BC/Yukon Area Website Coordinator
Job Description

As a Member of Area World Service Committee
The Area World Service Committee is comprised of Area Officers, Area Coordinators, Al-Anon Information Service/Literature Depot Liaisons and District Representatives. The purpose of this committee is to plan for the general improvement of both the Assembly and the groups. The AWSC members meet between Assemblies to initiate projects, make recommendations to Assembly and plan the agenda for Assembly.

Area Coordinator General Responsibilities
Area Coordinators serve as a communication link between the WSO departments and trusted servants in the BC/Yukon area. Each coordinator is responsible for communicating with Al-Anon and Alateen members in BC/Yukon to inform members of available resources and encourage their use. They coordinate the activities of their assigned service area. Coordinators may also initiate activities to improve services to Assembly and groups. The Area Coordinator unifies the Al-Anon and/or Alateen special services for the Area. He/she works cooperatively with the Area Officers and members of the Area World Service Committee.

Interested applicants must submit a service resume to the BC/Yukon Area Chair requesting a specific position. BC/Yukon Area Coordinators are appointed by the Area Chair in consultation with Area Officers and are asked to serve for a 3 year term. They vote at Area World Service Committee Meetings, but not at Assembly unless they are also acting as a Group Representative.

General Qualifications
- An active member of Al-Anon who attends meetings on a regular basis and not also a member of Alcoholics Anonymous (Pg 163 *Al-Anon/Alateen Service Manual*)
- Able to attend AWSCM in May, Assembly in September and Officer/Coordinator meeting in January or February. (Up to one extra officer/coordinator meeting may be scheduled if required)
- Able to communicate effectively in English both verbally and in written form
- Familiar with Traditions and Concepts
- Aware of Area and World Service structure
- Willing to work cooperatively with members of the Area World Service Committee
- Internet and computer skills including MS Word, Excel. WordPress or other comparable content management system experience helpful, but not necessary.
- Proficient use of e-mail is necessary
- Maintain a binder or online file of pertinent information to share with incoming coordinator
- Able to lead by example (see leadership essay on page 199, *Al-Anon/Alateen Service Manual*)
- Have (or acquire) a current copy of the *Al-Anon/Alateen Service Manual* for reference

Purpose of Website Coordinator:
The Website Coordinator maintains and updates the BC/Yukon Area website
www.bcyukon-al-anon.org content (frontend) while following the guidelines suggested in
G-40 *Guideline for Al-Anon Web Sites*. She/he works closely with the Webmaster who
handles the backend email system, HTML, and structural elements of the website. He/she
communicates technical information in layman's terms when training and supporting
other officers/coordinators.

Specific Experience/Skills required:
- Good communication and organization skills
- Ability to pay attention to detail
- Ability to respond promptly to time sensitive information
- Regular access to the Internet and email
- Ability/willing to learn to use Google Calendar for Events webpage
- Ability/willing to learn to edit web pages using a simple editor – <u>not</u> raw HTML (HTML knowledge is not needed)

Primary duties:
- Maintain links and current information
- Remove outdated information
- Manage media files
- Manage Bulletin email distribution list (Mailchimp)
- Prepare for electronic distribution of the Bulletin on the 1st of each month
- Assist Officers/Coordinators by uploading their content to the website
- Maintain Events Page:
  - Al-Anon related events submitted by members and,
  - Add AWSCM location & pertinent details - February and,
  - Add Assembly information, related documents, and other details June – September
- Encourage members, officers, and coordinators to use the website and invite feedback
- Participate with Webmaster, officers, coordinators and/or website committee members in decision making for any upgrades or structural changes to the website
- Present any recommendations and/or updates for optimum use of the website
- Provide training to existing or incoming committee members, including new website coordinator at end of term

Communication:
- March 15th - submit interim annual report to Bulletin for AWSCM
- July 15th – submit full annual report to Bulletin for Assembly
- Reports should include information on traffic, enhancements or changes to the website, feedback from members, discussion with other Areas, etc.
- Give periodic updates to members via BC/Yukon Bulletin when issues arise or changes take place to keep members informed about and engaged with the website

Time commitment:
- 1 hour per week (or less) to regularly update content. A bit more time is required a month prior to AWSCM and Assembly.
- 1 hour/month for Area Bulletin publishing using the website and Mailchimp.
- 2 weekends per year (May and September) for attendance at AWSCM and Assembly
- 1 day for attendance at Officers/Coordinators' meeting in January

Note: The role of Website Coordinator was split in two in 2021. The Website Coordinator works closely with the Webmaster which is a paid professional position that handles the highly technical website tasks (domain, email, HTML, structural elements, etc.).

Length of Term: 3 years
Further information is available in Al-Anon Guideline G-40