

JOB DUTIES
Website Chair of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To maintain the CAIG website

Job Duties

- Maintain CAIG Website, including all html pages, graphics & general content
- Maintain accurate listing of CAIG-vicinity meetings on the Website (As needed)
- Make updates to Meeting List (as per indication by Literature Chair)
- Maintain CAIG email accounts
- Ensure Website lists events & downloadable flyers (at Chairperson's discretion)
- Maintain CAIG office computer, primarily as it pertains to Website matters, but also organizing document folders and other efficiency-related computer matters
- Suggest possible updates to software
- Maintain & limit Internet access on office computer
- Ensure that Antivirus Applications are renewed annually & kept updated
- Train committee members in html & website authoring
- Keep Budget & Finance Chair informed as to expected annual expenses
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)