San Diego Imperial Assembly of Alcoholics Anonymous Area 8

Information Technology Committee (ITC) Structure and Guidelines

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I.   Introduction

Service to the Fellowship of Alcoholics Anonymous is the primary purpose of General Service in the San Diego Imperial Area. In all our proceedings we shall observe the spirit of the AA Twelve Traditions and the Six Warranties, mindful of the ideals expressed in "The AA Service Manual" and the "Twelve Concepts for World Service". The Right of Decision, the Right off Participation and the Right of Appeal shall always be observed.

Cases not specifically covered in these guidelines or of direct Assembly action, the latest edition of the SDIAA Structure and Guidelines shall be the authority.

II.   Committee Responsibilities

In general terms the IT Committee is responsible for providing service assistance and information to Area8. Examples of specific responsibilities include but are not limited to the following:

- Manage the Area8 Website.

- Hold IT Committee Meetings via zoom.

- Provide Zoom support for ACM meetings. These meetings may be totally online or hybrid meeting, depending on meeting room availability.

- Provide ITC reports to the area secretary.

- Make verbal reports to ACM or Assemblies as needed.

- Provide technical liaison for area officers and other committees.

- Provide technical support for area assemblies, including GSR School. This support may be as simple as projecting assembly documents on a screen or in cases where an actual physical venue is not available to host the entire assembly online. It is essential that the committee coordinate technical requirements with area officers before the actual assembly.

- Provide technical support as needed for other area committees, workshops, etc.

- Maintain the area email accounts and mailing lists.

- Ensure that the area IT related bills for web hosting, domain registration, etc. are paid in a timely manner

- Submit the IT Committee budget to the area Finance Committee and Treasurer

- Manage the IT Committee hardware such as laptops, cameras, projectors, etc.

III. Committee Membership

Technical expertise is of course a welcome asset, but it is not a requirement for committee membership. The only position within the committee requiring specific technical skills is the Web Servant.

A. Committee Officers

See paragraph IV below. All area officers vote on IT Committee actions but only the IT Committee Chairman (or the Alternate Chairman in his or her absence) and the Web Servant can vote on Area 8 business at the ACM or Area Assemblies.

B. GSR and DCM members

GSR and DCM members may be volunteers or assigned via blind pick at Area Assemblies. These members are eligible to vote on IT Committee actions and Area 8 business.

C. Appointed Committee Members

These members are appointed as outline in the Area8 Structure and Guidelines. They are eligible to vote on IT Committee business but not on Area 8 Business. Appointed Committee Members are not eligible for election to the IT Committee Chair.

D. Other Volunteers

Any AA member can be a volunteer member of the committee. These members are eligible to vote on IT Committee business but not on Area 8 Business.

IV. Committee Officers

With the exception of the Web Servant, IT Committee officers are elected at the beginning of odd-numbered years by voting members of the committee for a term of two years. The Web Servant is elected for a term of four years with a possible extension for an additional two years.

A. IT Committee Chairman

The committee Chairman is elected by voting members of the IT Committee in January of odd-numbered years for a single term of two years. As specified above, appointed committee members are not eligible for election to chairman.

The following responsibilities may be delegated to other committee members. These responsibilities include but are not limited to the following:

- Host IT Committee Meetings via zoom. It is the responsibility of the chair to prepare and distribute the meeting agenda and to keep control of the meeting that it may proceed in an orderly manner.
- Provide ITC reports to the area secretary before each ACM.
- Make verbal reports to ACM or Assemblies as needed.

- Coordinate technical liaison for area officers and other committees.

- Coordinate technical support for area assemblies, including GSR School.

- Coordinate technical support as needed for other area committees, workshops, etc.

- Ensure that the area email accounts and mailing lists are maintained in a timely manner.

- Ensure that the area IT related bills for web hosting, domain registration, etc. are paid in a timely manner

- Prepare and submit the IT Committee budget to the area Finance Committee and Treasurer

- Manage the IT Committee hardware such as laptops, cameras, projectors, etc.

B. Alternate Committee Chairman

The alternate Committee chair assumes all of the Committee Chair when they are not available and, if agreed, assumes some delegated chair responsibilities on a case-by-case basis.

C. Web Servant

Most see the web servant position as a purely technical position requiring only technical expertise. The truth is that it also requires a great deal of administrative work, close coordination with area committees and area officers, handling user requests, etc. At times is seems as much of a public relations job as a technical one. It also requires a great deal of time, not only for work on the actual site but other duties as well. The Web Servant and IT committee have sometimes approached by volunteers wanting to build a new website without a real understanding of the requirements of the Web Servant position. The idea is that they would do the work to create the site and then they are done with no thought of doing the day-to-day maintenance or attending all of the Area 8 events or dealing with users. It is important that the Web Servant understand the full scope of the job before accepting the position.

1. Requirements

- The Web Servant shall have the technical skills needed to develop, modify and maintain the Area 8 website.

- The Web Servant shall be an AA member residing within Area 8.

