

WEB-SITE COORDINATOR

(Volunteer Position)

Attend all District meetings or send a representative. Review past months meeting minutes and submit any corrections to the District Secretary.

Familiarize oneself with the duties of the Web-Site Coordinator, and the Al-Anon and Alateen Service Manual, and WSO Guidelines.

Work closely with the Schedules Coordinator to assure online and published schedules are up to date. Do not publish Alateen schedules online.

At the beginning of each term, form a committee to review what the web-site's purpose, format and content will be.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Keep the District Web-Site updated; i.e., group changes, forwarding address changes, meeting schedule changes, activities and other information gathered from the district meeting. Be willing to implement suggestions gathered from the district meeting.

Have a working knowledge of web development, software, File Transfer Protocol software, and computer usage.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Submit an estimated budget to the District Budget Committee. A subscription to the *Washington Wanderings* is recommended. Having a Service Sponsor is strongly recommended. In March each year, submit a short report to the District of the past years events or activities

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District voted/approved on 9/03/09