

Website Coordinator's JOB DESCRIPTION

Introduction: The elected officers and appointed coordinators (3-year term) of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold any office beyond the group level.

1. **ELIGIBILITY / QUALIFICATIONS** – Must have knowledge in maintaining and revising websites using HTML and PHP for web development and email list serve administration. Must have advanced computer skills and the ability to provide support for presentations at SCWS events in using presentation software and audio/visual projection devices. Active member of Al-Anon in CA(S) with working knowledge of the 12 Steps, Traditions and Concepts, current Service Manual and KBDM (Knowledge-Based Decision Making). Have an understanding of the Area and World Service structure. Must keep executive confidentialities.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Coordinate the SCWS website to help facilitate communication within the various levels of service. Maintain and update the SCWS website to keep it current. Most updates include news, calendar, Bulletin, and Alateen updates and postings for and after Assembly and Committee meetings. Website administration includes email forwarding for SCWS officers and coordinators, blog administration, email list subscriptions, and email list serve administration (messages sent by officers to AWSC, DRs, and GRs). Acquire presentations (PowerPoint, PDFs, audio and video, and Internet resources) from officers to use laptop to project at Committee, Assembly, and other SCWS events. Prepare and present written report for each quarterly SCWS meeting and email to Secretary and Bulletin Editor. Has voice and vote at Board and Committee Meetings.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Professional and/or volunteer experience in website development and maintenance, knowledge of HTML and PHP, and list serve messaging are needed. Strong computer skills including use of presentation and word processing software, PDF creation and editing, and file conversion. Weekly updates of website and quick response to officer requests to send out list serve message requires willingness for quick turnaround. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – May be asked to take notes which are projected at Assembly, Committee, or other SCWS events. Provide support for other technology-related board needs such as electronic voting, document creation, etc. Participate in Thought Force committees as requested by Chair. Is accessible, available, responsive, and flexible. Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to laptop with Internet connection, email including attachments, word processing, spreadsheet, presentation and pdf-reading software.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Up to 5 to 10 hours per week to keep website current, send list serve messages as requested, and prepare for and follow-up to meetings. Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3rd Sat) and May, Nov Assembly (3rd Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS or TEAM event and support events of other coordinators.
7. **PREPARATION** – Meet with past SCWS Website Coordinator. Assistance will be provided during transition. Notebook with detailed procedures will be provided at Turnover Meeting.
8. **TRAVEL** – May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.
9. **PAGE REFERENCES** – For other activities and details, see p. 72 of 2014-2017 *Service Manual*, and SCWS Bylaws.