**Web Editor**

Term: not specified

Maximum three consecutive years as Web Editor.

Qualifications:

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.

Skills needed:

1. Experience with content editing and maintaining a website.

2. Experience with HTML, Wordpress, and DreamHost or equivalent.

Duties:

1. Attend Intergroup Assembly and Executive Board meetings.

2. Maintain log of passwords and update access information to the website.

3. Coordinate with the treasurer to make sure annual hosting fees are paid.

4. Update online meeting schedule using Google Calendar and share updates with Meeting List Coordinator.

5. Update website with changes and new events following existing design conventions.

6. Review entire site twice a year to make sure content and links are up to date.

7. Help train and provide backup for replacement.

8. Upload documents relevant to future Web Editors (including passwords) to “Position-specific Documents/Web Editor” Dropbox folder.

*Adopted by Intergroup 2/2/19.*