

**Revised - May 08, 2021**

## **TECHNOLOGY COORDINATOR (Proposal)**

The Technology Coordinator shall be responsible for the coordination of all pertinent activities involving the use of technology as it relates to fulfilling the Mission of the LA AFG Area Assembly. This includes but is not limited to the management of the LA AFG website, a virtual meeting account, and an email subscription system.

### ***Duties of:***

#### *Technology Coordinator:*

- Attends Assembly and works with the various Committees on matters involving Technological issues. Contacts the Delegate, Chairperson, or Secretary if unable to attend Assembly.
- Provides written reports to the AWSC or Area Assembly as called for.
- Responsible to obtain domain and web hosting funding as required by the Webmaster annually. Responsible for obtaining funding for technical needs as approved by the Assembly.
- Delegates administrative and operational authority to the Webmaster and Tech Host as set forth in their respective job descriptions.

#### *Webmaster:*

- Maintains the physical integrity of the Website. Assures that all licenses and subscriptions remain current.
- Assures that the content on the Website follows the Traditions of Al-Anon and meets the standards of the Assembly.
- Updates the website in a timely and promptly removes outdated information.
- Maintaining the forwarding mailing addresses of the AWSC members (la-al-anon.org).

The primary purpose of our website is to provide a portal for access to and dissemination of information that will assist the LA AFG Area Assembly in completing its mission, which is as follows:

*The mission of the Louisiana AFG Area Assembly is to foster participation in service and interest in the Steps, Traditions and Concepts; to provide opportunities for groups to associate with other groups; to inform about the activities and services in our region and to maintain representation to and from the World Service Conference.*

Various aspects of this process include:

- 1) Providing links to other regional Al-Anon websites as well as to al-al-anon.org for the purpose of providing the most up-to-date meeting information.
- 2) Maintaining a calendar of Al-Anon activities by region as submitted to the Website Coordinator.
- 3) Maintaining an archive of Assembly and AWSC documents including minutes and financial reports under the password protected section of the website.
- 4) Provide a platform for the exchange of information between the Delegate and Area members and vice versa.
- 5) Maintains an email subscription service that will be available on the website.

***Tech Host:***

- Maintains the subscriptions to the necessary accounts as needed by the LA AFG Area Assembly to have Virtual meeting capability.
- Responsible for the scheduling and formatting of these meetings as needed by the Assembly, AWSC, or any committee thereof.
- Responsible for having Virtual meetings opened in a timely matter at their scheduled times.
- Responsible for the setup of audio and visual devices needed for in person Assembly meetings.

***Area 22 Tech Team:***

The Technology Coordinator will chair a standing committee to be known as the Area 22 Tech Team. This group shall evaluate questions presented to them by the LA AFG Area Assembly entities with the intent of providing technical, assistance, guidance, and suggestions to the Area Assembly.

Membership is open to all Al-Anon members residing in Area 22. It is suggested that along with the Technology Coordinator, Webmaster and Tech Host, that an Officer, a member from each standing Committee, and the Past delegates be represented.