



Northern California World Service Area Website Coordinator Guideline

PURPOSE OF WEBSITE

Our website provides information about Al-Anon and Alateen in Northern California to members of Al-Anon, potential members, the public and professionals. It contains links to Al-Anon World Service and AA and each page of the site allows viewers to find meetings and literature.

Domains <http://northerncaliforniaal-anon.org/> and <http://ncwsa.org/> offer frequently updated information pertinent to our service arm including:

1. A warm local welcome
2. A calendar of events
3. NCWSA Forms & Guidelines after approval by the NCWSA Chairperson
4. Financial and other documents used in NCWSA service
5. Contact information for Northern California Literature Distribution Centers
6. Our Northern California district and AIS phone numbers and links to their websites
7. The 12 Stepper newsletter
8. A "Contact Us" page that allows individuals to communicate with Area trusted servants anonymously.

The *Guideline for Al-Anon Websites (G-40)*, *FAQ For Al-Anon Websites (S-66)*, and *Al-Anon/Alateen Service Manual* are resources for additional information about the form and content of area service arm websites.

PREREQUISITES

Must be knowledgeable about and willing to apply Al-Anon principles in the creation and maintenance of our area website. Has an interest in how people relate to websites and how a website can best serve its purposes.

RESPONSIBILITIES INCLUDE

1. Sending notices of website committee meetings to members of the committee
2. Sets goals and strategies and selects members of the website committee as necessary to perform the duties and supervises the activities
3. Prepares a written report for area committee meetings and assemblies and emails copy to the 12-Stepper editor
4. Represents NCWSA in business dealings with web hosting companies and other service providers, prepares expense reimbursement reports and submits them to Treasurer
5. Approves expense reimbursement requests of website committee members
6. Prepares and submits an annual budget request to the Budget Chairperson
7. Communicates with officers and coordinators as needed between area meetings and assemblies
8. Attends the area turnover meeting at the beginning and end of the 3-year term of office
9. Maintains the communications with WHOIS, the service that tracks web site domain names.



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COMMITTEE MEMBERS

Alternate Website Coordinator is an elected position. Other website committee members are appointed by the coordinator. Members of the committee:

1. Attend website committee meetings
2. Perform the duties assigned by the coordinator in a reasonable time
3. Alternate Website Coordinator substitutes at area meetings for Website Coordinator in his/her absence.
4. Prepare expense reimbursement reports and submits them to the Website Coordinator
5. Answer phone calls, e-mail questions and addresses problems as needed.