

WEBMASTER Job Description
(Two Year Term / Non Voting)

The Webmaster:

- has a reasonable period of continuous sobriety;
- has an understanding of the AA program and of AA Traditions;
- has the willingness and availability to regularly attend Area Assemblies and Committee Meetings;
- has access to a computer with the Internet and email facilities and a printer (preferably not an employer's);
- update the website after each committee meeting and Area Assembly and as required with dates of both and any events;
- ensures that the on line GSR Registration form is in working order;
- maintains website and ensures the smooth running of it with all information;
- liaise with all parties to ensure website information is correct;
- supports Committee with google drive access and functionality
- supports Committee with access to email platform
- desirable (but not mandatory) to have some working knowledge of web design and updating and Godaddy.