Position: <u>Webmaster</u>

Sobriety Requirement <u>1 Year</u>

Length of Commitment <u>1 Year</u>

Specific List of Responsibilities and Activities Required:

- Update the Meeting Schedule and post on website when a change occurs.
- Update the Website with the Minutes from Steering Committee, GSR Reports, Business Meetings, and all other necessary updates.
- Ensure the domain/hosting is renewed.
- Answer questions that come in from the website or ensure the secretary answers the questions.