



# Central New Mexico Intergroup

<b>Service Title:</b>	Electronic Communications Coordinator	<b>Job Category:</b>	Committee chair*
<b>Abstinence requirement:</b>	3 months current abstinence		
<b>Term of Office:</b>	2 years		

Prepared by: Taylor S.

Updated: September 2022

## Job Description

### ROLE AND RESPONSIBILITIES

The Electronic Communications Coordinator is responsible for the digital aspects of CNMI, primarily **the email account** and **the website**. Duties include keeping up with and answering or forwarding emails, sending out emails to CNMI members, maintaining the meeting list, maintaining the website (i.e. checking links, removing out of date items, etc.), and uploading and adding pertinent items to the website,

#### General Duties

- Maintain the email inbox (i.e. check, read, respond, file emails)
- Meeting List: Update it and send it out, and upload it to the website
- Mailings: Whenever possible, send out NOT MORE than 2 emails per month to the CNMI Board and Chairs, and the wider membership (this will include AT MINIMUM the monthly call for reports, the reports and meeting invitation, the meeting list, the contact list and the newsletter)
- Upload newsletter to the website, as well as any events, announcements, or policy and bylaw forms CNMI members request
- Maintain the website and make changes to it with the approval of CNMI Board Members and Chairs
- Work with the tech support for the website should problems arise
- Communicate with the CNMI treasurer about costs associated with the website and cloud storage
- Keep CNMI informed of all substantive changes planned for the Website and seek their input and group conscience approval.

### ADDITIONAL NOTES:

Anyone is welcome to take on this service, and can be assured that even with a very basic knowledge of email and websites, they will be able to learn how to do this position. CNMI members are ready to help train anyone to do this position.

Service member will receive a copy of "Guidelines for Doing ECC Service," a manual put together by former service position holders

\*See CNMI bylaws, Article VII for more information about Committees and CNMI Policy Manual, Article VIII for Committee chair qualifications and duties

