

Born Again Emmaus Community
Responsibilities and Duties

Website Administrator

(An appointed, one-year commitment that may be held by either an elected, voting member of the Community Board or a non-voting Community member. Option to extend tenure additional year(s) if the individual and the Board approve.)

July 2019

Responsibilities:

1. Be active in an Emmaus Reunion Group or similarly structured weekly accountability group
2. Regularly attend Born Again Emmaus Community Board Meetings and Gatherings
3. Attend Board Training annually (if a Board Member).
4. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL, and proficiency in website development.
5. Protect the integrity and intent of the Emmaus Model.

Duties:

1. Maintain the Born Again Community
2. Update Board emails to the website for Board wide email communications.
3. Monitor, improve and update the website as requested by the Board.
4. Maintain published documents for online use.
5. Serve as a help desk for Board members and the Born Again Emmaus Community experiencing difficulties with the website.
6. Regularly review the information on the website to ensure that it is up to date.
7. Acquire current Walk information from each Lay Director to update the site.
8. Work with the Agape Coordinator/Walk Lay Directors to be sure the links to the Community Sign Ups are correct.
9. Regularly check any hyperlinks associated with the website to insure validity.
10. Ensure all payments for website are paid by the Community Treasurer in a timely manner.