

Area Webmaster

Position Description

Maine Area Al-Anon

Term length: 3 Years

Position description: The Area Webmaster is responsible for maintaining the Maine Area 23 website.

Duties and responsibilities:

- Receive content and updates from Group Records Coordinator and post to the website.
- Maintain anonymity of all Al-Anon members, and align website content with Steps, Traditions and Concepts and Website Guidelines.
- Serve on Membership Outreach Action Committee.
- Assist in submitting website report annually.
- Seek technical advice as necessary.

Skills needed:

- Current membership in Al-Anon (Al-Anon members also in AA may apply).
- Have access to and be proficient with computer, email, Microsoft Office (Word, Excel, PPT), PDF creation and file conversion. Familiarity with different web browsers.
- Website design experience or willingness to learn.
- Good communication and organization skills.
- Familiarity with WSO guidelines for Al-Anon Web Sites (G-40)
- Responsiveness to requests for timely updates.

Time commitment: 1 hour per week for updates.

Literature references:

- Maine Area Website Guidelines 2020
- Guidelines for Al-Anon Web Sites (G-40)
- Al-Anon/Alateen Service Manual

Webmaster Flow Chart

