

Kentucky Area Website Coordinator Procedures

The Website Coordinator is responsible for maintaining and updating our website: www.kyal-anon.org. It is also the Website Coordinator's responsibility to host AWSC and Area Assembly Zoom meetings.

This position includes:

- Monitoring the website's health, through our website host, IONOS, passing bills from IONOS to the Area Treasurer, and updating outdated pages, plugins or menus inside WordPress.
- Maintaining Area email addresses, replacing old forwarding addresses with new officers, coordinators, and DRs.
- Posting Area events, including Al-Anon events, AA events with Al-Anon participation, and Annual Conventions of other Al-Anon Areas.
- Removing outdated events postings.
- Posting Inside Al-Anon materials, sent monthly by WSO, on the Inside Al-Anon page.
- Updating the Area Assembly page, adding agenda, minutes, treasurer reports, and other requested items for upcoming Assemblies. Posting the motions which will be voted on at each Assembly.
- Updating the Past Area Assembly Records page, posting documents from the previous Area Assembly.
- Creating forms in Forminator, allowing visitors to register for AMIAS training and the Annual Convention, and managing forms for Assembly registration and evaluations. Coordinating the distribution of these forms to the appropriate person.
- Assisting the Host Committee in setting up online registration for the annual convention, including setting up their PayPal or Stripe accounts within the website to accept payments.

- Responding to website visitors' questions (from the Contact Us link) or forwarding the questions to the appropriate DR for specific location questions.
- Posting new information on the website when requested by the Delegate, Area Chairperson, or AWSC. For example, PowerPoint presentations given by the Delegate, GR Resources presentations, guidelines and procedures, etc.
- Keeping WordPress updated, including theme updates, WordPress updates, and plugin updates.
- Starting AWSC and Area Assembly meetings in Zoom, creating, and posting all polls, relaying the results of the polls. Participating in Tech Team meetings and assisting Tech Team during Zoom meetings.
- Monitoring the Area email, kyalanon@gmail.com.
- Preparing and presenting a website report for each Area Assembly.

Prepared by Bonnie W., Website Coordinator 2024-2026