

Technology Committee Position Descriptions

Chairperson Qualifications:

- Minimum of three years sobriety
- Willingness to plan, coordinate, and execute Technology Committee events
- Prior service experience on any District or Area Committee
- Ability to assist in hosting meetings online using the Area 15 Virtual Meetings account
- Ongoing relationship with the Steps, Traditions, and Concepts through AA Literature
- Open-mindedness toward using a variety of technologies for sharing information and effective communication
- Helpful—but not required—experience with technology, virtual platforms, or internet tools

Chairperson Responsibilities:

- Communicate regularly (in person, online, phone, text or email) with Area and District Chairpersons, committee members and others regarding technology-related initiatives that support Area 15 events and activities.
- Communicate with the Web Servant to keep the Technology Committee web page current and provide event details—online or in-person—at least 10 days prior to the event.
- Attend the Quarterly Business Meeting to deliver an oral report on Technology Committee activities and finances, submit a written report to the Spanish language interpreter/translator and Recording Secretary by midnight the night before the meeting.
- Present newly elected or appointed Technology Committee officers as part of the Quarterly report.
- Review and update the Technology Committee's Composition, Scope, Procedure and officer Qualifications/Responsibilities for submission to the Current Practice Committee by July 31 of even-numbered years.
- Review responsibilities with the incoming Technology Committee Chairperson and pass on all relevant materials prior to the start of the new panel, in the spirit of rotation.

- Appoint additional trusted servants, work groups, or subcommittees as needed to accomplish the committee's mission and responsibilities.

Secretary/Treasurer Qualifications:

- Minimum of three years sobriety
- Willingness to plan, coordinate, and execute Technology Committee events
- Prior service experience on any District or Area Committee
- Ability to maintain accurate records of Technology Committee meetings and finances
- Ongoing relationship with our Steps, Traditions, and Concepts through AA Literature
- Open-mindedness toward using a variety of technologies for sharing information and effective communication

Secretary/Treasurer Responsibilities:

- Attend Committee meetings and record minutes; distribute minutes to committee members within a week.
- Maintain a communication list for members and interested participants.
- Provide oral and/or written financial reports as needed.
- Track committee expenses and submit receipts to the Area Treasurer for reimbursement.
- Work with the Chairperson to prepare annual budget requests to the Finance Committee by July 31.
- Remain available to assume Chairperson responsibilities when necessary.
- Return all unspent Technology Committee funds to the Treasurer prior to Dec. 31 each year.

Communication Coordinator Qualifications:

- Minimum of three years sobriety
- Willingness to plan, coordinate, and execute Technology Committee events
- Prior service experience on any District or Area Committee

- Ability to assist in hosting online meetings using the Area 15 Virtual Meetings account
- Ongoing relationship with the Steps, Traditions, and Concepts through AA Literature
- Open-mindedness toward using a variety of technologies to communicate effectively
- Helpful—but not required—experience managing virtual meetings, email accounts, or online communication tools

Communication Coordinator Responsibilities:

- Manage Area 15 Virtual Meeting accounts, including scheduling, access, and coordination with event hosts.
- Manage Area 15 email accounts and other communication channels.
- Review responsibilities with the incoming Communication Coordinator and pass on all relevant materials prior to the start of the new panel, in the spirit of rotation.
- Assist in panel turnover activities as needed.

[← back to the Technology Committee page](#)