

## **Technology Committee Chair and Technology Committee Guidelines**

### **PURPOSE:**

The purpose of WSEA 92 Technology Committee is to help facilitate communication within WSEA 92, making information and activities of WSEA 92 accessible, providing safe and secure technology to preserve relevant material considered to have importance to WSEA 92. In consultation with the WSEA 92 Technology Committee, the Technology Committee Chair reviews and provides access to these materials, promoting knowledge and understanding of the origins, aspirations, and programs of WSEA 92. This is implemented by the use of both the Area Website as well as underlying communication structure of Google Workspace which allows information of the Area to be readily available and permanently saved for future Area use.

WSEA 92 Technology Committee in all its actions, is to be guided by AA's primary purpose, AA principles, and in all matters will be open to suggestions and questions from the Fellowship.

The following guidelines as set out below are provided as a general scope of functions and duties of the Technology Committee Chair and the Technology Committee.

### **WSEA 92 Technology Committee Chair**

**Qualifications:** The Technology Committee Chair will:

1. Be selected using the established process for Appointed Officers and serve a two-year term beginning on January 1st following the date of their appointment.
2. Have the time to serve and the ability to travel within WSEA 92.
3. Have at least five 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.

**Duties:** The Technology Committee Chair will participate in WSEA 92 Assemblies, Quarterlies and the four Standing Committee Workshops each year. Prior to the yearly General Service Conference, the Technology Committee Chair will facilitate discussions regarding Conference Agenda items relating to technology as used by AA and/or Internet use policy.

1. Establishes a six-person non-funded, rotating Technology Committee.
  - a. Three members rotating on even years after three years of service with an option to serve an additional three-year term.
  - b. Three members rotating on odd years after three years of service with an option to serve an additional three-year term.
  - c. The Technology Committee Chair will designate one of the six members as the Technology Committee Co-Chair.
  - d. The Technology Committee will meet the Friday night of Quarterlies, Assemblies (Roundtable) and at the Standing Committee Workshops. At these events, the committee will provide for the input of ideas on new technologies to be reviewed and discussed.
2. Participates in and chairs Technology Committee meetings.
3. Works closely with the Technology Committee and Co-Chair, keeping them abreast of the current status of all technology aspects concerning the Technology Chair and Technology Committee.
4. Maintains the WSEA 92 Google Workspace account.

5. Provides Google Workspace accounts, including email login information to all incoming WSEA 92 elected and appointed officers, District Committee Members and Alternate District Committee Members, as well as past Delegates.
6. Provides assistance and education to WSEA 92 service members on the use of technologies utilized by the WSEA 92, as needed.
7. Be the primary contact and maintain a relationship with the website hosting service. To include:
  - a. Maintenance of registration of the domain name.
  - b. Ensure that the domain name(s) are paid and protected appropriately.
  - c. Maintain SSL certificate(s).
  - d. Monitor site backups.
8. Management and maintenance of WSEA 92 owned technology devices.
  - a. Inventory of WSEA 92 owned devices.
    - i. Computers.
    - ii. Peripherals. (printers, projectors, translation equipment, etc.)
  - b. Maintain a list of all software licenses for all computers owned by WSEA 92.
  - c. Assist in setup of equipment as requested.
  - d. As equipment ages out, recover and dispose of equipment.
    - i. Pass purchased/licensed software to current hardware.
    - ii. Wipe software and data from devices before passing on for disposal.
    - iii. Make recommendations for replacement of WSEA 92 equipment.
9. Submit reports/articles to the WSEA 92 Newsletter each month.

#### **Expenses paid or reimbursed by WSEA 92:**

1. Website costs (ISP/IPP & Domain Name) expenses.
2. Software and hardware updates and replacement with WSEA 92 Committee approval.
3. All WSEA 92 Assemblies, Quarterlies and Standing Committee Workshops.
  - a. Travel.
  - b. Meals.
  - c. Lodging.
  - d. Registration.
4. Communication Expenses.
  - a. Copies.

#### **WSEA 92 Technology Committee**

The Technology Committee will provide encouragement, information, direction, and support to the WSEA 92 Committee 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 AA's primary purpose and AA principles.

#### **Qualifications of Technology Committee**

1. Have the time to serve WSEA 92.
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.
2. Secretary.
3. Technical Assistant(s) to help maintain hardware/software support.
4. Three (3) additional members.

### **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 WSEA 92 Chair to be affirmed by the WSEA 92 elected officers.

### **Secretary Duties**

1. Records minutes at Technology Committee meetings and promptly circulates them to the Technology Committee.
2. Distributes any Committee documents to committee members.
3. Helps the Technology Committee Chair maintain the records of inventoried WSEA 92 technology items (hardware, software and licenses).

