

# Area Webmaster

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

## Position Description:

- Provide leadership in the area, especially as it pertains to web and technical issues.
- The WEBMASTER'S position is technical and administrative. This position requires a knowledge of HTML, CSS, and an understanding of how websites work. The webmaster should be able to edit and update HTML and CSS files as needed. This position does require use of a computer, access to the WEB, e-mail, tools, and editors used to support WEB sites.
- Area 35 also supports aaMeetingLocator software and web site. aaMeetingLocator uses PHP software generated web pages. Knowledge of PHP software and mySql database is needed to support aaMeetingLocator. Support for aaMeetingLocator may be by the Area 35 Web Master and/or other committee members with the technical knowledge to support the PHP software and databases.

## Responsibilities:

- Area 35 WEBMASTER is a voting, standing, member of our Area 35/Area 36 ad-hoc aameetinglocator committee.
- Read and become familiar with the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Actions Book, Robert's Rules, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, Area Assemblies, annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Support and participate in training opportunities at the Area, District, or Group level.
- Manage the Area 35 projector and Screen. The projector and screen should be available for all committee meetings, Area 35 assemblies, Area 35 Service Workshop, and Area 35/36 Joint Workshop. The projector and screen is available for use by all members of Area 35.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Manage committee activities within the SOFR requesting additional funds if necessary. Clear over budget expenditures with the Area Chairman and Treasurer prior to incurring the expense.
- Submit for reimbursement of expenses in a timely manner to ensure a consistent and more predictable disbursement of Area funds.
- Be available to committees, Districts and groups to provide experience, strength and hope with respect to the committee chairperson.
- Request and encourage each District to elect or appoint a representative to the committee, preferable the chairperson of the corresponding district action committee.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Keep accurate minutes of all meetings and distribute to Area 35 secretary in a timely manner.
- Follow recommendations by the area 35 assemblies. Following GSO's website guidelines.
- Thoroughly review all fliers submitted for posting to make sure that all traditions are followed, and make any changes as necessary (removal of last names etc.) Post on calendar in a timely manner. All events on our calendar should be AA sponsored events. AA sponsored events are district and area meetings, AA Roundups, AA speaker meeting, and other AA fellowship events. Club fund raisers and round ups that are not AA sponsored would not appear on our calendar. If the webmaster is not sure about a particular flier or page, it should be looked over by the entire web committee before being posted.

- Add, delete or edit meeting information in a timely manner. Based on area 35 web guidelines in conjunction with information provided by working closely with the area records secretary.
- Add, delete or edit district pages as each district wishes. Help create district pages and maintain them within Area 35 guidelines.
- Make a physical backup copy of the web database once per month.
- Maintain the “anonymous respond” email account.
- Maintain all forwarding email accounts associated with the website (ex: areachair@area35.org) by notifying our web provider in a timely manner with any changes.
- Make physical changes to the website (or delegate to an AA member with web programming experience) as requested by the committee or Area 35 as a whole.
- Designate one person on the web committee to have a backup copy of all passwords and access codes pertaining to the website. With the exception of this one person, all passwords should be kept private.
- Respond to any email inquiries in a timely manner.
- Review usage reports from our web provider, and share them with the committee.
- Make sure all copyright and other laws are adhered to regarding our website.
- Keep all billing/registration records up to date with current Names, Addresses, phone numbers, and private registration. LinkSky is our current WEB host and domain name registrar.
- Keep all payments up to date for our WEB site.
- Keep all payments up to date for our domain names.
- Budget and pay all joint aameetinglocator expenses.
- Attend and participate at all aameetinglocator meetings (Most of these meeting are online virtual meeting, up to 4 per year)
- Keep the area 35 committee and assembly informed about aameetinglocator activities. Report in Northern Light Area Newsletter.
- Update the Trusted Servant Guidelines for the Webmaster. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2<sup>nd</sup> year.
- When rotating out help the incoming Webmaster Chair with experience, records, information, and any other helpful suggestions for serving.

**Tools:**

- A working PC
- Internet access
- FTP software ( Free versions are OK)
- E-mail
- E-mail client like outlook or thunderbird. (Thunderbird is free)
- Office software like “OpenOffice” (Free) or MS word etc.