Position: Podcast Administrator

Responsibilities:
- Edit and upload MA recordings to the Anchor podcast service as they become available from the Console Administrator.
- Maintain collection of MA recordings via the Anchor podcast service.
- Be the main point of contact between the MAWPM group and the Anchor podcast service.
- Provide active links to podcast collection via podcast streaming services to be posted on ma-phone.org website, including Apple Podcasts, Spotify, Google Play, and others as they are requested by the fellowship.
- Obtain verbal permission from speakers who are recorded on the MAWPM phone line before posting new recordings. This verbal permission can also be obtained from the SNL Chairperson for the SNL Speaker Meeting.
- Maintain spreadsheet with list of recordings and permissions.
- Attend monthly MAWPM business meetings and update group conscience on relevant podcast developments.
- Serve as a member of the Speaker Tape Subcommittee
- Two months prior to the completion of term, submit vacancy as an agenda item and script announcement

Requirements: 6 months continuous clean time from marijuana

Term Length: Minimum: 6 months
Maximum: one additional term of 6 months

Revised 10-13-24