

Position Description
INDIANA AREA AL-ANON FAMILY GROUPS

POSITION NAME: Technology Coordinator

TERM LENGTH: Three Years (Beginning January 1, after election of Area Chairperson)

DESCRIPTION: An Al-Anon Member who has 3 current and consecutive years of Al-Anon participation and is also not a member of Alcoholics Anonymous. The Technology Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative. The Technology Coordinator is appointed by the Area Chairperson.

Has a working knowledge of computers, the internet, emailing, use of Windows, Microsoft Word, Microsoft Excel, and Microsoft Power Point, scanning documents, access to high-speed internet connection, audio/video equipment (including sound mixer, wireless microphones, speakers, video camera, WIFI booster, etc.)

RESPONSIBILITIES:

- Leads technology related Work Groups, Thought Forces, and Task Forces.
- Stays current on all developing technologies that may be applicable to the Indiana Area and present any recommendations to the AWSC for incorporation or upgrade of existing technology.
- Maintains a schedule for all Area Virtual meeting account usage and notifies Area Chair of current logon and password information. Changes password on an annual basis as a minimum.
- Develops and maintains a User Guide, if needed, for the current virtual meetings.
- Conducts in-person or online workshops within the Indiana Area as requested to educate members on virtual meetings and hybrid meetings.
- Notifies the Area Chair if unable to attend any required meetings. AWSC and Assembly are among the required meetings.
- Submits receipts with a reimbursement sheet of authorized Area expenses incurred.
- Ensures that all hybrid meeting equipment is available, set up, and working properly for all Indiana Area business meetings (if required) which includes AWSC and Area Assembly meetings.
- Attends the following meetings and performs the associated job responsibilities.

Area World Service Committee Meetings

1. Submits technical changes or revisions to procedures and guidelines of the meetings to the AWSC for consideration.
2. Submits a report on evolving technologies to the AWSC for consideration.

Area Assembly Meetings

1. Submits a report to the Assembly regarding the status of hybrid/virtual meetings.
2. In person attendance is required. If the Technology Coordinator is unable to attend a substitute must be arranged for the required attendance.

Orientation (Turnover) Meeting

1. Is available to the successive Coordinator to answer questions, explain duties of the position, and demonstrate the set-up, operation, and tear-down of the hybrid meeting audio/visual equipment.