



Al-Anon Family Groups -Tennessee Area 52

Website Coordinator

Adopted 05/31/2024

Three-Year Trial Ends Fall Assembly 2026

DUTIES

- A. Is familiar with “Basic Skills and Knowledge Requirements of Area Officers and Coordinators”.
- B. Follows WSO Guideline AI-Anon Service Arm Websites (G-40).
- C. Linking to sites other than AI-Anon sites is discouraged as we always endeavor to avoid the appearance of affiliation.
- D. All links from service arm sites should have disclaimers posted, stating that the visitor is leaving the site, and that the AI-Anon site is not responsible for the content of the linked sites.
- E. Maintains the Area website in accordance with the Twelve Traditions, Twelve Concepts of Service, and the principle of anonymity.
- F. Maintains Area officers’ and coordinators’ forwarding addresses in, or on the website software. G. Provides updates to the webmaster concerning events to be added to the “Events” page. Events to be included are events hosted by AI-Anon/Alateen service arms or AA events with AI-Anon participation.
- G. Monitors Area website regularly to ensure all information is current and communicates needed updates to the webmaster.
- H. Submits annually a “Request for Permission to Reprint for Service Arm Website Publication Only” form to the World Service Office to request permission to post the AI-Anon Three Legacies on the Area website.
- I. Ensures that the URL is maintained and invoices for website hosting are paid in a timely manner.
- J. Shares the website password with the Delegate and the webmaster only.
- K. Is an ex officio member of the Area Technology Committee, a standing committee.