### **Technology Committee Duties - The Committee:**

1. Through its group conscience, undertake and maintain final responsibility and authority for the use and content of the WSEA 92 website.
2. Will create and maintain policies defining and describing what the website will and will not post or display.
3. Will make itself available for consultation with other committees about conference related items that could utilize the experience of the Technology Committee.
4. Provides training to elected DCMs or Alternate DCMs so they are able to maintain meeting schedules for their Districts.
5. May be called upon to perform specific duties in the assistance of the Technology Committee Chair.
6. Email messages will receive a reply within seven (7) days.

### **Website Contents and Services**

1. The spirit of AA principles, Traditions and Guidelines will be followed. This means, among other things:
  - a. Anonymity will be preserved and protected:
    - i. The first name and last initial of AA members and the full name of non-AA members may be displayed on the website.
    - ii. Personal phone numbers, postal and E-mail addresses will not be displayed on the website, except for additions to the website calendar such as event flyers.
  - b. There will be no endorsement or affiliation with non-AA entities. (Tradition 6)
  - c. The AA Preamble will be displayed on the website.
  - d. The WSEA 92 website will only link to websites maintained by AA service entities except for tools to help disseminate information (e.g. Adobe).
2. A link to the AAWS website ([www.aa.org](http://www.aa.org)) will be provided to access general information about AA.
3. Copyrights and registered trademarks, when used, will be acknowledged. Alcoholics Anonymous®, AA®, and The Big Book® are registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine® and AA Grapevine® are registered trademarks of The AA Grapevine, Inc.
4. Email Addresses.
  - a. Anonymous links to trusted servants, WSEA 92 Committee members and DCMs email addresses.
  - b. Central Office and Intergroup representatives email addresses.

5. The following types of information are approved for display on the WSEA 92 website.
  - a. Home Group and meeting information: type of meeting, time and location.
  - b. District meeting times and locations, mailing addresses, and answering service numbers.
  - c. Central Office and Intergroup contact information, locations and hours of operation.
  - d. Event information (location, time, agenda, registration form, etc.) for the following types of activities, primarily focused on events in WSEA 92:
    - i. AA General Service functions. (Quarterlies, Assemblies, Conferences, Forums, Workshops, etc.)
    - ii. Fellowship activities. (Roundups, picnics, dances, campouts, etc.)
  - e. Quarterly and Assembly meeting minutes.
  - f. Area Committee reports.
    - i. Elected officer reports.
    - ii. Standing committee reports.
    - iii. Ad-hoc committee reports.
  - g. Newsletters.
  - h. WSEA 92 Handbook.
  - i. WSEA 92 motions. (adopted and failed)
  - j. Documents pertaining to upcoming Assemblies or Quarterlies.
    - i. Agenda.
    - ii. Motions and background materials.
  - k. Links to Websites of AA service entities will be provided as a service to Website visitors.
6. If a submission is rejected, an explanation will be provided with the opportunity to edit and resubmit.

### **Domain Name Registration**

1. The WSEA 92 Website shall be registered to Washington State East Area Assembly of Alcoholics Anonymous with a domain name of area92aa.org. (established July 5, 2001)
2. The Technology Committee Chair or delegated representative shall be the administrative contact for the WSEA 92 Website's domain name.
3. The technical contact shall be the Internet Presence Provider (IPP) who maintains the primary domain name server for the WSEA 92 Technology Committee.

### **Website Administration and Maintenance**

1. The Technology Committee shall have direct oversight on all matters pertaining to the WSEA 92 Website.
2. The Technology Committee will perform the following tasks and specific responsibilities, but are not limited to, the following administrative duties:
  - a. Verify the Website adheres to AA Guidelines and Traditions.
  - b. Give WSEA 92 Website status reports at all Washington State East Area Assemblies and Quarterlies, additional reports in the Area Newsletter are also encouraged.
  - c. Utilize Google analytics to produce reports pertinent to the WSEA 92 Website.
  - d. Select cost-effective options for an Internet Presence Provider (IPP) and domain name registration services.
  - e. Design, create and make changes to the WSEA 92 Website.
  - f. Maintain a backup copy of all WSEA 92 Website files, excluding backup of hosted web pages.
  - g. Manage WSEA 92 Website users and user access levels.
  - h. Maintain and update event calendar with information provided by the WSEA 92 Fellowship.

- i. Post current WSEA 92 Assembly and or Quarterly agendas on the WSEA 92 Website when available.
  - j. Post minutes from previous WSEA 92 Assemblies and Quarterlies on the WSEA 92 Website as soon as they are made available.
  - k. Update WSEA 92 Website copy of the handbook and motions as provided by the WSEA 92 Handbook Committee.
3. WSEA 92 Committee Members, Districts, Central Offices, Intergroups and Home Groups providing information to be posted to the WSEA 92 Website:
- a. Shall have the responsibility of verifying the accuracy of any information they wish to have posted.
  - b. May request changes to their posted information.
  - c. Change requests shall be submitted in writing to the Technology Committee.