INFORMATION REGARDING WEB COORDINATOR

According to the Alateen/Al-Anon Service Manual:

> The Web Coordinator should monitor the website for public outreach and member information and coordinate with the San Diego intergroup for necessary update to provide resources for members and the public.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. Maintain and update the San Diego AIS website. Most updates include calendar of events, meeting information and schedules, Intercom, Spanish and Alateen information, links to WSO and SCWS information, and special news or postings for the San Diego AIS: 1-2 hours per month.

   a. Coordinate with the San Diego AIS Board and Districts to help facilitate communication to members and groups.

   b. Suggest new website content and appoint as many members deemed necessary to assist in contributions to website.

   c. Review San Diego AIS website, SCWS and WSO website monthly in order to maintain links to necessary forms or information.

   d. Respond to requests to repair or fix incorrect or inoperable material on site.

   e. Supervise external IT Support person as per signed agreement.

   f. Follow up on IT Support and website subscription budget.

   g. Manage special projects for the website.

2. Weekly Progress meeting with IT Support person: ½ hour.

3. Attend Board meetings on the 2nd Saturday of each month, prepare website presentation and content for minutes to Secretary: 1-1.5 hours.

4. Attend ISR meetings on the 2nd Saturday (each odd month), prepare website presentation and content for minutes to Secretary: 1-1.5 hours.

5. Check Chair Gmail account (sdprogramwebcoordinator@gmail.com) every day.

6. Provide support to all Board members as requested/needed.

7. Early January, submit an annual written summary of previous year's activities to the Historian & Nomination Chair: 1 hour/year.

EQUIPMENT / TECHNOLOGY NEEDED

- Access to a computer with Internet connection, email (Gmail account), Adobe PDF, Google Workspace and Microsoft office software.

- Use of Squarespace website builder, training videos and technical support are provided with account to assist in learning new duties.

- Email address for this position: webcoordinator@alanonsandiego.org. Password will be provided at the time of induction.

TRAVEL

- To/From home to Board/ISR meeting location in San Diego County unless organized online.

- Other travel: As needed.

AL-ANON REFERENCES

- By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.

- Al-Anon/Alateen Service Manual.

- WSO Guideline G-40 "Al-Anon Service Arm Websites"

PREPARATION

- Meet with past Website Coordinator and review training videos provided for website platform.

- Familiarize yourself with the AFG SD Office By-Laws and Al-Anon/Alateen Service Manual.

- Register with WSO to receive the "In The Loop" newsletter.

- Register with SCWS to receive the" Bulletin" newsletter.

- Humbly ask for help from other Service Board Members as need be.