

District 8 of Area 24 Technology Committee Guidelines

Approved by District 8 on 10/17/2022

Introduction

On August 19, 1999 the aa-cedarrapids.org domain was registered, and the District 8 website was born.

At that time it was decided that the Public Information Chair would have primary responsibility for this new method of communicating, and the webmaster would report up through that service arm. However, in December of 2013 an Ad Hoc committee was formed to review the website and its maintenance and functioning, which recommended in January of 2014 that the Webmaster be split off from Public Information, and the District voted to make it so.

Over the years the District 8 Website has had several makeovers including the last major remodeling project that began in 2015. In 2021 there began a push to simplify the website and bring it up-to-date with modern web technologies, with the goals of stabilizing the site, easing day-to-day maintenance, and establishing an ongoing relationship with a local, established web design company (Vortex Business Solutions) to handle major technical support and projects.

Through that effort it has become increasingly clear that technology is playing an ever-growing role in how District 8 functions. While our Website is a cornerstone of technology that we now rely on, other examples of technology already in use by District 8 include:

- Service Chair Email Accounts
- The Meeting Guide app
- Zoom Meeting account
- Audio recording devices for Archives

All that said, it is vital to prepare for new trends in technology that extend beyond the Website. These new opportunities should improve support for our committees, districts and membership. That is why it was decided this District 8 Technologies committee should be formed to manage our current technology assets and identify new or improved technologies that will support our primary purpose.

Scope of Committee

The scope of the Technology Committee is to:

- Maintain the District 8 Website according to the Website Guidelines, including maintaining the domains, SSL certificates, and all hosting services or platforms.
- Administer District 8 email and email distribution groups.
- Operate content management and file sharing services.
- Manage the electronic meeting list which feeds the Meeting Guide app.
- Supervise any approved social media outlets.
- Maintain all technical hardware and software purchased or licensed for District 8 committees.

Technology Committee Structure

The Technology Committee Chair shall be selected by the District 8 Chair to serve a two-year rotation. The Technology Committee Chair will welcome interested people that can bring with them a wide variety of abilities and talents. These include skills such as: writing; graphics creation; project management and of course various aspects of technology. All interested members are encouraged to join. Technical experience is not required in order to participate on the Technology Committee, however, for the specific positions listed below, those members should have Internet access, some basic knowledge and a willingness to learn. If a position is not filled by a Committee Member, the Technology Chair will fulfill the duties.

1. Website Administrator (also serves as Alternate Technology Committee Chair)
2. Secretary
3. Technical Assistants to help maintain hardware/software support – Also with writing, graphical design and content creation.

Duties of the Technology Committee Members

Technology Committee Chair

- Maintain relationships with and be the primary contact for the Website hosting service, and any professional web development service or companies engaged by District 8.
- Ensures that the domain name(s) are renewed and protected appropriately.
- Maintain SSL certificate(s).
- Provide Website statistics.
- Maintain District 8 email accounts.
- Manage Email Rosters for District 8 Officers, Committee Chairs, and GSR distribution.
- Manage Content Management/File Sharing Service, currently using DropBox.
- Manage user access and security for the Website and any other software or service utilized by District 8.
- Verify license renewals for software, and that all supporting software/plugins are maintained.
- Establish and maintain the budget for the District 8 Technology Committee.
- Answer emails addressed to the District 8 Technology Chair promptly.
- Make recommendations and purchases of District 8 technical hardware or software.
- Assist in setup of technical hardware or software.
- Maintain inventory of District 8 owned technology devices, computers and peripherals (printers, projectors, etc.).
- Maintain a list of any software licenses owned by District 8.
- Wipe software and data from devices before passing on for disposal.
- Hold regular committee meetings.
- The Technology Chair is a voting member of the District 8 Committee and will be reimbursed (as are other District Officers) for travel expenses to attend Area Assemblies.

Website Administrator

- Voting member of District 8 Technology Committee, but non-voting position at District business meeting.

- Publish information to the Website after collaborating with District committee chairs and officers.
- Maintain links and information on the Website (delete all outdated information and pull off non-working or stale links and information).
- Ensure Website content is managed in accordance with the Website Guidelines.
- Ensure and monitor site backups.
- Initiate changes to Website Guidelines, and maintain Website Guidelines Documentation, when technologies or District 8 requirements change.
- Ensure the structure of the Website evolves as member needs and usage changes.

Secretary

- Maintain Technology Committee Member list.
- Take notes during District 8 Technology Committee meetings.
- Prepare minutes of meetings and provide to committee members.

Technical Assistants

- Help support hardware and software as necessary for District 8 Officers and Committee chairs.
- Set-up equipment for District 8 business meetings, service events and other District A.A.-related functions.
- Periodically produce content (written word, images, audio and/or video) in collaboration with Technology Committee members and with other committees within District 8.