

VA Area Communications Coordinator's Report

Date of VAWSC: March 4, 2023
Area Coordinator: Communications Coordinator
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Informational Items:

First Panel for this Area Coordinator position, second year:

- Continued to schedule meetings and consult with DRs, GRs, Area Officers, and answer general inquiries
 1. Al-Anon Family Group (AFG) and Virginia Area District meetings
 2. Virginia Area World Service Committee (VAWSC) meetings
 3. Al-Anon Service Center of Northern Virginia (NVSC) meetings
 4. Second Hybrid Area Assembly in Fall 2022
- Provided audio recordings of business meetings for Officers, Districts, special speaker meetings, and others as needed
- Emails - continued to respond to requests for Webex scheduling, meeting information, and general inquiries
 1. Monitor Area emails – add/delete vaalanon.org emails as needed
 2. Assign and configure forwarding emails for VAWSC members and Area Officers
- Training – continue to respond to training requests and assist/support the Webex Trainer as needed
- Attended Other Coordinator/Liaison Meetings
 1. Long Range Planning Committee
 2. Assembly Coordinator
 3. Website Coordinator
 4. Al-Anon Service Center of Northern Virginia (NVSC)
 5. Alateen Sponsor Training
- Outcomes, struggles, successes
 1. Successful Hybrid Fall Assembly
 2. Successful transitions for Groups hosting their own AFG meetings
- Important action items to do or accomplished
 1. Assisting with posting new events on the Virginia Area Calendar
 2. Assisting with updating the Virginia Area Website content as needed to support the Website Coordinator

Expected Focus in Panel 62 (one or more of the following):

- Updating the Virginia Area Website content as needed to support the Website Coordinator
- Assist with routine Website modification and platform upgrading from Drupal 7 to version 9.
- Participation in Area discussions and meetings on digital platforms, document storage requirements, backup and disaster recovery processes, version control and security for Area documents and Website files, data storage and structures
- Research other digital solutions as needed to support the Area Chair's requests