District Tech Liaisons

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 organizations.
2. Building relationships and resolving misunderstanding between your party and technology we use to communicate.
3. Coordinating updates with admins through forms 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 district members and chairs.

- Attend Technology Committee meeting, preferred in-person but hybrid is acceptable.
    - Hybrid Assembly
    - All passwords on the website & on zoom will be “service” (till Jan 2027)
- UPDATES
    - District Meetings should be up to date.
        - Resources > Meeting Updates
            - Menu > Meetings > Meeting Updates
        - Requests take 2-3 business days
        - During your report at a district meeting request any meeting updates, then update on our site.
    - Events, Workshop should be current on Event Calendar and Parent Page
        - Resources > Update Events
            - Menu > Events > Update Events
        - Requests can take 5 business days
        - Flyers in PDF – no Word, JPEG or PNG
    - District Parent Page should contain current information.
        - Resources > Update Page Content https://wamo-aa.org/contact-tech-team/
            - Use Content Admin
            - What can be on District page
                - District Guideline
                - District business meeting dates
                - District business meeting agenda, minutes, past minutes
                - Whatever your district wants on there, within the traditions and Area and Technology Committee guidelines

The Liaison needs a basic knowledge of the website; it was reworked September of 2025. The district you represent will need you to serve by submitting updates for meetings, district business meetings on the page or other current information. Always feel free to reach out the other technology chair if there are problems or suggestions for improvement.

slack

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 joining the Tech Team to do the work/designing in WordPress. Let us know.

technologychair@wamo-aa.org