

Web Team: Outline of Responsibilities

Web volunteers, who form the web team along with the current and past website committee chairs, are responsible for overall maintenance of the website. The team comprises an administration arm and a development arm.

A.A. members interested in joining the web team should have a minimum of two years sobriety. An ability to see the larger picture, especially as it relates to the Traditions of A.A., is essential.

The website committee strives for a turnaround time of three days or less to complete requests. Web volunteers need to be available on a regular basis to post meeting information and events, and to carry out updates within this timeframe.

Term of service is normally two years, renewable at the discretion of the General Service Committee. As web volunteers work from home, team members may live anywhere in the BC/Yukon area. The team meets monthly, usually by Skype.

TYPICAL ADMIN TASKS

- Maintain "Find a Meeting" page including changes, additions and deletions.
- Maintain "Events" page including posting new events and editing existing events. Review event posters for anonymity and/or Tradition breaks. When necessary convert posters to PDF or jpeg format prior to posting on the site.
- Maintain website security and access for GSRs, DCMs, GSC and past trusted servants. Provide appropriate passwords and access levels.
- Maintain web team access to website admin, My Hosting and Asana.
- Maintain, edit and post linked documents, such as DCM lists, as requested by the Website Committee Chair

SKILLS FOR ADMIN

- Attention to detail is paramount as the BC/Yukon A.A. website is a public information tool.
- Basic computer skills including knowledge of Microsoft Word and Excel and the ability to create PDF and jpeg documents.
- Basic knowledge of websites is an asset.

TYPICAL DEVELOPER TASKS

- Maintain/edit/develop/debug web pages writing in HTML/CSS/PHP/JavaScript/MySQL
- Upload new/updated web pages to the web server.
- Maintain source code with GitHub source tree.

SKILLS FOR DEVELOPER

- Experience maintaining/developing/publishing custom web pages.

- Good working experience with HTML, CSS, PHP, Javascript, MySQL
- Experience with JQuery, phpMyAdmin, FTP, GIT would be an asset.
- Knowledge of NetBeans would be useful.

DUTIES COMMON TO ALL WEB TEAM MEMBERS

- Attend monthly web team meetings either face to face or via virtual platform. Development team has an additional monthly meeting.
- At the request of the chair, attend the website committee meetings and assist with questions and concerns that may arise.
- With the website chair, coordinate issues of policy and procedure.
- Support the website chair in interviewing potential website volunteers.
- Update and oversee the email aliases and email lists of Area 79.
- Be prepared to back up website and database if requested by the Website Committee Chair.