Ohio Al-Anon – Area 44
Area Position Guidelines – **Information Technology Chair**

INTRODUCTION

The Area Information Technology (IT) Chair is responsible for implementing and managing technology resources for the benefit the Area. This includes:

- Provide strategic direction and recommendations to Area 44 regarding technology; serve as advisor to Area volunteers.
- Arrange for design/build/maintenance of the Area's Website including content management
- Arrange for selection, deployment and support of a software toolset used to support Area-level business
- Arrange for management of technology hardware
- Arrange for education, encouragement and technical support to other AWSC members, Al-Anon members and Al-Anon/Alateen groups within the Area to facilitate the use of the Area's resources.
- Arrange for the development of technical procedures manual to contain detail information to necessary to maintain Area software and hardware assets. This manual is to be a living document, updated and kept current as changes occur.

REQUIREMENTS

1. Computer with Internet access.
2. Ability to arrange the resources required to support software and hardware with an emphasis on WILLINGNESS TO LEARN.
3. Ability to arrange training of technical and non-technical users.
4. Ability to manage Area hardware and software assets.
5. Working knowledge of Al-Anon principles and Traditions, especially related to anonymity, service and leadership.

LIST OF DUTIES

TECHNOLOGY TOOLS
1. Arrange for the selection, implementation and support of tools which best support Area business processes,
2. Particularly arrange for support AWSC and Area Assemblies by
    a. Attending all meetings and ensure equipment necessary for these meetings is set up and ready.
    b. Providing for coordination and training to AWSC and Conference Committee on the technology use and best practices.
    c. Encourage information exchange among users

3. Arrange for protection of admin login credentials for all technology tools, providing documentation internally as appropriate for backup.
4. Ensure the toolsets are maintained and managed. Significant changes to toolset should be brought before AWSC.
5. Such tools currently include but are not limited to: website hosting and maintenance, domain names renewal, email accounts, virtual meeting software, content management and office tools (spreadsheet, word processing) and the Google Apps Suite (Google Docs, Google Calendar and Google Forms).

WEBSITE
6. Arrange for management of Web site design through implementation and support.
7. Seek to ease maintenance of frequently changing data through content management when possible.
8. Recommend and follow principles of posting content on public website in line with WSO and Area Guidelines. Content may include but is not limited to Area calendar, list of meetings, member resources and group records.
9. Arrange for stability of website.

EQUIPMENT
10. Arrange for the selection, implementation and support of hardware which best support Area business processes.
11. Arrange for asset management procedures which protect Area hardware investments.
12. Ensure hardware is maintained and managed. Significant changes to hardware should be brought before AWSC including selection, storage.
13. Arrange for hardware set up, training, use and tear down.

MISCELLANEOUS
11. Attend all AWSC meetings and Area Assemblies and present brief written and oral reports on:
    a. performance and status of hardware and software.
    b. performance of website with an eye toward increasing usage.
    c. Provide update on current projects.
    d. Provide ideas for how to use technology to support and grow the Area Web site use statistics.
12. Participate in budget process; keep accurate records and provide receipts. Follow Area policy on covered expenses.
13. Transfer all asset access and records to successor, being a Service Sponsor.