

SUGGESTED GUIDELINES WEBMASTER

Relationship to District:

- Attends monthly District Business Meetings.
- Is a voting member.
- Maintains a published website at www.aamainedistrict6.org
- Maintains & renews domain name registration & hosting subscription which is due on June 14th of each year.
- Maintains and protects Login and Password credentials for such site and provides the district Chair with a copy of these credentials for duplication purposes.
- Request funding from the District each year at the appropriate time.
- Provides a report at each District Meeting.
 1. Number of hit for last month
 2. Changes made for the website last month
 3. New announcements, meeting list , etc. posted
 4. Asks for updates or new information from the floor
- Gets direction from District, District Chair and Groups.
- Maintains Email addresses for District 6 members and group GSRs as they request them.
- Tests website monthly to be sure that all links work properly and that all information is up to date.
- Checks the Webmaster@aamainedistrict6.org email address at least twice a week.
- Request for other website committee members to help out when needed.
- Train / pass duties and info to next Webmaster, i.e. 2 month transition period.

Relationship to Area:

- Communicates with the Maine Area 28 and CSO webmasters as needed making sure that any information posted on their website about District 6 is correct.

Service Requirements & Experience:

- Familiar with 12 Steps, 12 Traditions and 12 Concepts
- Must be proficient with computers and website development
- Two years Sobriety
- Have a Service Sponsor
- Demonstrate a commitment to service with prior District 6 experience (GSR, Committee Member, etc.)

Term:

- 2 Years, expires on Dec. 31 of each odd year