Kentucky Area Web Site Coordinator Policy and Procedures

Web Site Policy:

The role of the Kentucky Area Web Site Coordinator is to maintain both the Kentucky Area website (http://kyal-anon.org) and the Kentucky Area email address (kyalanon@gmail.com). The KY website is created through WordPress. The site is hosted through 1&1.

Web Site Procedures

1. Monitor and maintain the content and links on the seven main website pages through Wordpress. Update pages within 72 hours of requests. Web page content:
    a. Home page
        i. Contains welcome message and geographic scope of the Kentucky area
    b. Alateen page
        i. Contains a definition of Alateen
        ii. Link to 20 questions for Alateen
        iii. Link to the calendar of events(Events page)
        iv. General information for Alateen sponsors
    c. Events page
        i. Contains special events occurring throughout the Kentucky Area
            1. Events are listed only for the KY Area and must include AL-Anon participation
        ii. Contains information for Area Assemblies
    d. Meeting Locations Page
        i. Lists all KY Area meeting locations
            1. Work with the Group Records Coordinator for updates to the meeting locations.
        ii. Lists all Kentucky Area Literature Distribution Center information
        iii. Lists major Kentucky Area cities and their corresponding district
    e. Members Only Page – a password protected page for KY Area members
        i. Lists the KY Area Newsletters
        ii. Lists KY Area guidelines
    f. Professional Resources Page
        i. Contains “Did You Grow Up with a Problem Drinker”
        ii. Contains “Are You Troubled by Someone’s Drinking”
        iii. Alateen 20 Questions
    g. Resources Page
        i. Contains 12 Steps
        ii. Contains 12 Traditions
        iii. Contains 12 concepts
        iv. Contains a Literature Overview – Describes how to purchase literature
        v. Contact Us email form
2. Web Site Administration and Maintenance

a. The Web Site Coordinator, backup and Area Chairperson have full access to WordPress and 1&1 (including user ids and passwords)

Email Procedures

1. Monitor the kyalanon@gmail
2. Respond within 72 hours to emails and insure that email responses reflect the application of the Steps, traditions and Concepts.
    a. Forward specific District related emails to the appropriate District Representative