

Web Coordinator Report 2016 Spring Assembly/Convention

I'm half way through my term for Web Coordinator for NYN. Today is a short presentation on my service position and hopefully I can answer any questions you may have. All this information is available on the NYN Web site

The New York North Area Assembly Service Positions Description is located on the NYN Area web site

www.nynafg.com under the

Area Information & Forms menu option in two places.

- **NYN Policies and Guidelines**
 - NYN Area Officer/Coordinator Service Positions - Updated 05/2014

- **NYN Assembly Activities and Presentations**
 - **Spring Assembly 2014 - Fear-Faith-Fun in Service | NYN Service Positions | NYN Service Resume**

General Responsibilities of all New York North Officers and Coordinators

- All positions are for a three year term.
- Attends all Area World Service Committee (AWSC) & Assembly meetings.
- Writes a monthly article for the Northern Hi Lights Newsletter.
- Is familiar with the Current AI-Anon/Alateen Service Manual, the New York North (NYN) Area Policies & Guidelines and the AI-Anon Legacies.
- Presents a verbal "2 Minute Hot Topic" report at AWSC and Assembly meetings and provides a written report electronically to the Secretary and the Web Coordinator.
- Supplies 5 hardcopies of report for AWSC & Assembly meetings. (If report is not sent to the Web Coordinator in a timely manner for posting to the NYN website, approximately 50 copies will need to be provided for the meeting)
- Keeps receipts/records of expenses for reimbursement from the NYN Treasurer adhering to the NYN Area Assembly Expense Guidelines.

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- Communicates with the Convention Coordinator regarding room accommodations for Assemblies. (See the NYN Area Expense Guidelines for details)
- Maintains a position notebook to be passed on to the incoming Officer or Coordinator.
- Conducts a Service workshop or presentation relative to the position once during the 3 year term.
- Attends NYNAC (New York North Alateen Conference) once during the 3 year term.
- All Officers are 2nd party signers on checks issued by the NYN Treasurer, with Treasurer or Chair being primary signers.
- Every member of the AWSC must be registered with the Area as an AMIAS (Al-Anon Member(s) Involved in Alateen Service).
- Participates in World Service Office (WSO) Conference Calls and E-Communities pertaining to position.

Responsibilities Specific to the Web Coordinator:

- Monitors the NYN website ensuring the content falls within the WSO suggested guidelines and adheres to the policies of the NYN Area Assembly.
- Maintains the NYN Online “Events Calendar”.
- Responds to NYN “Contact Us” e-mails.
- Updates the NYN position Email addresses to be forwarded directly to the personal email address of the individual holding the particular position.
- Works with the Group Records coordinator to maintain up-to-date meeting information.
- Utilizes and maintains a close working relationship with the NYN Website Technical Assistant.
- Communicates website changes in a timely manner with Website Technical Assistant.
- Serve as chairperson of the Web Committee (Web Technical
- If a Website Technical Assistant is not available, asks for assistance in carrying out the duties of the position.

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- Establishes good communication with the NYN Website committee, NYN Officers and Coordinators, DRs, GRs and AI-Anon/Alateen members to facilitate placement of appropriate information on the NYN website.

Sounds like a lot but the time required is not great but steady. We try to send inquiry responses within 24 hours.

The procedures for all the tasks listed are clearly documented in an easy to follow detailed script. Experience with excel spreadsheets, receiving and sending emails with attachments and downloading files is a must.

It is a great experience to have contact with the public and reply to their inquiries. Almost always an acknowledgement or thank you comes back. I feel great when I post an event or flyer with all the correct information the first time.

2016 stats NYN Contact Us Messages

2016	Received	Year to Date
Jan	8	8
Feb	10	11
Mar	14	25
Apr	3	28
May	2	30
Jun	0	30

It is a great experience to have contact with the public and reply to their inquiries. Almost always, an acknowledgement or thank you comes back. I feel great when I post an event or flyer with all the correct information the first time. When I have to go back and add or correct something, I can laugh at myself thanks to AI-Anon. There are *do-overs* in this service position.

Think about service in this position. It's rewarding. Come see me if you want a demonstration. Are there any Questions?

Peace, Molly C