

# **AIS 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 AI-Anon Websites (G-40)
- Enter new approved documentation to the AIS Calgary information page on the Area website
- 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](mailto: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.