

Alcoholics Anonymous Area 09, Districts 1 & 3 Technology Committee Guidelines

Approved October 13, 2022

Overview:

This document will highlight the general scope of functions and duties for the A.A. Area 09, Districts 1 & 3 Technology Chairperson & Committee. The Technology Committee will abide by the spirit of rotation and align with concepts & traditions in Alcoholics Anonymous.

The Technology Committee will provide encouragement, information, direction, and support to District 1 & 3 in the use of new and existing technologies, to better carry the message of A.A. In all of its actions, the Technology Committee will be guided by A.A.'s primary purpose and A.A. principles. Understanding modern technology can be helpful but is not a requirement to serve as the Technology Committee Chair. A more important qualification is a thorough understanding of the principles of Alcoholics Anonymous as outlined in our Steps, Traditions, and Concepts and being able to apply them in a practical manner towards technology.

Area 09, District 1 & 3 Technology Committee Chair Qualifications:

The Technology Committee Chair will:

1. Be selected using procedures established in the District guidelines.
2. Have the time to serve and the ability to travel within Area 09, Districts 1 & 3.
3. Have at least two years of continuous sobriety.
4. Have computer skills to navigate and support the Area's electronic communication infrastructure.
5. Have reliable internet access.
6. Possess good communication skills.

Technology Chair Duties:

The Technology Committee Chair will participate in Area 09 Assemblies and all District meetings. Prior to the yearly General Service Conference, the Technology Committee Chair will facilitate discussions regarding Conference Agenda items relating to technology as used by A.A. and/or Internet use policy.

1. Establishes a minimum three-person non-funded, rotating Technology Committee.
 - a. Three members who rotate every two years, in accordance with District guidelines Article VI District Elections, paragraph B.3
 - b. The Technology Committee Chair will designate one of the Technology Committee members as the Technology Committee hybrid meeting host.
2. Participates in and chairs Technology Committee meetings. Meetings can be ad-hoc or on a scheduled cadence that works well for all Technology Committee members.
3. Works closely with the Area 09 Technology Chair & Committee, keeping them abreast of the current status of all technical aspects concerning District 1& 3 technology needs.
4. Is recommended to serve on the Area 09 Technology Committee.
5. Provides assistance and education to District 1 & 3 service members on the use of technologies utilized by the Districts, as needed.

6. Provides management and maintenance of District 1 & 3 owned technology devices. Maintains an inventory of owned devices.

- a. Computers.
- b. Peripherals. (printers, projectors, translation equipment, etc.)
- c. Maintain a list of all software licenses for all computers owned by District 1&3.
- d. Assist in setup of equipment as requested.
- e. As equipment ages out, recover and dispose of equipment.
- f. Pass purchased/licensed software to current hardware.
- g. Erase software and data from devices before passing on for disposal.
- h. Make recommendations for the replacement of District 1 & 3 equipment.

Understanding modern technology can be helpful but is not a requirement to serve as the Technology Chair. A more important qualification is a thorough understanding of the principles of Alcoholics Anonymous as outlined in our Steps, Traditions, and Concepts and being able to apply them in a practical manner towards technology. Technology can include a variety of topics and some of these may shift in and out of the purview of the committee as needed by the District. There is no expectation that the Technology Committee Chair serves in a professional capacity, but rather helps to guide the decisions of how and what technology should be utilized to best meet the needs of the Office. No decision should be made without the consultation of those impacted, especially decisions impacting the Office Manager and staff. Any decision that requires a budget will need to be approved by the District following the appropriate guidelines for modifying or adding an item to the operating budget.

District 1 & 3 Technology Committee

The Technology Committee will provide encouragement, information, direction, and support to District 1 & 3 in the use of new and existing technologies, to better carry the message. In all its actions, the Technology Committee is to be guided by A.A.'s primary purpose and A.A. principles.

Qualifications of Technology Committee 1.

Have the time to serve Districts 1 & 3.

2. Have Basic computer skills.

3. Have at least two years of continuous sobriety.

4. Have reliable Internet access. Technology Committee Service Positions as established by Technology Committee Guidelines

1. Technology Committee Co-Chair.

Technology Committee Co-Chair Duties: The Co-Chair may be called upon to perform specific duties to assist the Technology Committee Chair. The Technology Committee Co-Chair provides continuity to the Technology Committee by providing knowledge and experience shared by the Technology Committee Chair. If in any given rotation the Technology Committee Chair is unable to continue their duties, the following would take place in order to replace the Technology Committee Chair: Co-Chair, Technology Committee members,

and/or other members can provide a resume to the District 1 & 3 Chair to be affirmed by the District 1 & 3 elected officers

2. Hybrid Zoom Host.

Hosts the monthly District 1 & 3 hybrid meeting, with the DCMC. Ensures that the virtual meeting link is disseminated to the District members. Provides a link and password for each virtual meeting. Maintains access to the District 1 & 3 virtual meeting account.

3. Technical Assistant(s) to help maintain hardware/software support.