Website Coordinator Tasks

Charlie T. (925) 858-5382 district14website@gmail.com

General Website Housekeeping

- Check Website Coordinator email (every 1-2 days)
- Update website with new Speaker Meeting flyer (monthly)
- Update website with printable meeting list as needed
- Updated Online Meetings page with updates as needed
- Updated website with changes in positions needed or filled
- Added news announcements as needed
 - e.g. events, new speaker meeting recordings available
- Respond to information requests
- Submit Website Coordinator report for monthly business meetings

Website Updates

- As needed
 - New pages (e.g. for an event)
 - Highlight something new
 - Events or news posts
- Make things work better, or more efficiently
- Update instructions to incorporate changes
 - https://al-anoncontracosta.org/administrator-info/
- Editing example
 - https://al-anoncontracosta.org/monthly-speaker-meeting/

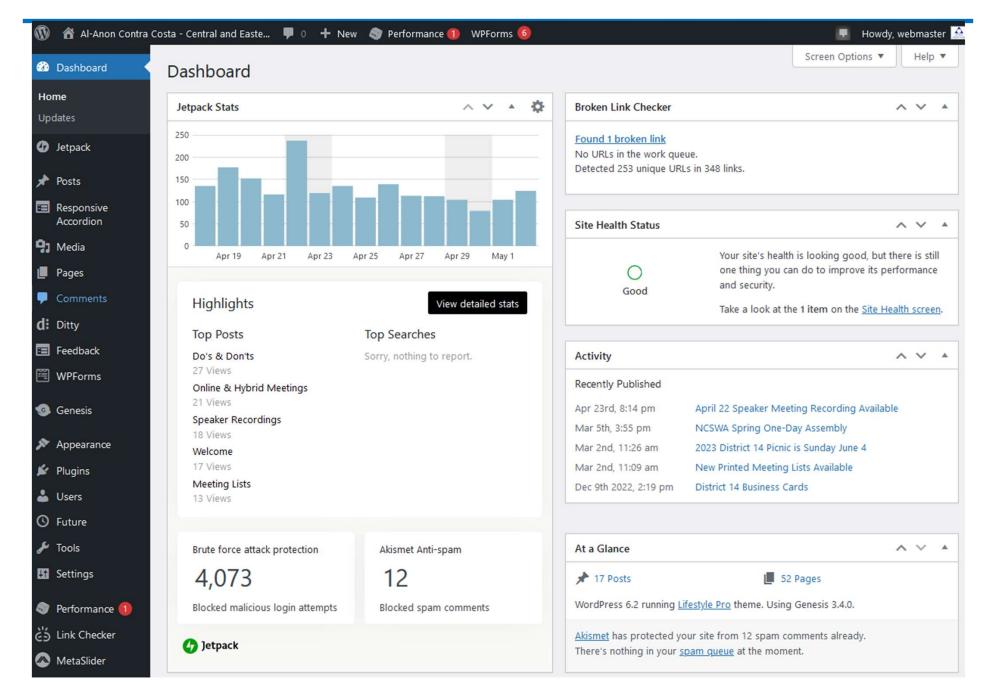
Account Management (Infrequent)

- Email (free gmail account)
- Wordpress (website)
 - Website content
- Hostgator (platform)
 - Domain name; al-anoncontracosta.org
 - Wordpress hosting account
 - Website services (e.g. automatic backups)
- WP Forms
 - Forms plug-in

Administrative

- Attend District 14 monthly business meetings
- Submit yearly budget requests for services (December)
- Attend district budget meeting (February)
- Pay for account listed on previous page, & request reimbursement from district

Wordpress Dashboard



Questions & Inquiries

- District needs
 - Website Coordinator Alternate (current Panel)
 - Website Coordinator and Alternate (next Panel, 2024)
- Contact Charlie T.
 - District14website@gmail.com
 - **-** (925) 858-5382