inquiry emails with Texas West Website Coordinator (encouraged 24 hour response-time to emails).
- Share information received from the WSO via E-Communities (such as AFG Connects) by emailing AWSC members and/or posting to the Texas Website.
- Encourage members to submit information on events (PDF) then create event and upload pertinent information on website to increase attendance by all members.
- Create / update District specific page for DRs to post meeting dates, upload agenda, minutes and other information needed within the district.
- Update themes, plugins, settings, etc. as needed to keep website current and functional
- Trouble shoot when needed and innovate that continually meets needs of members, groups, districts and area.
- Link "find a meeting" to the WSO webpage to ensure the most up-to-date information shared with members and visitors. Upload printable meeting list (provided by each District) on "find meeting" page.
- Coordinate with Secretary and Newsletter persons for the posting of reports for minutes and The Beacon publication.

- Provide workshops at Assemblies or in Districts (upon request) to help members navigate the website.
- Turns in Area related expenses to the Area Treasurer within 2 weeks of the event (e.g., Assembly, AWSC, etc.)
- Pay for web hosting renewal every other year (share with TX West) and submit to Treasurer for reimbursement.
- Encourage each location of AWSC and ETAAA meetings to have access to free WIFI and password posted or provided to members in advance of meeting.