

Position: Web Administrator
REVISED 7-12-20

Responsibilities:

- Development, administration and maintenance of the ma-phone.org website
- Updates and changes to the website can include: chairperson list, meeting schedule and phone numbers, business meeting agenda, business meeting minutes, announcements in script and web page, service opportunities, and minor script edits
 - Posts business meeting agenda submitted by business meeting chair within 72 hours of the monthly MAWPM business meeting (posted by 1 pm EST the Thursday prior to the business meeting)
 - Posts business meeting minutes within 3 days of receiving them from business meeting chair
 - Reports any changes other than proofreading (spelling, grammar, typos, and style consistency) made to the website between business meetings at the next business meeting or to the business chair if unable to attend
- Monitors the website to ensure its operation and link functionality
- Coordinates with Assistant Web Administrator as needed
- Updates website to implement GC decisions and motions passed within 3 to 7 days of the business meeting as notified by business meeting chair
- Updates @ma-phone.org email addresses to be linked to the trusted servant beginning a service term to ensure the emails are forwarded to the correct contact
- Provides attendance verifications when requested via e-mail to meeting attendees
- Ensures all files for the website are backed up in online storage with the Internet Service Provider
- Maintains domain name registration and ensures contact information is changed to new Web Administrator's non-ma-phone.org e-mail address at the end of service term
- Provides documentation of annual renewal and 5 year domain name registration fees to Treasury Subcommittee 4 months prior in order to ensure funds are available from 7th tradition
- Ensures domain registration and website hosting and editing software fees are paid by date due to prevent service disruption and potentially put personal credit card on file with domain hosting service
- Serves as Chairperson of Internet Subcommittee
- Primary contact, responsible for ensuring the main website, marijuana-anonymous.org has accurate and up-to-date MAWPM meeting information
- Regularly attend MAWPM Business Meeting
- Recommended attendance at monthly MAWS Internet Committee meetings, and/or review meeting minutes to keep up-to-date and aware of issues with the main website or policies and procedures that might affect ma-phone.org

- Adheres to the Marijuana Anonymous Internet Guidelines <https://www.marijuana-anonymous.org/service/internet-guidelines/> and MAWPM Internet Subcommittee Guidelines
- 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.
Web Administrators 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