

**Title:** Webmaster

**Purpose & Responsibilities:** The Webmaster maintains the siafg.org website and webmaster@siafg.org e-mail address on a regular basis.

**Specific Tasks & Methods:**

- Update meeting information (new meetings, inactive meetings, changes to meetings) – this information is communicated via e-mail from the Group Records Secretary and Area Alateen Process Person
- Post Area Assembly information (minutes, meeting announcements, etc.) to Members' Area of website
- Convert New-O-Gram to PDF (from News-O-Gram coordinator) and post to website
- Maintain discussion forums on website (if added)
- Renew website hosting subscription every two years and update WHOIS website information each year
- Communicate with Website Editor to ensure appropriateness of information before posting to the website
- Check webmaster@siafg.org e-mail account on a regular basis and respond to e-mails in a timely manner (often involves making timely changes to the website)

**Necessary skills/qualifications:**

- Computer with Internet access
- Ability to communicate via e-mail
- Knowledge of website design via a content management system
- Ability to convert documents to PDF and upload to a website
- Basic knowledge of HTML/CSS can be helpful (but is not required)