

WEBSITE COORDINATOR (Volunteer Position – by Vote or Appointment)

IN GENERAL

- Term of 3 years, congruent with Area Panel term.
- Submit a Trusted Servant Profile by July District Meeting of voting year.
- Familiar with the Al-Anon and Alateen Service Manuals and WSO Guidelines.
- District 23 Website - [Service Manuals/WSO Guidelines/Other Resources](#).
- Proficient in basic computer skills: Word, uploading files, creating PDFs. (Web page is very user friendly).
- Having a Service Sponsor is strongly recommended.
- Reading the Washington Wanderings is recommended.

MONTHLY

- Attend all District meetings (or ask someone to represent you).
- Work closely with the Schedules Coordinator to assure online and published schedules are up to date. (Do not publish Alateen Meeting information online).
- Keep the website updated with group changes, forwarding email address changes, meeting schedule changes, activities and other information received at District Meeting or via email notification.
- Review past months meeting minutes and submit corrections to the District Secretary.

ANNUALLY

- Coordinate with District Treasurer to pay annual renewal fees for Webhosting, Domain Renewal etc. from District Account or personally pay for expenses and submit Expense Reimbursements to District Treasurer (Approx. \$400 Annually).
- Submit an estimated annual budget for the Website Coordinator position to the District Budget Committee.
- In March each year, submit a short report to the District of the past years events or activities.

AS NEEDED

- Before making significant changes to the websites' purpose, format and content, initiate KBDM discussion at District meeting and request a group conscience.
- Consider asking another member to share in fulfilling the commitments of this position.
- Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.

“We are not in this alone! Together We Can Make It! Let It Begin With Me!”