

Website Committee Position Descriptions

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Website Committee meeting at Area 15 assemblies.
- Watches for opportunities for A.A. website-related content to share with District Website Committee Chairpersons, such as Box 4-5-9 articles and opportunities to attend online A.A. website workshops.
- Assists the Website Committee of the hosting District for each Area 15 assembly by determining an appropriate workshop topic for that District Committee to present at the Area 15 Website Committee meeting at Area 15 assemblies; if the assembly host District does not have a District Website Committee, works with other Area 15 Website Committee members to determine a topic of interest, finds a volunteer to research and present the topic, and offers help as needed.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Website Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Updates Area 15 Chairperson on any changes to Area 15 Website Committee officers during the panel.
- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election if an Area 15 Website Committee officer steps down during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of Area 15 Website Committee report.
- Keeps Area 15 Website Committee's page on Area 15 website updated, providing workshop notes and other Website Committee-related documents to the Area 15 Web Servant.
- Coordinates with the Area 15 Website Committee Web Servant, one of whom attends the annual National A.A. Technology Workshop.
- Submits receipts for Area 15 Website Committee monies spent to the Area 15 Treasurer.
- Works with Area 15 Website Committee Secretary-Treasurer to provide budget request for Area 15 Website Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Returns all unspent budgeted Area 15 Website Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- Works with members of the Area 15 Website Committee to update Area 15 Website Committee's Composition, Scope and Procedure and Area 15 Website Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Presents Area 15 Website Committee Chairperson's responsibilities at election of Committee officers at Area 15 Website Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Website Committee Chairperson with incoming Area 15 Website Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- OPTIONAL: Hosts online Website Committee meetings for District Website Committee Chairpersons using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- At least three years of sobriety.
- At least one year of service on the Area 15 Website Committee.
- Previous experience as a member of a District Website Committee.
- Ability to create agendas and lead meetings.

- Knowledge of Area 15 current practice pertaining to the Website Committee.
- Familiarity with A.A. Guidelines on Internet.
- Knowledge of A.A. Traditions.
- Desire to communicate with A.A. members via the Area 15 website.
- Technical knowledge about the internet is advantageous but not required.

Alternate Chair Responsibilities

- Attends meetings of the Area 15 Website Committee at Area 15 assemblies and makes a report to the Committee.
- Presents Area 15 Website Committee Alternate Chairperson's responsibilities at election of Committee officers at the Area 15 Website Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Website Committee Alternate Chairperson with the incoming Area 15 Website Committee Alternate Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Website Committee Chairperson in his or her absence.
- Attends online Area 15 Website Committee meetings if called by the Area 15 Website Committee Chairperson.

Alternate Chair Qualifications

- At least three years of sobriety.
- At least one year of service on the Area 15 Website Committee.
- Previous experience as a member of a District Website Committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Website Committee.
- Familiarity with A.A. Guidelines on Internet.
- Knowledge of A.A. Traditions.
- Desire to communicate with A.A. members via the Area 15 website.
- Technical knowledge about the internet is advantageous but not required.

Web Servant Responsibilities

- Attends meetings of the Area 15 Website Committee at Area 15 assemblies and makes a report to the Committee.
- Receives and acts upon requests to update the Area 15 website from the Delegate, Alternate Delegate and Area Officers; these requests include but are not limited to information pertaining to the General Service Conference and Conference agenda review; updates to Delegate, Alternate Delegate and Area Officer web pages; agendas for Area 15 assemblies; minutes of Area 15 business meetings; Area Treasurer reports; and resources for trusted servants in Area 15.
- Receives and acts upon requests to update the Area 15 website from Area Committee Chairpersons; these requests include but are not limited to updates to Committee web pages; Area financial documents; fliers for upcoming Area events; and audio recordings provided by the Area 15 Archives Committee.
- Manages email accounts for Area 15 trusted servants.
- Manages the Area's online platform.
- Maintains and updates a calendar of Area 15 events and activities.
- Assists Area 15 Archivist with document archiving.
- Receives information from Area 15 Delegate, Alternate Delegate, Officers and Committee Chairpersons related to online meetings hosted on the Area 15 online platform and updates list of online meetings posted to the website.

- Receives quarterly a searchable list of registered A.A. groups with group numbers from the Area 15 Registrar and maintains the list on the Area website.
- Receives annually an updated Book of Motions from the Area 15 Current Practice Committee's Documents Coordinator and posts it to the Area website.
- Coordinates with the Area 15 Website Committee Chairperson, one of whom attends the annual National A.A. Technology Workshop.
- Presents Area 15 Website Committee Web Servant's responsibilities at election of Committee officers at the Area 15 Website Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Website Committee Web Servant with the incoming Area 15 Website Committee Web Servant following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Area 15 Website Committee meetings if called by the Area 15 Website Committee Chairperson.

Web Servant Qualifications

- At least two years of sobriety.
- At least one year of service on the Area 15 Website Committee.
- Sufficient technical knowledge to maintain the Area 15 website.
- Knowledge of Area 15 current practice pertaining to the Website Committee.
- Familiarity with A.A. Guidelines on Internet.
- Knowledge of A.A. Traditions.
- Desire to communicate with A.A. members via the Area 15 website.

Secretary/Treasurer Responsibilities

- Attends Area 15 Website Committee meetings at Area 15 assemblies and gives a report on finances of the Area 15 Website Committee.
- Maintains a contact list of District Website Committee Chairpersons, updating as necessary.
- Distributes a sign-in sheet at Area 15 Website Committee meetings at Area 15 assemblies.
- Compiles minutes of Area 15 Website Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.
- Receives agenda for upcoming Website Committee meetings at Area 15 assemblies from the Area 15 Website Committee Chairperson and sends to District Website Committee Chairpersons at least one week prior to the assembly.
- Brings copies of the agenda to the Area 15 Website Committee meeting at Area 15 assemblies.
- Attends Area 15 business meetings and delivers an oral report on Area 15 Website Committee finances; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Tracks expenses of the Area 15 Website Committee and provides reimbursement to Committee members for expenses as needed.
- Works with Area 15 Website Committee Chairperson to provide budget request for Area 15 Website Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Presents Area 15 Website Committee Secretary-Treasurer's responsibilities at election of Committee officers at Area 15 Website Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Website Committee Secretary-Treasurer with incoming Area 15 Website Committee Secretary-Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Area 15 Website Committee meetings if called by the Area 15 Website Committee Chairperson.

Secretary/Treasurer Qualifications

- At least two years of sobriety.
- Previous experience as a member of a District Website Committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Website Committee.
- Desire to communicate with A.A. members via the Area 15 website.