

Position: Web Administrator

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 webpage, 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
- 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
- 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/>
- Two months prior to the completion of term, submit vacancy as an agenda item and script announcements

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 ex. consistently chaired a MAWPM meeting for 6 months and secretary for 6 months)

Term Length: minimum: one year
maximum: one additional term