



I am responsible...

*when anyone anywhere
reaches out for help I want
the hand of A.A. always to be
there and for that I am responsible*



Policies & Procedures

Website Chairperson job description

Requirements:

- Two years' sobriety
- 1 year Intergroup experience
- A working up to date computer.
- A very good understanding of the Internet and browsers, and the different devices that can access our website.
- An understanding of file types used to store and share data. For example word and text documents, PDF files, spreadsheet, and several image file types.

Duties:

- Work directly with Webmaster on maintaining and enhancing the web site.
- Become familiar with the website layout.
- Keep the website current by advising the Webmaster of old information that can be removed.
- Add and update events on the web site calendar when submitted by email.
- Advise the Webmaster of outdated events on the home page, as well as new events to be added.
- Be able to access and use the email address for the webchair@aapinellas.org account. This is where all information regarding website correspondences will be directed to.
- Develop ideas and programs to increase use of, and awareness of the web site and intergroup online tools.
- Prepare and present a monthly report to Steering Committee and Intergroup.
- Attend the monthly Steering Committee and Intergroup meetings.