

AIIS CALGARY WEBSITE COORDINATOR

Term: 3 years

This position requires a person who

- a) is able or willing to be trained to enter & edit content in Wordpress

Duties:

- Attend 5 AIS meetings per year February, April, June, September and November
- Non-voting unless also representing a specific group
- Follow the Guidelines for Al-Anon Websites (G-40)
- Enter new approved documentation
- Update current content as required
- Liaise with Newsletter Coordinator to ensure smooth functioning of the newsletter subscription feature
- respond to emails directed to: Calgary_Website@al-anon.ab.ca

The time commitment of minimal, perhaps 1 hour/month is in addition to attending the AIS meetings

On occasion, all positions may require an additional time commitment for projects on an ad hoc basis.

<p style="text-align: center;">Extend the gift of recovery to others by requesting their assistance and support</p>
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