



Central New Mexico Intergroup

Job Title:	Website manager	Job Category:	Committee chair*
Abstinence requirement:	3 months current abstinence		
Term of Office:	2 years		
Prepared by: Pat O.		Updated: July 2018	

Job Description

ROLE AND RESPONSIBILITIES

The website manager is the chair of the website committee. It is suggested that this position be held by a seasoned member or that a newer member who holds this position have a seasoned member as an advisor to consult with before making changes beyond the basic maintenance of the website. In practice, the web manager will probably be a committee of one. However, it is advisable for the web manager to have a group of seasoned OA members to run ideas and questions past when they fall outside the range of regular maintenance - sort of an unofficial committee. This is to protect against breaks in traditions.

The website manager is charged with maintaining and developing the OA-CNMI.ORG website for the information and use of the fellowship. It includes keeping all the information on the website current and accurate as well as developing the website in such a way as to make it a good resource and a recovery tool for all our members. **In the case of innovation**, (i.e. adding a plugin to put in a new dimension on the website, developing a new subject on the menu bar, etc.) it is strongly suggested that the intergroup be informed and asked for feedback. There must be some basic trust in the website manager in terms of wording and some of the minute details, but a general 'okay' is important before a completely new idea is put into place on the website. Discretion needs to be used by the web manager as to what they post and change AND the intergroup must give the web manager some freedom to create.

Tasks of regular maintenance include:

- Uploading and linking new meeting lists as they come in and deleting the old ones
- Inputting new events as they come up and deleting old ones
- Uploading and replacing outdated files such as revised bylaws, etc. and deleting old ones
- Uploading and linking newsletters each month as they arrive
- Posting news items that are received from the membership to the latest news section
- Regularly checking the email account for information from WordPress or the fellowship for the website
- Periodically checking links so that the pages linked to are still accessible
- Updating and correcting wording for items that get changed by the WSBC such as updates to the 15 questions, the tools, the preamble, and other items that are quoted on our website.
- Yearly activities include putting the previous year's newsletters on an archival page and posting the new schedule for intergroup for the new year
- Being aware of and willing to develop new aspects of the website as demand or creative input suggests
- Prepare and submit a budget request when prompted by the CNMI Treasurer

PREFERRED SKILLS

Reasonably competent computer skills needed

ADDITIONAL NOTES

We have a professional tech person to help with serious tech problems with the website. Current web manager will train new person in use of the WordPress program and be available for future consultation.

*See CNMI bylaws, Article VII for more information about Committees and CNMI Policy Manual, Article ___ for Committee chair qualifications and duties