

Position	Description	Clean-time
Treasurer	Bank account management, signatory on account, makes payments etc, keeps record of receipts, attends/reports to committee monthly.	18 months
Secretary	Creates agenda w/Chair, completes minutes & distributes to members, maintains the email/one drive account, admin on what's app forum, general admin duties, attends/reports to committee monthly, computer required.	1 year
Literature Rep	Maintains stocktake of pamphlets/literature, orders stock from ASC, fulfils orders from other members of committee, keeps spreadsheet of orders made, attends/reports to committee monthly.	1 year
Public Events	Research community events around Perth, expo's, local events, make calendar/list of options, apply for stalls, source members to attend, liaise with Lit Rep for resources, attends/reports to committee monthly, computer required.	1 year
Community Services	Liaise with Community Services/rehabs via phone/email/letters, provides resources/meetings list's, offer NA presentations to professionals, source members to panel present if needed, attends/reports to committee monthly, computer required.	1 year
Website Updater	Updates announcements, events, flyers on the WANA website pages for groups/committees as required, monitors PR email, attends/reports to committee monthly, computer required.	1 year
Social Media Moderator	Monitors WANA's presence on social media platforms (ie: FB) to ensure appropriate content within agreed parameters are met, keeping in line with the 12 Traditions/Concepts, attends/reports to committee monthly.	1 year
Meetings Lists	Fulfils GSR's/Groups orders for printed meetings lists & any other printing required by groups or committees, attends/reports to committee monthly, printer provided, computer required.	1 year