**POSITION STATEMENT FOR AREA COMMITTEE MEMBER POSITION HELD FOR A PERIOD OF THREE YEARS**

**WEBSITE COORDINATOR**

**Objective**: Adjust and edit website to meet the information needs of South Australian Al-Anon Groups. Update the newsletter for monthly access.

**Duties:**
Update meeting details on the website so they are current. Follow the guidance of Group Representatives, Al-Anon office volunteers and Newsletter Coordinator to ensure meeting times, date, addresses and details remain reliable for public access.

Liaise with Newsletter Coordinator to ensure a current version of the newsletter is available online. Upload the South Australian Al-Anon newsletter onto the South Australian Al-Anon Website monthly.

Communicate with the Al-Anon office and South Australian Al-Anon Newsletter to receive notices of Al-Anon events to be shown on the website.

Prepare a Website report to share at quarterly Area meetings.

Be familiar with AGSO guidelines on the content, copyright etc. for the Website. Layout and content can be changed.

June 2022