TECHNOLOGY COMMITTEE GUIDELINES

Statement of Purpose

The Technology committee is a Standing Committee of Western Area of Missouri. Our focus is AA's three legacies: Recovery, Unity and Service. We will be ever mindful of the spirit of rotation. The committee shall be responsible for the technical needs of the Western Area of Missouri (WAMO).

A simple majority vote will be sufficient for usual Committee business. A two-thirds majority however, will be necessary for guideline changes or requests from the committee.

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Part 1 – Committee Structure

The committee structure shall be composed of the following:

1. Committee Officers
2. Technology Team Members
3. Tech Liaisons
4. Any member of the Western Area with an interest in supporting technology for the Area. The committee will meet at each Assembly. Attendance at all meetings is expected.

Section 1 - Committee Officers

Chairperson

1. Suggested minimum sobriety is 4 years.
2. The Chairperson facilitates all committee meetings at the quarterly Area Assemblies and any interim meetings.
3. The Chairperson sets the agenda for all committee meetings, with the assistance of the committee's Secretary.
4. The Chairperson reports to the Assembly.
5. The Chairperson acts as the "Point of Contact" for technical requests.
6. The Chair may delegate requests to the appropriate Tech Team member(s).
7. Schedules training and "Roundtable" meetings.

8. Manages the Tech Team project management tool.
9. Maintains a current list of logins and passwords and provides the Area Treasurer, Area Chairperson, and the Alternate Committee Chairperson with a copy.
10. Serves as the point of contact with Vendors.
11. Trains Alternate Chairperson in all the duties of the committee chairperson.
12. Encourages all members of Area 39 to communicate with the Tech Team thru the website contact page or to send emails directly to techteam@wamo-aa.org.
13. In the event of an emergency, a special group conscience (Technology Committee Officers and Area Officers) can be called for immediate resolution.

Alternate Chairperson

1. Suggested minimum sobriety is 4 years.
2. The Alternate Chairperson will assume the Chairperson's duties when the Chairperson is absent.
3. The Alternate Chairperson will assist the Chairperson as needed.
4. Schedules all virtual meeting requests
5. Audits and updates an itemized list of Hybrid Assembly Equipment and sends it to the Area Secretary.
6. The Alternate Chairperson will assume the role of Chairperson in the event the Chairperson can't fulfill their commitment.

Secretary

1. Suggested minimum sobriety is 2 years.
2. Takes minutes of all committee meetings and helps the Chairperson develop agendas and reports as needed.
3. Provide the committee's agenda and past minutes to the Technology Committee email list, two (2) weeks prior to the assembly.

Section 2: Tech Team

The Tech Team should have a minimum of 3 members, which may include the committee officers. The number of people on the Tech Team may vary over the years as tools, technology, and support needs change. Technical skill sets should be considered when approving new members for the Tech Team to maintain a healthy balance of subject matter and expertise. The Tech Team strives to maintain at least 1 member with each of the following skill sets: Suggest some experience with hardware, networking, audio and visual for Hybrid Assemblies. Experience with website design, software, and applications tools. Every effort will be made to prevent any one person from having sole responsibility for any task or area of expertise.

Tech Team Member

1. Tech Team members will be appointed by the Chairperson on an as-needed basis.
2. Responsibilities will be rotated to best match the current skills of the team members.
3. Cross training of skills will be fostered to ensure that all aspects of technical support are maintained with each rotation.
4. The Chairperson may appoint additional members for special projects without committee approval for the duration of the project.

Tech Team Qualifications

1. Suggested minimum sobriety is 1 year.
2. Encourage experience in some technical skills and a willingness to be trained and to train in additional skill sets.

Tech Team Responsibilities

Responsibilities include but are not limited to the following.

1. Advise the committee of technical difficulties within any proposed policies or projects.

2. Keep the committee informed of innovative technologies that become available and may streamline current processes.
3. Communicate with fellow Tech Team members through selected discussion platforms, project management workboards, and document sharing applications.
4. Check Area website for current content, broken links and adherence to Traditions and committee policies.

Tech Team Applications

The use of applications does not imply endorsement. All applications should be registered to the Area and not require individual user accounts to operate. They are tools which the Tech Team uses to manage the work of the committee. Applications shall be chosen that do not show preference to specific systems, device, browser, etc. Specific application vendors will be approved by the technology committee after recommendation by the Tech Team.

Section 3 - Tech Team Positions and Duties

Hardware and Software Support

1. Works with the Hotel regarding A/V issues and access to the internet.
2. Hybrid Equipment.
    a. Sets up hybrid equipment prior to each Assembly.
    b. Breaks down hybrid equipment after each Assembly.
    c. In location approved by the committee.
3. Assists with hardware and software upgrades as needed. a. Area owned assets.

Website Administration

The Technology Committee Chairperson acts as the initial administrator of new applications (online collaboration tools and video conferencing platforms, etc.,) as innovative technology is identified and put into use. The Chair may also appoint a qualified member of the Tech Team as administrator.

