



# NORTH CAROLINA / BERMUDA AL-ANON / ALATEEN AREA WORLD SERVICE COMMITTEE

## Area Website Coordinator

The Area Website Coordinator is appointed by the Area Chairperson to serve a three-year term but may be appointed to a subsequent term(s) if willing to serve multiple terms.

### Area Website Coordinator Duties

- The Area Website Coordinator abides by the “Area 42 Website Guidelines and Policies.”

### Area World Service Committee (AWSC)

- The Area Website Coordinator has voice and vote on the AWSC.
- The Area Website Coordinator is assigned to the Fellowship Communication Service Arm.
- The Area Website Coordinator's expenses related to transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Website Coordinator has a budget to purchase supplies and materials needed for the area website.
- The Area Website Coordinator prepares a report of updates to the website for each AWSC meeting and e-mails it to the AWSC by the Wednesday prior to the meeting.
- The Area Website Coordinator prepares (in October or according to the Area Treasurer's schedule) a list of anticipated expenses for the upcoming budget year.
- The Area Website Coordinator has access to an e-mail account for AWSC communications or arranges to have an “e buddy” who will receive e-mails on his or her behalf.
- The Area Website Coordinator regularly checks the Area G-mail account or arranges to have these e-mails forwarded to a personal account.
- The Area Website Coordinator assists members of the AWSC with the forwarding of e-mails from the Area G-mail accounts as requested.
- The Area Website Coordinator prepares a written report for the Area Newsletter if requested. Type size, font, and deadline are determined by the Area Newsletter Editor.

### Area Assembly

- The Area Website Coordinator has voice at the Area Assembly.
- The Area Website Coordinator's expenses related to printing of a report, transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Website Coordinator prepares a report of updates to the website for the Area Assembly and e-mails it to the AWSC by the Wednesday prior to the meeting. Sufficient copies for all assembly attendees are provided

### The Website Coordinator needs the following computer skills:

- Basic HyperText Markup Language (HTML)
- File Transfer Protocol (FTP)
- Creation of Portable Document Format (PDF) documents