

DACCAA Technology Committee Chair Responsibilities

Created 12/28/2021

The primary responsibility of the technology chair is to facilitate the Denver Area Central Committee of Alcoholics Anonymous (DACCAA) Technology Committee Charter included below. The Technology Chair is appointed Operating Committee member with a voice and a vote. The Chair of the Operating Committee appoints the Technology Chair. The Technology Committee Chair is directly responsible to the Operating Committee. As such the Operating Committee Chair has the effective authority and discretion to replace Technology Committee Chair if the responsibilities and duties are not being met sufficiently.

The specifics of how to execute these responsibilities are in the discretion of the chair, but some suggestions include:

- Crafting a vision for the committee's priorities and goals taking into consideration the principles of alcoholics anonymous, input from the Group Delegates, Operating Committee, Office Manager, and Staff.
- Preparing a written monthly report of the activities of the committee to be presented to the operating committee and the delegates.
- Attending the Operating Committee Meetings and Delegate Meetings to present the prepared report or arranging that the Alternate Chair attends in place
- Preparing an agenda for the monthly Technology Committee Meeting.
- Facilitating the monthly Technology Committee Meeting using whatever structure they find to be most helpful to allow the committee to form its own consciousness.
- Appointing any needed supportive committee positions including, but not limited to, Alternative Chair and Secretary.
- Building and maintaining the committee by creating an inclusive welcoming environment and inviting participation of fellow members of Alcoholics Anonymous to attend and participate.

Understanding of modern technology can be helpful but is not a requirement to serve as the Technology Chair. A more important qualification is a thorough understanding of the principles of Alcoholics Anonymous as outlined in our Steps, Traditions, and Concepts and being able to apply them in a practical manner towards technology.

Technology can include a variety of topics and some of these may shift in and out of the purview of the committee as needed by the Office Manager and Staff. There is no expectation that the Technology Committee Chair serve in a professional capacity, but

rather help to guide the decisions of how and what technology should be utilized to best meet the needs of the Office. No decision should be made without the consultation of those impacted, especially decisions impacting the Office Manager and staff. Any decision that requires a budget will need to be approved by the Operating Committee and Delegates following the appropriate guidelines for modifying or adding an item to the operating budget. At time of writing the Technology Committee does not have a budget for the committee itself, technology expenses are the responsibility of the Operating Committee.

There is no distinct technological purview, instead the Technology Committee Chair devises the agenda based on the needs of the Office. Some technologies that have been discussed in the past include:

- Website Design
- Website Hosting Providers
- Wordpress Plugins
- DNS Management
- Website Backup Management
- Website Chat App
- Slack communication App
- Cloud Storage (Google Suites)
- Data Management
- Data Migration and Modernization
- Online Literature Sales
- Website Forms
- Zoom Best Practices for AA meetings
- Point of Sale Tools (Stripe)

Ad Hoc Tech Committee Charter:

Technology Committee, is open to interested members of the recovering alcoholic community in the Denver metropolitan area. The committee will meet at a minimum monthly. The committee will support all technology issues as they pertain to the Denver Central Office of Alcoholics Anonymous in its day to day operations and in its support of and service to the recovering alcoholic in the greater Denver Area. The committee will report through its chairperson to the Operating Committee of the Denver Intergroup/Central Office of Alcoholics Anonymous. The committee will respect and adhere to AA Traditions and work in accordance with GSO guidelines in its on-going support roles to the best of it's abilities. The committee will remain transparent in all of its activities.

Approved as amended by Tech Committee 3/21/2019