



Pinellas County Intergroup Web Site Policies & Procedures Form WSPP v2.0

Requirements:

Two years' sobriety

1 year Intergroup experience

A working knowledge of computers and Windows.

Thorough knowledge of the internet and the World Wide Web.

Duties:

- Work directly with Webmaster on maintaining and enhancing the web site.
- Become familiar with the website layout.
- Keep the website current by advising the Webmaster of old information that can be removed.
- Add and update events on the web site calendar when submitted by email.
- Advise the Webmaster of outdated events on the home page, as well as new events to be added.
- Have the three email addresses associated with the website forwarded to your email address. These are admin@aapinellas.org, website@aapinellas.org and events@aapinellas.org.
- Develop ideas and programs to increase use and awareness of the web site.
- Prepare monthly report for presentation to Steering Committee and Intergroup.
- Present reports to Steering Committee and Intergroup and answer questions.