

Information Services Responsibilities (updated 2016)

The Information Services Rep tends to the following items on a regular basis, giving a very brief report at each Intergroup meeting:

1. **Website upkeep** for SanonChicago.org via the Weebly website builder, which includes keeping the following items up to date:
 - list of weekly local meetings (most remain unchanged)
 - notifications of area and national/international events (adding/deleting)
 - keep our domain names (sanonchicago.org, chicagosanon.org) currentTo do this, Weebly has a simple-to-use drag-and-drop system that even makes it easy to attach a link for downloading pdf's of event fliers, etc. The Intergroup secretary has been very good about sending reminders of necessary changes, helping provide a second set of eyes and accountability.
2. **Report on the number of visitors to the website** over the past 30 days. This is easily accomplished with the analytics tool from Weebly – just add the numbers per day and divide by 30 to get the daily average to report to IG.
3. **Keep the physical phonline “box”** from Vonage attached to an ethernet port of your router/modem so that the phonline stays up and running.* This is as simple as plugging it into the back of your home internet device. We have not needed to contact Vonage for any reason for the past couple of years, as the system has been stable. In the future, it could possibly be necessary to do so. The monthly bill for Vonage goes to the Intergroup secretary and treasurer, so the Information Services rep need not do anything with it. If some glitch should occur, he/she may be one troubleshooter.
4. **Be a possible contact person for phonline volunteers** in case they need to be removed from the position. This is not a frequent occurrence, and when it does occur, all Intergroup reps are asked to make known the service opportunity to their groups. The Intergroup secretary will be able to supply you with a current listing of phonline volunteers' names, phone numbers and emails.

This service position is hands-on and generally low stress. The website can be updated through most modern browsers, whether you use Windows, Apple iOS, Linux or Android – internet access is, naturally, necessary to the task.

A detailed how-to will be made available to the new Information Services rep, including passwords and screenshots, and current rep can be a service sponsor/resource person to the person taking up the position. Thank you for considering the position!

*If necessary, current rep is willing to keep the Vonage box at her home for the time being, if it is a problem.