- The Web Servant shall be willing to attend all Area Committee Meetings, Area Assemblies and other Area 8 Events where their expertise and/or advice may be required. The Web Servant shall also attend, if possible, the National AA Technology Workshop (NAATW).

2. Selection

- The IT Committee will solicit applications from among all Area 8 AA members.

- All applicants shall submit a resume outlining their technical qualifications for the position.

- The IT Committee shall screen all received resumes to narrow the list of suitable candidates. The committee will consult with the narrowed list of candidates to ensure that they understand the requirements for the position.

- The final selection shall be made by the IT Committee, the Area 8 Chair and Alternate and the Area 8 Delegate and Alternate.

- The selected candidate shall be ratified by the Area Committee.

3. Term of Office

- The Web Servant shall serve an initial term of four years.

- There will be a performance review at the end of two years based on the following criteria:

    o Monitors the area website. Checks at least daily to ensure that the site is operating smoothly.

    o Maintains the website. I.e. keeps Wordpress site software up to date, installs and maintains plugins, troubleshoots any problems, etc.

    o Prevents the website from becoming stagnant by updating the presentation and user interface as new ideas and technology become available.

    o Keeps the website fresh by archiving dated material.

    o Posts new information—events, reports, agendas, etc.—in a timely manner.

    o Coordinates with policy committee to ensure that all postings meet area guidelines for content and anonymity.

    o Responds to user requests in a timely manner.

    o Attends all area assemblies, area committee meetings, IT Committee meetings and other events as needed.

    o Attends, if possible, the National AA Technology Workshop. If not possible ensures that someone from the IT Committee attends.

    o Keeps abreast of AA technology issues and solutions by participating in the national Technology in AA (TIAA) forum.

- Provides advice and guidance to the area committee on what is feasible in terms time, money, and technology for website development.
- Provides the IT Chair with monetary requirements for hardware, software, travel, etc. for the committee yearly budget request.
- Coordinates with the IT chairman to ensure that the web hosting account and area8aa.org domain registrations are paid on time.
- At the end of the initial four-year term the Web Servant may be elected to an additional two-year term.

D.   Committee Secretary

The Committee Secretary records and distributes the minutes of the ITC meetings.

V. IT Committee Meetings

The IT Committee meetings will be held once a month on a fixed day and time. The day and time will be set by the committee to accommodate the largest number of members. The committee chair will prepare and distribute an agenda—ideally at least two days before the meeting. The chair is responsible for maintaining order during the meeting.

VI. Area 8 Email Addresses

The Area 8 web hosting package also includes an email server, @area8.org, that provides the capability to create email addresses, email forwarders and email lists.

A.   Email Addresses

Area 8 email addresses are available for Area Committee members on request. In addition, area email addresses may be provided on a case-by-case basis for other entities within Area 8.

B.   Email Forwarders

Area 8 email forwarder are available for Area Committee members on a case-by-case basis for other entities. These forwarders are particularly useful for temporary use such as providing anonymous contact information for area events.

C.   Email Lists

Email lists can be created on request. These lists are of the form list-name@area8aa.org and provide a simple way of distributing email to multiple recipients. These lists have the advantage of being private in that no one who is not on the list can send to the list without express permission.

VII. The Area 8 Website

The website, area8aa.org, is the information face of Area 8. It shall provide to the greatest extent possible information about the workings of the area, provide support for General Service throughout the area, provide a clearing house of information on area events and shall provide links and other information about General Service throughout AA as a whole. Since we are a largely bilingual area the website shall provide information in English and Spanish wherever possible.

A. Accountability

On a high level, the Web Servant shall be accountable to the IT Committee and the Area Committee but shall have the day-to-day responsibility for the development, modification and maintenance without undue interference. Since the area went to great lengths to select a qualified Web Servant it is imperative that they be given the trust to perform the job for which they were selected. The Web Servant is however charged with the responsibility of giving careful consideration to the concerns and suggestions of other members.

B. Site Layout

The Web Servant shall have wide latitude in the layout and presentation of the website. Web technology is constantly evolving, moving target and to attempt to provide a specific web format is beyond the scope of an S&G document.

C. Site Content

As with Site Layout the Web Servant shall have wide latitude in the content and of the website but they will ensure that nothing posted on the site goes against the area Structure and Guidelines, other published area guidance—the flyer posting guidelines for example—or anything contrary to the traditions of AA as a whole. Particular attention shall be payed to anonymity.

1. Area Officers and Standing Committees

Area officers and Standing Committee shall each have their own sections on the web site.

2. Contact Information

Anonymous contact information (an area email address or forwarder) for Area Officers, committees or other service positions shall be posted on the website. No personal phone numbers will be posted on the site.

3. Events

A calendar of events and other event information such as flyers and agendas shall be posted on the site.

4. Other Service Information

Any other information specific to area service or service to AA as whole may be posted on the website.

VIII. Ratification and Amendment

This document is intended to provide guidance for the day-to-day workings of the IT Committee. In the event of conflict with the Area 8 Structure and Guidelines the Area 8 S&G shall prevail.

These guidelines shall be ratified and and/or amended by a simple majority vote of the IT Committee.