

A. Area Technology Committee

Thought Force, Task Force or Committee Formation Checklist

Name: Area Technology Committee

1. What has prompted the creation of this committee?

- At Fall 2020 AWSC, the Area Technology Task Force was asked to develop the guidelines for an Area Technology Committee.

2. What is the committee's charge?

1. Serve as a standing committee to support set up and provide continuous information and communications technology service for the AFG of Tennessee service structure.
2. Serve as a group conscience for the Area Technology Coordinator to ensure that recommendations and changes are congruent with AI-Anon's Legacies and AFG of Tennessee guidelines.
3. Develop and update, as needed, an Area Information Technology Plan for approval of the Assembly, following the Area Technology Plan Guidelines. The plan will embrace and make effective use of changing technology while providing trusted servants with support, and allowing members throughout the Area to access important information, e.g. download Assembly documents from the Area web site if there is a break in the links of service.
4. Investigate and recommend low cost purchase alternatives taking advantage of the Area's 501(c)(3) status.
5. Oversee selection, implementation, product support, training, and use of the technology products and services included in the approved Area Technology Plan for the Area and all service arms that choose to adopt them.
6. Develop and revise, as needed, standing committee member positions, including written responsibilities for each defined role, such as:
 - Email/groups.io enhancements lead
 - Video conference/Zoom lead
 - Website
 - Training
 - Product support
7. Insure broad input on the Area's information and communications technology from others in the AWSC and Area. Schedule periodic online Committee meetings and workshops with various constituencies (e.g., DRs, GRs, AIS, AWSC officers, other Coordinators, Group members) as needed.

3. When will committee report to the directing body?

- The Area Technology Coordinator, as chair of this Committee, will provide a report on the work of this Committee at each AWSC and Assembly.
- Provide recommendations for updates to the Area Information Technology Plan, as needed, and at least once in each 3-year panel.

4. Who will appoint another member if someone resigns?

The Area Technology Coordinator

5. What needs to be included in reports, i.e. background, recommendation(s), costs? Clearly distinguish between:

1. Informational reporting of status, accomplishments, and lessons learned
2. Recommendations requiring consideration by AWSC/Assembly (e.g., proposed changes to the Area Information Technology Plan, proposed changes to this Committee checklist)
 - a. For any recommendations, follow KBDM guidelines
3. Whatever other details the Committee deems appropriate for their report

6. Will there be expenses?

1. Copies
2. Expenses associated with implementation of the Technology Plan will be budgeted for the Plan, not the Committee.

7. Who are the members of the committee?

1. Area Technology Coordinator
2. Suggested additional members: Include the Area Website Coordinator, a DR (or District Technology Coordinator), a GR, and an AISL or other representative of an AIS. The Group Records Coordinator and/or Secretary may also be appropriate members.
3. Each member will accept one of the committee member roles after these are developed under the committee's charge.
4. All members of the Committee will have been attending AI-Anon meetings for at least two years and regularly attend AI-Anon meetings.

8. Who will the chairperson be?

- Area Technology Coordinator.