

# WEBMASTER

- 1) Responsible for construction, organization, and presentation of the Area website.
- 2) Responsible for maintaining reasonable security of site and anonymity of the Area's
- 3) Works with Area Committee Members assisting them with their IT needs (in relation to the website).
- 4) Backs up the website's data files on a regular basis.
- 5) Maintains contact with the Website Hosting Service.
- 6) Manages the Area "announce" mailing list and Area committee email "alias" list.
- 7) Helps districts develop their own websites.

## **Suggested Resources:**

A.A. Guidelines on the Internet.

Frequently Asked Questions About A.A. Websites.

Area 23 Website Manual or Notebook.

A.A. Service Manual.

Past Website Chairperson, Webmaster and committee members.

## **Suggested Qualities:**

Solid foundation in A.A with several years of continuous sobriety and some service experience at the district/Area level.

Strong knowledge of A.A.'s Twelve Traditions.

Some knowledge of Hyper Text Markup Language (HTML) or relational databases but it does not have to be extensive.

Experience with website design and maintenance.