**Electronic Documents Manager** *Not listed in Bylaws IV.2, IV.3*

Term: not specified

Maximum three consecutive years as Electronics Document Manager.

*Based on Bylaw V.3 by analogy*

Qualifications: *Based on Bylaw VII.3 by analogy*

1. OA membership: 6 months

2. Abstinence: 3 months

3. Intergroup service: 6 of the last 8 months

If no qualified candidate is available, these requirements may be modified by the Intergroup Assembly. *Based on Bylaw V.5, VII.9 by analogy*

Duties:

1. Manage Intergroup’s Dropbox account.

a. Encourage users to upload electronic documents to relevant Dropbox folders. Upload electronic documents into appropriate Dropbox folder as necessary.

b. Provide access to all Dropbox folders for Chairperson, Vice Chairperson and Recording Secretary.

c. Provide access to appropriate Dropbox folders for other Intergroup officers, committee members and volunteers.

d. Remove access to relevant Dropbox folders for departing officers.

e. Periodically update password to account.

f. Store documents for member OA groups as requested.

2. Manage Intergroup’s Google Group accounts (business and announcement groups).

a. Serve as owner

b. Provide manager access to current Recording Secretary, Web Editor, Chairperson, and Vice Chairperson.

c. Remove manager access from departing officers.

3. Upload documents relevant to future Electronics Documents Managers in appropriate Dropbox folder.

*Duties are based on “Electronics Documents Manager – Dec 2016.docx” in “Electronic Documents Management” Dropbox folder.*

*NOTES:*

*1. Should the duties include “Attend Intergroup Assembly meetings”? Grace says she doesn’t think this should be required.*

*2. There is also a more detailed job description (“Electronic Documents Manager Duties – DRAFT.docs” in “Electronic Documents Manager” folder and “Position-specific Documents/Electronics Documents Manager” folder) that can be revised into a manual, perhaps in combination with “Intergroup Dropbox Explained” (“Intergroup Dropbox Explained\_2012\_1202\_Edits by G.pdf” in “Electronic Documents Manager” folder). Grace doesn’t think a manual is necessary.*