

Website Coordinator

The Website Coordinator is responsible for the content and functions of the District 14 Website, adhering to WSO Guidelines and AI-Anon Traditions

Eligibility

- Elected by District 14 for a three-year term or until the end of the current panel.

General duties

- The Coordinator or Alternate shall attend District 14 Monthly Meetings and report on current activities.
- Report all expenses to the Treasurer within 90 days with receipts for expenditures. They will also report contributions with a written record of all contributions.
- The Coordinator has the right to form a committee to assist in carrying out the functions of the Coordinator.
- The Coordinator or Alternate shall attend the budget meeting and submit a request to the Treasurer.

Specific duties

1. Maintain use of the website email address for District 14 business purposes
2. Coordinate use and maintenance of the website content with the District 14 Officers, Coordinators and Group Representatives
3. Coordinate website issues with the NCWSA Website Coordinator and WSO, as necessary
4. Work with Meeting List Coordinator to keep the meetings information accurate and timely
5. Actively create, maintain, and retire District 14 website content
6. Make a timely response to all AI-Anon requests for website content changes
7. Protect website content. Maintain use and privacy of all access accounts and passwords. Ensure website is backed up for recovery purposes.
8. Assurance of copyright permission, when necessary
9. Maintain procedural and technical instructions for use by the Alternate Website Coordinator and future Website Coordinators

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