

Position: Assistant Web Administrator
(7/12/20)

Responsibilities:

- As requested by Web Administrator, assists with development, administration and maintenance of the ma-phone.org website as detailed in Web Administrator Service Position Description
- Functions as primary Web Administrator if/when Web Administrator is not able to perform their duties
- Holds account login information as 2nd trusted servant for website hosting and editing
- Serves as a member of the MAWPM Internet Subcommittee
- Adheres to the Marijuana Anonymous Internet Guidelines (<https://www.marijuana-anonymous.org/service/internet-guidelines/>) and MAWPM Internet Subcommittee Guidelines ([LINK](#))
- Regularly attend MAWPM Business Meeting
- Two months prior to the completion of term, submit vacancy as an agenda item and script announcement

Requirements:

Our trusted servants should demonstrate the ability to serve as an example to others.

Assistant Web Administrator should have:

- 12 months continuous sobriety
- Working knowledge of the Steps, Traditions and Concepts
- One year in service for MAWPM (can be in various positions; e.g., consistently chaired a MAWPM meeting for 6 months and secretary for 6 months)

Term length: Minimum: one year
Maximum: one additional term