

WEBSITE

1. As soon as you have accepted the position, familiarize yourself with the website guidelines,

which are posted at <http://aa-louisiana.org/websiteguidelines>.

2. Designate members of Alcoholics Anonymous to serve as Webmaster and Co-Chair.

3. Update Assembly e-mail addresses for incoming officers and committee chairs.

4. Hold website committee meetings at Assemblies and report the committee's activities to the

full Assembly.

5. The website chairperson is expected to attend the Area Committee meeting.

6. Set up a website display at Area Assemblies, which will include a sign-up sheet for the

electronic e-mail list.

7. Work closely with the Area Registrar in order to update the electronic e-mail list following

Assemblies.

8. Submit proposed budget to B&F chair by October 15 of each year.

9. It is expected for the website to set up a display at the Louisiana State Convention.

10. Work closely with the webmaster and assistant webmaster in updating meeting schedules and

the calendar of events.

11. Promote use of the Website to other committees, districts, and areas.