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## **POLICIES AND PROCEDURES**

### **Tech Committee**

#### **Composition:**

The Tech Committee is part of the Pinellas County Intergroup. There can be more than one committee member per AA group. Those who want to participate in the committee must have at least 6 months continuous sobriety, computer tech savvy and approval of their sponsor. If the committee has a large number of members, an Alternate Chair may also be elected.

The Tech Chair should have 1 year of sobriety and would need to be available to serve for 2 years from their starting date as Committee Chair. Alternate Chair should have 6 months of sobriety.

The Tech Chair would be required to have their own computer, have internet access via their computer and should have prior experience with technology relating to computers, routers, the internet, cabling and wiring, and other technological matters. Beneficial skills would be familiarity/experience with Windows, Microsoft OneDrive, networking, and data backup.

#### **Scope:**

This committee would provide support, input, additional skills, and a group conscience decision-making process. It would be asked that the Central Office Manager, Volunteer Coordinator, and the Web Chair be invited to sit in at the Tech Committee meetings.

The Tech Chair would need to be available to attend Pinellas County Steering Committee and Intergroup monthly meetings and routinely hold monthly Tech Committee meetings along with providing a monthly report. If Tech Chair is unable to attend a monthly meeting, a report must be submitted to the Steering Committee Chair via email or reported by a member of the Tech Committee in attendance for the Chair.

Pinellas County Intergroup Tech Committee (the "Committee") maintains and improves the technology at Central Office. It will use funds to accomplish this from the budget as accepted by the Intergroup body. All technology will be monitored monthly to ensure hardware and software is up to date, utilizing the latest versions available, and providing the best service to PCI.

**Procedures:**

Holds monthly committee meetings and/or teleconferences.

The PCI Tech Committee will operate by the principles of Concept IX as closely as appropriate. Concept IX states: *“Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety.”*

Develops Book of Current Practices (aka *all current motions passed for tech committee*) and reviews the current practices quarterly; brings recommendations to SC and IGR for discussion and resolution.

Web Chair from PCI Steering Committee shall be appointed to serve as voting member.

**Tech Chair:**

- Schedules monthly Committee meetings and creates and distributes agendas for the meetings.
- Chairs monthly committee meetings and/or teleconferences.
- Attends PCI Steering Committee meetings and reports on Committee’s activities to PCI Intergroup.
- Keeps Committee aware of information from Area 11 Service Committee meetings.
- Creates and maintains a budget for the Committee in partnership with PCI Treasurer.
- Works with other special service committee chairs and PCI officers to maintain communication between the Committee and other service committees and PCI officers.
- Works with event chairs to accommodate technical needs for the event.
- Attends District meetings as needed and maintains communication with District web/tech service officers to ensure that all PCI needs are met as they pertain to District.
- Primary contact for professional IT Support, domain registration, hosting company, site hosting and any other third party.
- Works with the Webmaster to correct any technical issues with the website.
- Ensures that the Committee performs its responsibilities according to Committee guidelines and to AA tradition.
- Maintains a backup of all contact lists, usernames and passwords for all account logins for the website and online accounts. Disperses the backup to the Executive Committee via hard copy and electronic backup, preferably a thumb drive.

**Alt Chair:**

- Works closely with Chair daily to ensure a smooth transition to Chair, when available.
- Fills in for the Chair when necessary.

- Fills in for the Web Chair when necessary.

#### Recording Secretary:

- Takes minutes at Tech Committee meetings and teleconferences.
- Distributes meeting minutes to the committee.
- Maintains a current list of Committee members and their contact information.
- Records all motions and outcomes from the monthly Tech Committee Meeting and inserts them at the end of the Tech Committee Meeting minutes.
- Maintains book of current practices for Tech Committee,.

#### Steering Committee Chairs:

- Communicate information to the Committee about the standing committee events and information concerning technical needs.
- Bring any standing committee concerns and feedback from intergroup to the Committee.
- Partner with Tech Committee on best practices to submit events and PCI information to the Tech Committee and Web Chair, if necessary.

#### Central Office Manager

- Communicate and collaborate on upgrading office functionality.
- