

Iowa Area Technology Coordinator

The Task Force consists of Virginia B., Katy P., Audrey U., Samantha M., Beth R., Lorraine R., Linda A.

Our committee reviewed Technology Coordinator guidelines from multiple Areas and compiled the job descriptions we felt were most applicable to meet the objectives of the Iowa Area. The budget impact is noted below. The position will be reviewed at the January AWSC meeting.

Guidelines

The Area Technology Coordinator is responsible for implementing and managing the technology resources for the benefit of the Iowa AFG AWSC and Area Assemblies.

- Serves as the manager of the Area's digital needs, including setting up and facilitating Area business meetings.
- Responsible for online document storage and administration of the Area's online productivity and collaboration application software, eg Google Workspace.
- Trains and supports all members of the AWSC, as needed.
- Manages Area audio-visual equipment: store, transport and set up audio-visual equipment at AWSC meetings and Area business meetings.
- Work with the Treasurer to establish and maintain vendor accounts, eg. Zoom.
- Presents new technology and software updates to the AWSC, as needed.
- Collaborate with the Area Website Coordinator to keep the website up to date.
- Partners with Group Records Coordinator to keep email addresses updated.
- Compiles a Technology Coordinator binder explaining the Coordinator's processes. Updates the binder at the end of each term for turnover to new Coordinator.
- Possesses strong computer knowledge, including working with computer databases, general computer programs and the internet.

- Utilizes an established Area generic email address to allow for communication with individuals that visit the Area Al-Anon website. (See also Website Guidelines.)
- Serves as the chairperson of the Technology Committee. (Consists of Website Coordinator, Delegate, Treasurer, DR, Past Delegate, if available.)

BUDGET

Area Technology Coordinator - Budget

AWSC	Lunch \$10 x 3	\$ 30.00
Assembly	Registration (\$125 x 2)	\$ 250.00
	Expenses	\$ 50.00
	Mileage 1,000 x .25	\$ 250.00
	Estimated expenses for the year	\$ 580.00

Variables: Mileage
Expenses

The other task force will decide the costs of any programs, etc.