

Position Description

WebServant

Volunteer

AA Declaration

I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:

I am responsible

Responsible to

NSCSO Committee/ AA Groups in Area E

Tradition Two

For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Purpose

The position of WebServant supports the NSCSO's services by providing support on the operation and content of the NSCSO Website (www.nscso.org.au) as well as the NSCSO Microsoft 365 account and services.

Duties & responsibilities

In the performance of the WebServant job, you should be guided in your deliberations and decisions by the Twelve Steps, the Twelve Traditions of Alcoholics Anonymous and the Twelve Concepts for World Service.

Your duties include but are not limited to the following:

- Updating content on the NSCSO Website; updates can come from the committee, GSO, news and events from groups, etc.
- Minor updates of the layout/structure of the NSCSO Website. Occasionally there may be some minor changes that would require understanding of the Website Content Management System (CMS) **Wordpress**.
- Administration of the Microsoft 365 account; NSCSO committee have Microsoft accounts and some familiarity with Microsoft 365 account management would be required.
- Liaise with the technical support organisation that hosts and supports the Website (<http://onlineconsulting.au>)

Qualifications

General knowledge of Website CMS systems, particularly Wordpress.
General knowledge of Microsoft 365 Account Management.

Length of Appointment

The WebServant as office-bearer is, subject to the constitution, to hold office until the conclusion of the second annual general meeting following the date of the member's election at an AGM. At that time, subject to the approval of the Committee, the WebServant is eligible for re-election, if they choose.

Time Commitment

Varying hours per month. Approx. 3 Hours. But this can be a substantial time commitment if there are technical issues to be resolved and so a commitment to this outcome is also required.

Sobriety Requirement

This position requires a minimum of 2 years sobriety

Location

Remote.

Support

A hand over of this position will be provided by the previous WebServant and support provided by the trustees.