

## **The Walk With Christ** **\* Web Servant Description \***

**Role** – As a member of the Communications Committee, the main responsibilities of the Web Servant(s) are to administer the TWWC DropBox account and The Walk With Christ web page.

**Term of Service** – Serving as the Web Servant(s) is a two-year term. A married couple may share the position. The Communications Chair will request confirmation, every two years, from the Web Servant(s) whether or not they wish to continue serving in this position.

**Position Specific Responsibilities** – The Web Servant(s) will:

- Sign the *Standing Committee Covenant* at the first meeting of each year and return it to the Committee Chair. Signing the *Covenant* is a condition of serving on the Committee (not optional).
- Provide document creation and revision support for President-Elect or as directed by Secretariat.
- Administer the TWWC DropBox account: storage and retrieval of TWWC documents.
- Deposit electronic files as authorized by and/or provided by Secretariat such as Bylaws, manuals, talk outlines, Director Reports, Advocate Reports, schedules, contact information, etc.
- Represent Secretariat as liaison with web technical support (Jenographics).
- Maintain, update, modify, and improve, as necessary, The Walk With Christ website using WordPress software to make necessary edits and to upload pdf files.
- Maintain & monitor The Walk With Christ JotForms with technical assistance provided by Jenographics
  - Questions & Comments (President)
  - Change of Information Form (Registrar)
  - Online Team Registration (Registrar)
  - Online Nominations (Nominations Committee Chair).
- Oversee costs, payments, and services associated with the web page as managed by TWWC Treasurer and Jenographics.
- Coordinate with Treasurer to update TWWC GoDaddy and DropBox accounts when TWWC Treasurer credit card information changes (16-digit account number, card expiration date and CVV/CVC [3- or 4-digit]).
- Provide a brief report of accomplishments, special projects, and issues in conjunction with the Communications Chair's report at Secretariat meetings if unable to participate.

**Additional Responsibilities** – Although the Web Servant(s) is not a member of the Secretariat, through personal actions and attitudes, they can have a major impact on the tone and atmosphere for many aspects of The Walk With Christ. Web Servant(s) should:

- Pray for The Walk With Christ ministry.
- Read & become familiar with TWWC By-laws, Servant Description, policies, procedures, and other documents to become knowledgeable of how they apply to performance of the responsibilities of this position.
- Work at least one Walk weekend during their term of office if able to do so.
- Participate in The Walk With Christ 4<sup>th</sup> Day activities.
- Participate in a Walk With Christ type reunion group.
- Support the local Ulteya with their participation.

**Financial Responsibilities** – The Web Servant(s) is responsible for web page internet service provider accounts that host and/or administer the Walk With Christ web page (i.e., GoDaddy and Jenographics). The Web Servant(s) will be reimbursed by the Secretariat Treasurer for financial costs incurred for TWWC expenses upon submission of approved receipts and Secretariat approval.