

Alcoholics Anonymous District 90 WEBMASTER COMMITTEE CHAIR

JOB DESCRIPTION

General Description: The purpose of our Website, named "The Official Website of District 90" is to assist the Alcoholics Anonymous groups of District 90 in carrying the message of Alcoholics Anonymous, primarily by publishing the meeting schedule of groups of Alcoholics Anonymous in District 90 on the Internet. It is our goal to help the still-suffering alcoholic establish direct, face to face, contact with Alcoholics Anonymous. District 90 is composed of parts of Chambers, Hardin, Jefferson, Jasper, Newton, Orange, Sabine, St. Augustine, and Tyler counties in southeast Texas. District 90 is also part of Area 67, a representative body of the General Service Conference of Alcoholics Anonymous.

Towards that end, we may also publish certain other information, such as listings of Intergroups, flyers announcing conventions and AA events in our region, as well as other information which may be deemed useful by the member groups of District 90.

We will, however, be vigilant to protect the spirit of AA Tradition and shall not affiliate or link our site to any non-AA entity. Furthermore, as this site is provided solely for public information, it is merely a general service vehicle; we simply publish publicly available contact information concerning Alcoholics Anonymous in the geographic area of District 90, on the World Wide Web.

Position Duties/Responsibilities:

1. The Chairperson of the Webmaster Committee is elected by the District General Service Representative Committee and holds primary authority and responsibility for the oversight of the Website. Policy is established and oversight is given on operational and budgetary matters at the quarterly District 90 regular meetings of the General Service Committee, and as needed.
2. The Webmaster Committee Chairperson and alternate Chairperson are elected by the District 90 General Service Committee as provided in its Articles of Incorporation and By-laws. The chairperson of the committee is the principal contact person for the committee and shall maintain frequent contact with the chairpersons of the Public Information and Cooperation with the Professional Community committees, District officers, the General Service Office and any other affected AA service entities.
3. The Webmaster Committee chairperson shall report to the District 90 quarterly on the committee's activities at the regular scheduled meetings of the District General Service Committee.
4. The chairperson of this committee is responsible for the day-to-day management and implementation of the District 90's policies which shall include adherence to the Twelve Traditions, Twelve Concepts and guidance provided in the AA Service Manual and current approved revisions thereof. It shall be the responsibility of the Chairperson of the Webmaster Committee to monitor and record all expenses. Expenses include maintenance and provisioning of the website which includes out of pocket expenses incurred by the Chairperson of the Webmaster Committee directly related to their service. Chairperson of the Webmaster Committee will be required to use their personal information and personal credit card information with the web hosting and domain sites. An annual budget request shall be submitted to the District for approval as required of all other standing committees of the District. Expenditures shall be limited to approved, budgeted expenses of the committee.
5. Maintenance of the site requires updating changing information on groups, events, and implementing changes in the presentation of information posted on our website. In addition, renewals of the domain name and website hosting will need to be maintained.