Area Committee Liaisons Duties

A **liaison role** involves acting as a point of contact between two or more parties to facilitate communication and colla boration. The primary responsibilities include:

1. Ensuring smooth information flow between Area and Committee.
2. Building relationships and resolving misunderstanding between your party and technology we use to communicate.
3. Coordinating updates with admins through forms on the website or emails, we prefer forms so we get all the information we need.
4. Overall, you the liaison plays a crucial role to enhancing cooperation and achieving our common goal. Which will require you to understand where things are on the website to help your committee members and chairs.

- Attend Technology Committee meeting, preferred in-person but hybrid is acceptable. So you can pass on updates to your district's trusted servants.
    - Hybrid Assembly
    - All passwords on the website & on zoom will be "service" (till Jan 2027)
- UPDATES to Committee page
    - Committee Page should contain current information.
        - Resources > Update Page Content https://wamo-aa.org/contact-tech-team/
            - Select: Content Admin
        - What can be on Committee page
            - Committee Guideline
            - Committee workshop events or schedule
            - Committee business meeting agenda, minutes, past minutes
            - Whatever your committee wants on there, within the traditions and Area and Technology Committee guidelines
- EVENTS
    - Events, Workshop should be current on Event Calendar and Parent Page
        - Resources > Update Events
            - Menu > Events > Update Events
        - Requests can take 2-3 business days
        - Flyers in PDF – no Word, JPEG or PNG

The Liaison needs a basic knowledge of the website; it was reworked September of 2025. The committee you represent will need you to be willing to serve by keeping agenda, workshops or information on the event page and committee page by submitting the changes. Always feel free to reach out to the technology chair if there are problems or suggestions for improvement.

It will be helpful to follow "technology" channel. We don't send out lots of emails about glitches in the system or changes in platforms. Email techteam@wamo-aa.org and ask to join.

If you have interest in being a part of the tech team an being an admin email techteam@wamo-aa.org or the tech chair. Must have a computer and internet.

technologychair@wamo-aa.org