

Alcoholics Anonymous Area 50 Open Position

Webmaster

16 July 2009

The Area 50 General Service Assembly is in need of a member to join the Website Committee to help maintain our [Website](#). Since the Area 50 Website is mostly static this should not be a time consuming task. Outside of new development tasks, which should be minimal, work would mostly involve updating the calendar, Committee pages, and Announcements as well as posting flyer's and administrating e-mail aliases. On average this should require about 1 to 2 hours per month. The Webmaster should also plan on attending Quarterly meetings scheduled by the Web Chair.

The Website Committee consists of the Web chair, Area 50 Chair and ad hoc members who serve to coordinate Website activities as well as a Website consultant.

Qualifications for this position would preferably be experience with Office Programs such as Word Processors and Spreadsheets. Experience indicates for those without website development credentials this makes a good stepping off point. Expression Web 2 Software will be provided by the assembly for the Web Masters use but it is not a requirement. Expression Web 2 requires Windows XP with Service Pack 2, or Windows Vista. Any software which provides standards compliant html may be used. The Webmaster should also have possession of appropriate hardware to perform the tasks outlined in the Website Guidelines. The Webmaster will serve a 2 year term.

For qualified members who wish to serve a transition period and training will be available.

You may contact the web chair at webchair@area50wny.org and/or view the Area 50 Website Guidelines at www.area50wny.org/website.html .