

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 (AREA 10) (FL-S) 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:

1. Maintain <http://www.southfloridaal-anon.org> (the current FL-S 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 FL-S We Coordinator's responsibility to withhold and remove documents and updates to the FL-SFL-S 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 FL-S 10 specific guidelines, as well as traditions and anonymity.
2. Computer, scanner (optional), and Internet access is required.
3. Maintain relationships with web hosting / domain registration company, providing appropriate personal information and FL-S e-mail to them.
4. Knowledge of Web programming technologies and maintenance (WordPress).
5. Knowledge of HTML helpful though not required.
6. Knowledge of creating and editing image formats such as JPG and PNG.
7. Create and extract Adobe PDF files.
8. Creation and use E-Commerce payment portal features for event sign-ups.
9. Works with Convention Chair, Convention Treasurer, and FL-S Treasurer to set up the Convention Registration process.
10. Works with Area 10's Group Records Coordinator to verify the accuracy of meeting changes.
11. Maintains storage of all current FL-S documents added to the web page(s) during the current panel on the storage device provided by the previous web coordinator.
12. Create and maintain generic email addresses and passwords for Area Officers and Coordinators using AM Hosting and admin.google.com.
13. Web content:
 - a) 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).
 - b) Alateen: Works directly with both the Area Alateen Coordinator and FL-S Alateen Process Person, to maintain updates and changes to this FL-S Web site page.
 - c) Special FL-S Events: Additional Area 10 Website pages for events, such as AFG

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Convention and Alateen Conference, etc. may be added to the FL-S Website. The Webmaster/Coordinator works directly with the Event Chair (or their designee) to maintain updates and changes to the respective FL-S Website Page for the event.

- d) 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.
- e) Assembly and AWSC reports: Upload the document packet provided by the FL-S Secretary before the event, and the finalized document packet, including the secretary's report after the event, to password protected area of the website.
- f) 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.
- g) Works directly with the FL-S Delegate to maintain updates and changes to the Delegate's Digest section of this FL-S Website page.

Commented [CZ1]: Retention policy was brought up by task force- how long should we archive past documents?

General Duties and Requirements of the Coordinator:

1. Attends AWSC meetings as a voting member during the Panel.
2. Attends all Assembly meetings as a non-voting member during the panel unless they are representing a Group. In which case, they would vote on the Group's behalf.
3. Prepares and presents a written report for each AWSC and Assembly meetings, 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 FL-S Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
4. May be invited to participate at District events within Florida South FL-S.
5. Participates in WSO communication opportunities where possible (i.e., conference call and AFG Connects)
6. Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
7. Becomes familiar with the FL-SBYLAWS of Al-Anon Family Groups Florida South (FL-S), Inc. and has knowledge and access to FL-S Policies, Procedures, Guidelines and Processes.
8. Serves to support to the incoming Web Coordinator.
9. Must have computer and internet access, and ability to participate in virtual platforms. Must be able to use word processing, open PDF or compatible programs and be otherwise computer literate to manage electronic voting and access on-line registration programs that may be used by the Area.
10. Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
11. Is responsible to serve all districts within FL-S.
12. Each coordinator serves as a liaison with all FL-S Districts and WSO and keeps in touch with the appropriate district chairpersons.

Commented [CZ2]: This is a very broad statement

Commented [CZ3]: Does not apply specifically to WC

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13. Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
14. 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.)*
15. 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.

Note: 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 (FL-S) Assembly or Area World Service Committee (AWSC) Meetings, the Area Chairperson may ask for their resignation.

If the Area Coordinator does not submit their resignation, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (FL-S) Assembly Meeting and the Area Coordinator will be removed effective immediately.