

TLG Service Position Description

IT Chair

In charge of the Maintenance of our website and the Google Drive

Qualifications:

- 1 year sobriety / 2 year term
- Must have a home computer or laptop, reliable access to the internet and be able to access GoDaddy's website effectively.

Responsibilities:

1. Update website weekly with upcoming events/flyers.
2. Email from Three Legacies Group gmail account to the [TLG Mailing list](#) when the speakers have been updated and the upcoming week of fliers are available.
3. Attend the monthly Business and provide a report.
4. Update the contact us page if newly elected trusted servants.
 - a. Contact trusted servants to ask about what contact information they want on the page.
5. Maintain an open line of communication with home group members to receive feedback and new/different ideas.
6. Make updates to the website as needed with the input of home group members. *(You have discretion and the right of decision)*
7. Immediately following your election to the position, coordinate with the Treasurer to update card information for Google, and GoDaddy.
 - a. The rotation date and payment dates fall closely together and it would be easy to accidentally miss the window and have the old card on file when the payments go through.
 - b. Also, accessing the "Payment" section for the google account requires the authentication process with the code sent to the phone number of the current IT chair.
 - c. It takes approximately 7 days to change the phone number of the record. The new IT Chair can update the account to reflect their number, but will need to coordinate with the outgoing IT chair to update payments in a timely manner to make sure this happens before the due dates.
8. Option to create and post a group newsletter to the site *(monthly, quarterly etc.)* and keep homegroup members updated as to when it is available.
9. When the next website IT chair is elected, be available to train them into the position and answer questions.