

## **District 25 Position Description** **Webmaster**

## **Website Coordinator or**

### ***Eligibility:***

- Any Al-Anon member.

### ***Term of Service:***

- Elected by voting members of the district for a three-year term.

### ***Required Skills:***

- Computer skills.
- General knowledge of websites and how they are maintained.
- Current website is maintained with WordPress. Knowledge of WordPress, Plugins, HTML, CSS, Basic Photoshop, and Basic SEO.
- Possession of computer capable of performing updates to the website
- It is recommended that the Webmaster have a service sponsor

### ***Specific Duties and Responsibilities:***

- Maintain the district's website.
  - Post flyers and other information regarding district events.
  - Keep the site's meeting list updated.
  - Keep the website looking beautiful.
- Report website stats and other website information at the district meeting
- Maintain knowledge of web technologies so as to make recommendations to the district when the site needs updating.
- Work with the District Public Information Media Team Coordinator to keep changes to group meeting schedules/status current.
- Any expenditures for supplies, etc. must be made according to District Policy and must be kept within the Website Coordinator's budget. The Treasurer is responsible for the actual payment of any fees associated for the domain registration and web hosting.
- Voting rights to be dependent on the current District Policy.

Accepted at the September 14, 2022 District Meeting