

## **S-Anon Chicago Communications Officer – Role Description**

**Updated: April 2022**

The main responsibilities for this two-year term of service are as follows:

1. **WEBSITE:** Maintain the domain and website associated with chicagosanon.org and its mirror site sanonchicago.org. This involves use of the Weebly website builder, a software program that is relatively easy to use and has many tutorials and tip guides available online to help you get up to speed. The website can be updated through most modern browsers and internet access is, naturally, necessary to the task. A detailed how-to document will be made available, including passwords and screenshots. The areas to maintain on the website include:
  - Our domain names (chicagosanon.org – primary and sanonchicago.org - secondary), which are billed in 2- to 3-year cycles and paid with Intergroup funds.
  - Graphic template and content on the home page, which includes an overview of S-Anon and other relevant information.
  - Local meeting list and contact details for in-person, phone, Zoom, and hybrid meetings.
  - Event details and flyers for open meetings, marathons, and retreats.
  - Member resources, including officer and group rep role descriptions.
  
2. **PHONE LINE:** Oversee the Vonage phone account and service volunteers that support our local telephone helpline (630-403-4061). The monthly phone bill is paid automatically by the Intergroup treasurer and the Vonage box is maintained at the home of local member Joy K. (708-606-6151). The amount of calls to the phone line has greatly diminished in recent years, especially as the amount of information available on the website has increased.
  
3. **NOTES:** The current officer is available as a service sponsor for anyone interested in considering this position. The term of service is two years. The current term of service expires in October 2023.

Thank you for your consideration!