

Area 83 Alternate Webmaster

The 2-year term for the Alternate Webmaster concluded on June 1, 2021, and has been vacant since. This letter serves as a renewed call for résumés from members interested in serving Area 83 during the period January 1, 2023-December 31, 2024).

The Alternate Webmaster shall be appointed (or re-appointed) for a (2) two-year term by the Area Committee, on a recommendation of the Area Chair after consultation with any other members of Area 83 deemed suitable for advice by the Area Chair. Total term length not to exceed (4) four years. Resumes for consideration shall be submitted to the Area Chair. The Alternate Webmaster shall also be a member of Alcoholics Anonymous in Area 83.

Some of the qualities most desirable in the individual who will fill the vacancy are:

- To be experienced with software used in creating and maintaining a website.
- To be experienced and comfortable working within the committee system.
- To be familiar with the A.A. traditions, particularly as they relate to anonymity.
- To be familiar with the GSO's service material: [FAQs about AA Websites](#) (SMF-101) and [Guidelines for the Internet](#) (MG-18).

A complete position description, taken from the Area Operating Procedures, is attached.

The attached resume form should be completed by prospective applicants and returned by **December 31, 2022** to the Area 83 Chair: chairperson@area83aa.org

Yours in love and Service,

Amy L.

Panel 71 Chair

Area 83 Eastern Ontario International

chairperson@area83aa.org

From Area 83 Operating Procedures:

AREA WEBMASTER AND ALTERNATE WEBMASTER

To be appointed (or re-appointed) for a (2) two-year term by the Area Committee, on a recommendation of the Area Chair after consultation with any other members of Area 83 deemed suitable for advice by the Area Chair. Total term length not to exceed (4) four years. Resumes for consideration shall be submitted to the Area Chair. The Webmaster shall also be a member of Alcoholics Anonymous in Area 83.

The Area Webmaster holds primary authority and responsibility for the oversight of the Area 83 Website. The primary duty is to maintain the website, in terms of additions, deletions, updates, email address forwarding for Area 83 contacts and to track web site usage. The Webmaster shall ensure the *12 Traditions* and *12 Concepts*, GSO guidelines and policies and Area 83 Website Guidelines (Appendix Seven of the [Area 83 Operating Procedures](#)) are followed relating to the World Wide Web.

The Webmaster, *a voting appointed committee¹ member* will report to the Area Chair regularly, and to the Area Committee and the Assembly as necessary about new material received and give updates about ongoing projects. The Area Webmaster or Alternate Webmaster is suggested to attend the Area Committee Meetings and the Area Assemblies.

The Area Committee shall ultimately be responsible for and give direction regarding the policy and content of the Area 83 website, thus requiring attendance of the Area Webmaster or Alternate Webmaster at Area Committee meetings. Attendance at Assembly is expected; however, the Service Information Day Committee may require the Webmaster to do a workshop or participate in a panel or in presenting displays at the Assembly. All expenses, including but not limited to transportation, travel expense (including room and meals for the Webmaster or Alternate Webmaster), shall be paid by Area 83 or in the case of other requests, the requesting party or organization.

A separate line-item on the Area Spending Guidelines and Expense worksheet shall reflect expected Area Webmaster expenses including the costs to maintain the Website.

An Alternate Webmaster will be appointed (or re-appointed) for a (2) two-year term by the Area 83 Chair from candidates recommended by the Webmaster from resumes submitted to the Area Chair. The Alternate Webmaster shall also be a member of Alcoholics Anonymous in Area 83 and assist in the design and maintenance of the Website and be available for meetings of the Area Committee/Assembly when the Area Webmaster is not able to attend. **The overall position summary for the Area Webmaster shall apply to the Alternate Area Webmaster.**

¹ *Spring Assembly March 28, 2021 under "Old Business" Item 11 – C. it was approved in principle that the "Area 83 Webmaster, or in their absence the Alternate Webmaster, be given a vote as well as a voice at the Area Committee Meetings and Area Assembly."* Specific verbiage on this amendment to the Operating Procedures has yet to be approved by the Assembly.



A version of this form in Word may be downloaded [HERE](#)

Area 83 Alternate Webmaster Resume Sheet

Name:	
Address:	

Phone number:	
Email:	
Sobriety Date:	
Date submitted:	

Education

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A.A. Background

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Current A.A. Activities

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Relevant Experience / Training

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Signature of Applicant: _____

Date: _____

AA

Additional Information may be attached