

**POSITION TITLE:** Technology Coordinator

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**UPDATED BY:** Technology Committee (Panel 59, 2019-2021)

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#### POSITION DESCRIPTION

The Technology Coordinator is responsible for managing the Area's technology needs. The Coordinator will participate in the Technology Committee and be a voting member of the AWSC.

#### JOB REQUIREMENTS

- ❖ Have access to and proficient with using a computer.
- ❖ Good leadership, communication, and organizational skills.
- ❖ Be comfortable working with computers and software applications.
- ❖ Knowledge of the Twelve Traditions, Al-Anon/Alateen Service Manual, & WIUPMI-Area 61 Policy Manual.
- ❖ **Useful Skills:** *Experience with various types of software applications, hardware, and virtual meetings, familiar with the Concepts of Service.*

#### DUTIES & RESPONSIBILITIES

- ❖ **As needed**
  - Act as liaison for the Technology Committee at the Area-level with voice (and vote at AWSC).
  - Be an active member of the Technology Committee.
  - Work with the Technology Committee to:
    - Support software applications including: word processing/spreadsheets, security, financial tracking, updatable PDFs, on-line sales, virtual meetings, surveys, volunteer signup, and mass email communication.
    - Support hardware such as laptops and printers.
    - Manage email addresses related to software application & hardware accounts.
  - Assist with recommending new or changed software applications and hardware.
  - Work with the Treasurer to establish and maintain vendor accounts.
  - Coordinate with the Treasurer to purchase, renew, and terminate software application & hardware contracts.
  - Work with the Web Site Coordinator, when needed.
  - Assist the Area Secretary in maintaining the Business Equipment Inventory.
- ❖ **Semi-annually**
  - Attend AWSC meetings and Assemblies. Submit your report to the Secretary by the deadline.
- ❖ **End of term and later**
  - Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.
  - Following your term, act as a mentor to your successor.

**PUBLISHED RESOURCES**

- ❖ Al-Anon/Alateen Service Manual.
- ❖ WIUPMI-Area 61 Policy Manual.

**OTHER RESOURCES**

- ❖ Technology Committee.
- ❖ Web Site Coordinator.
- ❖ Former Technology Coordinators.