

# Area Web Coordinator

## **GENERAL DESCRIPTION: (to include term of service)**

The Hawaii Area Webmaster ~~Coordinator~~ is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary), after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

## **SKILLS NEEDED FOR POSITION (or ability and willingness to learn):**

- Possession of, knowledge of and capability to use the Al-Anon Alateen Service Manual;
- ~~Knowledge of HTML and building websites~~ Knowledge to maintain and update websites;
- Computer capable to:
  - ◇ Prepare documents in MS Word, MS Excel and/or MS PowerPoint or other office suite software;
  - ◇ Create pdf documents for distribution to members and posting to ~~yahoo e-group groups.io~~ and Hawaii Area Communication Hub on website;
  - ◇ Participate in AFG Connects;
  - ◇ Ability to research and use internet capability:
  - ◇ Conference calling;
  - ◇ Online meetings (Join.com, GotoMeeting, Webex, Zoom, etc. );
  - ◇ ~~Yahoo Groups~~ Groups.io and Area Communication Hub (for document sharing and email list);
  - ◇ Create the Assembly Registration on the website for electronic registration; work with the Hosting District DR.

## ***Travel/Time Commitment:***

- Attend two one-day Area Committee meetings per year plus one two-day Area Committee orientation held in the first year of the panel;
- Attend both days (a Saturday and Sunday) of the twice-annual Area Assembly. The Spring Assembly is traditionally held on Oahu and the Fall Assembly is traditionally held on a neighbor island;
- Participate in periodic Area Service Conference telephone conference calls to handle the affairs of the area between Assemblies.
- Regularly maintain and update pages and links on the Hawaii Area website. (Calendar, Meetings, Surveys, Assembly Registration, Assembly Documentation etc.)

## **REFERENCES:**

- ~~2014-2017~~ 2022-2025 Al-Anon Alateen Service Manual (Pages ~~65-67~~, 72-75, 131-132, 124-125 <https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/>);
- Al-Anon Guidelines: Guidelines for Area Web Sites (G-40 <https://al-anon.org/pdf/G40.pdf>)

(Both of the above can be found at <https://al-anon.org/for-members/>);

- Hawaii Area World Service Policies and Procedures ([https://www.al-anonhawaii.org/files/ugd/d34dfb\\_c952007dabe947fd91e994daaa0db07a.pdf](https://www.al-anonhawaii.org/files/ugd/d34dfb_c952007dabe947fd91e994daaa0db07a.pdf));
- Hawaii Area Guideline for Establishing and Maintaining a List Server for Area Communication.
- Annual HAWSC budget.

### **HELPFUL HINTS: (things you learned along the way that might be helpful)**

- ~~Map out ideas for the site before you start. How would you like the site to look? What info should it contain? How should that info be organized? The site was designed and implemented in 1997 or 1998, and while it served its purpose for many years, it is time for an update. Consider re-designing it to reflect current trends in web design. The new website has been built. Maintain a working relationship with the hired website professional.~~
- On a quarterly basis, email DRs through the HAWSC e-group for updates on meeting schedules. Ask them to send you a PDF of their district's schedule from which members' names and phone numbers have been deleted to maintain their anonymity. The schedules should, of course, include their district hotline/phone number. *Be willing to update meeting schedules as changes occur. Contact will come from OIS, Maui DR, Kauai DR, East Hawaii DR and West Hawaii DR.*
- Consider having a public outreach section with updated members' sharings (the current ones, while still valid, have been posted since 2000). You can hold a workshop at an Assembly to get new materials. Simply make a sharing sheet and distribute it to participants, giving them 30 minutes or so to write something. *The Public Outreach Coordinator has their own page, work with them to start a section with updated members' sharing like described above.*
- ~~It would be great to have a password protected "members only" section on the website. If you have the technical skill, go for it! If not, try to get an estimate for preparing that and report to~~ We have password protected "members only" sections on the website. The pages are Assembly Documentation, HAWSC (Officers' Pages), and Area Communication Hub.
- Create a Web Information Service Committee comprised of a web coordinator from each district to work on the updates of individual district pages.
- Gmail addresses for each HAWSC position have been created; these are to be passed down to the next position holder every new panel (Area Officers, Area Coordinators and DRs). Try to have a workshop to teach the various tools included in Google Workspace, how to sign-in and use Gmail, how to use groups.io, how to use Area Communication Hub etc.