

WEB COORDINATOR – Job Description

web@afgfls.com

Eligibility Requirements for the Position:

Anyone who has served a minimum of two (2) full years in Florida South as a Group Representative (GR) and has not previously served in that Coordinators' position for a full 3-year term is eligible. This is a 3-year commitment.

Job-Specific Duties and Responsibilities:

- Maintain <http://www.southfloridaal-anon.org> (the current Area-10 Website) in accordance with *WSO Guidelines for Al-Anon Web Sites (G-40)* and *F.A.Q. for Al-Anon Web Sites (S-66)*. It is recommended that one or more individuals assist the Area 10 Webmaster/Coordinator to review the documents before posting to verify that they are indeed in accordance with WSO G-40 and S-66. Requests for corrections are to be sent to document originators, if needed. Also, it is the Area 10 Webmaster/Coordinator's responsibility to withhold and remove documents and updates to the Area-10 Website that are in controversy of the WSO G-40 and S-66 guidelines until a resolution is reached by the parties involved. Make sure all items on the website follow WSO and Area 10 specific guidelines, as well as, traditions and anonymity.
- Computer, scanner (optional), and Internet access is required.
- Know and maintain relationships with web hosting / domain registration company, providing appropriate personal information and Area e-mail to them.
- Knowledge of Web programming technologies and maintenance (WordPress) can be learned on the job.
- Knowledge of HTML helpful though not required.
- Create and edit image formats such as JPG and PNG is helpful.
- View word-processing files from either Windows or Mac platforms (such as .doc, .docx, .pages).
- Create and extract Adobe PDF files.
- Create and use E-Commerce payment portal features for event sign-ups can be learned on the job.
- Works with Convention Chair, Convention Treasurer, and Area Treasurer to set up the Convention Registration process.
- Coordinate with Area 10's Group Records Coordinator to verify the accuracy of meeting changes.
- Maintains storage of all current Area 10 documents added to the web page(s) during the current panel on the storage device provided by the previous web coordinator.

- Create and maintain generic email addresses and passwords on the current platform for Area Officers and Coordinators.
- Web content:
 - Establishes and maintains one (1) or more contact(s) per District for the purposes of assuring accurate contact information. (Each District is responsible for maintaining its own “original” documents and website, if applicable).
 - Alateen: Works directly with both the Area Alateen Coordinator and Area 10 Alateen Process Person, to maintain updates and changes to this Area 10 Web site page.
 - Special Area 10 Events: Additional Area-10 Website pages for events, such as AFG Convention and Alateen Conference, etc. may be added to the Area-10 Website. The Webmaster/Coordinator works directly with the Event Chair (or their designee) to maintain updates and changes to the respective Area-10 Website Page for the event.
 - Maintains the Calendar web page by adding announcements and flyers as requested by the area membership (in accordance with the guidelines mentioned in the first bullet above), and removes outdated announcements and flyers on a monthly basis.
 - Assembly and AWSC reports: Upload the document packet provided by the Area 10 Secretary before the event, and the finalized document packet, including the secretary’s report after the event, to password protected area of the website.
 - Keeps current and immediate past Assembly & AWSC packets and documents for the panel. Reduces all other Assembly and AWSC documents to the Minutes and the Motion Summaries for each event.
 - Works directly with the Area 10 Delegate to maintain updates and changes to the Delegate’s Digest section of this Area-10 Website page.

General Duties and Requirements of the Coordinator:

- Attends and casts votes on business at two (2) (Winter and Summer) Area World Service Committee Meetings (AWSC) in years one and two of the panel, and three (3) AWSC meetings in year three of the panel.
- Attends two (2) Assemblies (Spring and Fall) each calendar year for all three years of the panel.
- Prepares and presents a written report for each AWSC meeting, complying with any deadline and method for submission established by the Chairperson. Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year.
- Prepares and presents a written report for each Assembly, complying with any deadline and method for submission established by the Chairperson. Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year.

- Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
- Participates at district events within Florida South Area 10, when invited.
- Participates in all WSO communication opportunities, i.e., conference calls and *AFGConnects*.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.
- Serves as a support to the corresponding/new incoming panel member.
- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
- Is responsible to serve all districts within Area 10.
- Each coordinator serves as a liaison with all Area 10 Districts and WSO and keeps in touch with the appropriate district chairpersons.
- Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
- Will need to obtain or create a contact list, and communicate regularly with all District level Chairpersons or other positions that correspond to the coordinator position. *(Coordinators serve at the Area level while chairpersons serve at the District / AIS level.)*
- Leads “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Assures that written notes of the breakout meeting are provided to the Area Secretary.
- If any Area Coordinator fails to perform the duties of that position, which includes providing written reports, and/or does not attend any two (2) meetings during a twelve (12) month period (from the first missed meeting), including Florida South (AREA 10) ASSEMBLY or Area World Service Committee (AWSC) Meetings, the Area Chairperson may ask for their resignation.