

WEB-SITE COORDINATOR (*Volunteer Position*)

Attend all District meetings or send a representative. Review past months meeting minutes and submit any corrections to the District Secretary.

Familiarize oneself with the duties of the Web-Site Coordinator, and the Al-Anon and Alateen Service Manual, and WSO Guidelines

At the beginning of each term, form a committee to review what the web-site's purpose, format and content will be.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Keep the District Web-Site updated; i.e., group changes, activities and other information gathered from the district meeting. Be willing to implement suggestions gathered from the district meeting.

Have a working knowledge of web development, software, File Transfer Protocol software, and computer usage.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Submit an estimated budget to the District Budget Committee.

A subscription to the *Washington Wanderings* is recommended.

Having a Service Sponsor is strongly recommended.

In March each year, submit a short report to the District of the past years events or activities