NORTH CAROLINA / BERMUDA AFG, INC.
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 World Service Committee (AWSC)
- The Area Website Coordinator abides by the Area's Website Guidelines and Policies.
- The Area Website Coordinator has voice and vote on the AWSC.
- 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, materials and required information services 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 Area Secretary at least one (1) week prior to the meeting.
- The Area Website Coordinator prepares (in July 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 the generic email account for AWSC communications and regularly checks the account or arranges to have these emails forwarded to a personal account, responding to issues and concerns that arise.

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 Area Secretary by one (1) week after the Assembly.

Responsibilities
- Designing and maintaining the website.
  - The term "designing" may include outsourcing the original website design, subject to approval by the Board of Group Representatives of the associated costs.
- Obtaining, registering and maintaining the domain name as voted by the Board of Group Representatives.
- Ensuring that the website conforms to the approved Website Guidelines and Policies as approved by the Board of Group Representatives.
- As applicable, selecting a Web team or working with appointed AWSC Web Task Force to help in the daily maintenance or review of the website. The day-to-day maintenance does not need the approval of the Board of Group Representatives. Daily maintenance includes but is not limited to:
  - Ensuring that all District Representatives have access to the secured pages of the Area website by managing their passwords, and assisting when

technical problems occur.
- o Updating the Calendar of Events in the Area. Any Area committee member may submit Calendar of Events information to the Website Coordinator.
- o Posting of Area 42 Al-Anon/Alateen District Workshops submitted by the District Representatives to the Website Coordinator in a format determined by the Website Coordinator.
- Reviewing periodically the Area Website Guidelines and Policies and recommending any necessary changes, in conjunction with the Web team or AWSC Web Task Force as applicable.
- Providing a written and oral report to the Area World Service Committee (AWSC) that meets four times a year and to the two Area Assemblies per year. Should the Website Coordinator be unable to attend any committee meeting or Area Assembly, the coordinator will send a report to the Area Chairperson and Area Secretary.
- Submitting to the Area World Service Committee (AWSC) any recommended changes and budgetary impact to the Area website. The Area World Service Committee (AWSC) will discuss these recommendations for inclusion in the form of motion(s) on the Assembly Agenda. No changes to the basic structure of the website will be made without prior approval of the Board of Group Representatives; however, such approval is not required for routine data updates.
- Scheduling meetings of the Web team, if and when applicable, at a frequency dictated by requests from any member of the Fellowship to add /delete pages, links or text to the website. Any request to add / delete pages, links or text to the website will be brought to the Area World Service Committee (AWSC) as a recommended motion after the information has been reviewed by the Web team.
- Obtaining annual permission from the World Service Office (WSO) to reprint the Twelve Steps of Al-Anon and Alateen, the Twelve Traditions of Al-Anon and Alateen and the Twelve Concepts of Service, including the General Warranties of the Conference.
- Preparing and securing back-up files of the website. As an added measure of safety, the Website Coordinator, another member of the Web team or AWSC Web Task Force, if applicable, and the Area Alternate Delegate will have a copy of the backup media.

The Website Coordinator needs the following computer skills:
- Basic HyperText Markup Language (HTML)
- File Transfer Protocol (FTP)
- Creation of Portable Document Format (PDF) documents