



ALCOHOLICS ANONYMOUS
Area B Eastern Region

Area B Webmaster and On-Line News Editor

The Area B Webmaster and On-Line News Editor role is to:

- **Maintain the Area B website** – Keep all pages current and accurate, ensuring information is clear, accessible, and easy to navigate.
- **Upload and update content** – Add new announcements, update meeting or event details, and remove outdated information.
- **Encourage use of the website** – Actively promote the website across Area B to increase readership and engagement, including basic search engine optimisation (SEO) practices (e.g., clear titles, keywords, and metadata) to make information easier to find.
- **Curate AA news** – Select relevant Alcoholics Anonymous news items from trusted sources for publication.
- **Edit and proofread content** – Ensure all text is accurate, consistent, and in line with AA principles and traditions.
- **Publish AA Australia updates** – Post national AA announcements, service news, and conference information as provided.
- **Promote local events** – Share details of Area B activities, workshops, assemblies, and conventions.
- **Ensure technical functionality** – Monitor website performance, fix minor issues, and liaise with technical support as needed.
- **Uphold AA Traditions online** – Present information in a way that protects anonymity and reflects AA's principles.

Online News Editor Responsibilities

- **Gather and curate content** – Collect items of interest such as local member stories, announcements of new or closing meetings, local Area B events, Area B group events, and relevant events outside the Area (e.g., National Conventions, Eastern Region gatherings).
- **Advertise service and event opportunities** – Promote Area B Committees, Assemblies, and vacant positions, as well as CSO announcements and requirements.
- **Encourage use of the website** – Actively promote aaareaber.org.au across Area B to increase readership and engagement.
- **Report to the Area B Committee** – Provide updates on challenges related to publication, such as low fellowship engagement, difficulty in attracting submissions, or technical issues with website. Reports are given at Committee meetings and Assemblies.

Requirements

- Minimum of **two years' continuous sobriety**.
- Fundamental skills in electronic document creation and editing.
- Access to the internet and email.
- Commitment to a **two-year term** as a voting member of the Area B Committee.