

## **The Walk With Christ**

### **\* Web & Records Servant Description \***

**Role** – Reportable to the President-Elect, the main responsibilities of the Web & Records Servant(s) are to administer The Walk With Christ web page and the central records storage repository (TWWC DropBox account).

**Term of Service** – Serving as the Web Servant(s) is a two-year term. A married couple may share the position. The President-Elect will request confirmation, every two years, from the Web & Records 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 President-Elect. Signing the ***Covenant*** is a condition of serving (not optional).
- Provide document creation and revision support for President-Elect.
- Placing print order and providing the electronics files for Fourth Day Packet documents to the commercial printer (currently Outwest Printing).
- Administer the TWWC DropBox account: storage and retrieval of TWWC documents.
- Deposit and retrieve electronic files as authorized by and/or provided by Secretariat such as Bylaws, manuals, talk outlines, Director Reports, Advocate Reports, forms, 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 President-Elect's report at Secretariat meetings if unable to participate.

**Additional Responsibilities** – Although the Web & Records 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 & Records 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 Ultreya 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.