Florida South AREA 10 WEBMASTER/COORDINATOR
JOB DESCRIPTION

Eligibility requirements

1. Attend all Area World Service Committee meetings (two each year + 1 turn over meeting the 3rd year) and provide a written and oral reports.
2. Make 45 copies of your reports for Panel Bins for the AWSC
3. Attend all Area Assemblies (two each year), facilitate a breakout meeting. Give reports for the Breakout meetings, and a written report in the time allotted for each
4. Make 45 copies of your reports for Panel Bins and 125 for the GR folders for the Assembly
5. Make 175 copies of your reports for the folders plus the 45 for bin folders for the last (election) Assembly.
6. Are liaisons with all Area 10 Districts and WSO and keeps in touch with the appropriate district chairpersons
7. Make a presentation once a year at the Area Service Seminar (if one is held).
8. Available to accept invitations from other Districts within Area 10 to speak about the Webmaster/Coordinator position
9. Coordinators serve all districts of Area 10, not just the area they live in
10. Reply promptly to all emails, phone calls, texting, and all communication
11. Prepares written reports or articles for The Sunshiner by the deadline requested by the Sunshiner Coordinator
12. Is familiar with the Florida South Area 10 By-Laws
13. Be willing to serve as a support to the new incoming panel members
14. Participate in WSO e-communities and any WSO Conference Calls
15. Keep receipts/records of expenses for reimbursement

The purpose of the Webmaster/Coordinator

Maintain **http://www.southfloridaal-anon.org** (the current FSA 10 Web site) 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. Changes are to be encouraged to the document originators, if needed. Also, it is the Area 10 Webmaster/Coordinator's responsibility to withhold and remove documents and updates to the FSA 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.

Duties and responsibilities

1. Computer, scanner (optional), and Internet access, plus establish a "generic" (webcoordinator52fls@gmail.com) e-mail account that can be passed consistently from panel to panel, changing only the password by the new panel member to conduct Area 10 business. This e-mail address is provided to the following (2) Internet-based companies **www.amhosting.com** and **www.networksolutions.com** for the purposes of Web site hosting and Domain name registration of Florida South Area 10 (FSA10). The Webmaster/Coordinator needs to forward any account bills received to the current FSA10 Treasurer immediately upon receipt for prompt processing.
2. Knowledge of Web programming technologies (at least some HTML) and Website maintenance is desirable.
3. Knowledge of File Transfer Protocol (FTP) procedures is desirable (can be learned on the job)
4. Ability to convert a variety of file types to Adobe PDF format is recommended (can be learned on the job). PDF format is currently the established format for all documents posted on the FSA 10 Web site.

5. Minimum recommended software on your computer: 1) HTML file(s) editing (i.e., HTML-Kit 292 (free) or Adobe Dreamweaver [$$$]); 2) PDF file creation software (i.e., Microsoft Office 2007 Suite with PDF file update [downloadable from www.microsoft.com].

6. Coordinate with Area 10's Group Records Coordinator to verify the accuracy of meeting changes.

   The individual FSA 10 Website pages are listed as follows;
   a. Meeting Schedules and Calendar of Events: Establishing and maintaining one (1) or more contact(s) per District for the purposes of posting updates to these individual Web pages. Each District is responsible for maintaining its own "original" documents.
   b. Alateen: Work directly with both the Area Alateen Coordinator and Area 10 Alateen Process Person, to maintain updates and changes to this FSA 10 Web site page.
   c. Special Area 10 Events: Additional FSA 10 Website pages for events, such as AFG Convention and Alateen Conference, etc. may be added to the FSA 10 Website. The Webmaster/Coordinator works directly with the Event Chair (or their designee) to maintain updates and changes to the respective FSA 10 Website Page for the event.
   d. Sunshiner Newsletter: Work directly with the Area 10 Sunshiner Newsletter Coordinator to maintain updates and changes to this FSA 10 Website page.
   e. Delegate's Digest: Work directly with the Area 10 Delegate to maintain updates and changes to this FSA 10 Website page.

7. An off storage backup of all FSA 10 Web site documents and documentation be established for data preservation is recommended.

Revised and dated Sept. 2014