

## **Dixie Central Office Open Service Positions Summaries**

The following positions at the Dixie Central Office are an opportunity to be of service to the A.A. community and help on to stay sober. If you are interested in one of our open service positions and would like to know more, please attend the regular Dixie Central office board meeting on the 4<sup>th</sup> Sunday of the month at 12:30 pm at the Alano Club. A complete description open positions are in the DCO By-Laws and is available on the [ABOUT](#) page.

### **Co-Chair**

The Co-Chair are assists, participate, and share in the responsibilities of the Chairperson, and will assume all of the duties and responsibilities of the Chair in that person's absence.

### **Web Servant**

The Web Servant Creates, Edits and Posts the web pages on the DCO web site using WordPress content management system. Manages plugins and structure menus and other features to enhance useability, security and content. Coordinates with the Meeting Schedule Chair and District 7 as needed to ensure accurate meeting information is posted on the website. Microsoft Excel is currently used to upload all meetings to the website. Familiarity with Excel or other spreadsheet programs is required for managing the meeting information. Some training can be provided to a person with aptitude for the above tasks. Web experience a plus

### **Newsletter Chair**

The Newsletter Chair collects, prepares, and publishes the monthly newsletter under the guidance of the Dixie Central Office board.