1. Maintains, updates and creates new pages as approved by the committee.
2. Collaborates with vendors to ensure the website is up to date and secure.
3. Works with District Liaisons and Committee Liaisons to ensure their webpages are up to date.
4. Develops and updates processes to improve the communication of Area information to help the Area Committee members and administrators fulfill their responsibilities.

Administrators

1. Meeting Admin
2. Event Admin
3. District Content Admin
4. Committee Content Admin
5. Email Admin
6. Forms Admin
7. Delegate Admin, as requested.
8. Online Moderators

Online Meeting Moderator

1. Assists online members.
2. Monitors chat.
3. Administers polls, keeps track of online voting members and vote counts.
4. Reports online attendance to the Area Alternate Secretary by Saturday night.

5. When possible closed captions are turned on.
6. Assist audio/visual during online/hybrid Assemblies and committee meetings
7. Audio recordings made of all Area business meetings and evening workshops.
    a. Recordings are to be shared with the Area Archivist after each Assembly.

Email Usage

1. Area email lists are used as distribution lists for the different entities that make up Area 39.
2. Area email addresses should be used for Area business.
3. Area email address forwarding changes each time a position rotates.

Section 4 – Tech Liaisons

District Liaisons Responsibilities

1. Serves as the designated district contact for the Admin.
2. Submits Meeting Updates to the Admin.
3. Submits District Events to the Admin.
4. Submits updates for the district page to the Admin.

Standing Committee Liaisons Responsibilities

1. Serves as the designated committee contact for the Admin.
2. Submits updates and content for the Committee webpage to the Admin.

Part 2 – Area Website

The official website of Area 39 - The Western Area of Missouri shall be wamo-aa.org. The WAMO website's primary purpose is to carry AA's message of recovery on a digital platform, and function as a service vehicle for Area Trusted Servants. The website will be a hub for information and communication. The committee should design, content, maintenance, and administration of: Western Area of Missouri (WAMO) website tools and technology that supports carrying the message.

The WAMO website is not endorsed by Alcoholics Anonymous World Services, Inc. (AAWS). Some of the content on the site may have been published by AAWS, or the AA Grapevine, but it is not to be assumed that its use implies approval by the General Service Conference. Appropriate disclaimers will be used when referencing AAWS and the AA Grapevine. We will follow the WAMO Guidelines in all matters except where stated otherwise.

Site Design

1. The Technology committee will create a set of user requirements specifications which the developer will ensure that the website complies. See Attachment
2. The website shall be constructed in such a manner that the public area of the site is visible to anyone who accesses the internet.
3. The website shall be developed in a manner that does not show preference to specific systems, devices, browsers, etc.
4. The Area Committee will be the driving force to inform the Technology Committee of their needs.
5. Technical education, experience, and proven skill required to design, develop, and maintain a website. If needed, the technology committee will recommend paid vendors to the Assembly for final approval by the Area.

Content

Since any website is a public document, the principle of anonymity applies as it does to other forms of media. To that end, full names, and photographs of A.A. members are prohibited. Stock images may be used provided they do not show full faces.

1. Content shall adhere to all A.A. Traditions.
2. To maintain personal anonymity for the Area trusted servants, personal information is to be protected and shall not be displayed on the website.
3. The informational links that the website will display are aa.org, the A.A. Grapevine, Western Area Districts, Central Offices within the Western Area, the International Convention, and Regional Forums and Service Assemblies. Notices will be displayed when leaving the Area website.
4. Links to enhance the function of the website such as mapping, or translation are acceptable with committee approval.
5. To protect anonymity and provide security, some areas of the website will be password protected.
6. Suggestions for the implementation of new technologies that do not require additional funding, shall only require committee approval before development.
    a. Requests shall be reviewed by the Tech Team for feasibility and compliance with committee policies and AA traditions before development. A prototype or presentation may be required before approval.
7. Requests by Area Officers that are time sensitive will not need committee approval to be implemented.

Maintenance

1. Update plugins, themes

Part 3 – Finances

The committee's proposed annual budget shall include current and projected costs for all technology needs of the committee.

1. The proposed annual budget must be approved by the Technology Committee before submission to the Area Treasurer.
2. Budget Line Items should include, but are not limited to:
    a. Website Hosting
    b. Domain Registration Fees
    c. Website License Fees
    d. Projected additional development costs
3. All payments to vendors will be processed through the Area Treasurer.

Attachment A:

Current Application Vendors

1. WordPress - website
2. Slack – discussion platform – workboards – document sharing
3. Google Workspace – document storage
4. Zoom – virtual meeting platform 5
5. I Drive – online backup for Area Secretary, Area Treasurer and Area Archivist computers

Independent websites – cross notification of meeting list changes

1. Kansas City Central Office.
2. Southwest MO Central Office.
3. Central Office of Mid-Missouri
4. Independent District website

User Requirement Specifications (URS)

History of Document

- 9/22/2025 Approved at Technology Committee
- 3/28/2026 Approved at Area Assembly