

Technology Committee

Composition

The Technology Committee voting members shall consist of a Chairperson, a Secretary-Treasurer, a Communications Coordinator, a Website Committee liaison. Each position carries one vote within the Committee. Each District may select a representative, each representative carries one vote. Only the Chairperson and the Secretary-Treasurer will be funded by the Area.

Scope

The Area 15 Technology Committee is responsible for supporting and advising Area 15 on technology-related services and resources, including but not limited to:

1. Technology Infrastructure

- Administration and oversight of Area-approved cloud-based storage systems.
- Management of shared collaboration platforms used by Area trusted servants.
- Maintenance of technology inventories, records, and documentation.
- Oversight of Area technology assets, devices, licenses, subscriptions, and vendor relationships.
- Recommendations regarding technology purchases, upgrades, and replacement needs.

2. Electronic Communication

- Administration and transition of Area-owned email accounts and related services during trusted servant rotations.
- Development of best practices for electronic communications.
- Promotion of secure and anonymized communication methods consistent with A.A. principles.

3. Virtual and Hybrid Meeting Support

- Assistance to Area officers, committees, and service entities in conducting virtual and hybrid meetings.
- Development and sharing of best practices for audio, video, voting, polling, and participant engagement.
- Training and guidance for meeting hosts, co-hosts, and technical support volunteers.
- Support for technologies that improve participation by both in-person and remote attendees.
- Evaluation and recommendation of equipment and tools used in hybrid meeting environments, including audio, video, display, and conferencing technologies.

4. Recordings and Digital Records

- Management and storage of approved audio recordings and other digital records.
- Recommendations regarding retention, protection, and transfer of digital assets.
- Promotion of practices that protect anonymity and comply with A.A. principles.

5. District Technology Forum

A portion of each committee meeting shall be designated for District technology servants and interested members to share experience, challenges, solutions, and best practices related to technology and hybrid meeting support.

6. Technology Guidance

- Provide consultation and recommendations to Area committees, districts, and trusted servants concerning technology matters.
- Evaluate emerging technologies for potential benefit to Area service work.
- Encourage the responsible and effective use of technology in carrying the A.A. message.

The Technology Committee has no responsibility for the Area website or its content, except when the Area Website Committee specifically requests technical consultation. The Technology Committee is responsible for providing and maintaining the content that appears on the Technology Committee's own webpage.

Procedure

1. Meetings

- The Technology Committee shall meet during Area 15 Assemblies at a time determined by the Area 15 Quarterly Coordination Committee.
- Additional meetings may be held between Assemblies utilizing the Area's approved virtual meeting platform as determined by the committee.
- Hybrid participation should be utilized whenever practical to maximize accessibility and participation.

2. Reporting

- The Chairperson shall report on committee activities in a manner consistent with other Area 15 standing committees.
- Reports may include technology initiatives, asset inventories, recommendations, training activities, virtual and hybrid meeting support activities, and budget information.

3. Budget

- The committee shall operate within the budget approved through the Area 15 annual budgeting process.
- Budget requests shall be submitted annually through established Area procedures.

4. Decision Making

- Committee decisions shall be made through discussion and substantial unanimity whenever possible, consistent with A.A. principles and the Area 15 service structure.
- Recommendations involving expenditures or significant technology changes shall be submitted through established Area procedures.

5. Amendments

- Future changes to the Composition, Scope, and Procedure of the Area 15 Technology Committee shall originate within the committee and be presented to the Area body in accordance with Area 15 procedures, consistent with the intent of Motion 868.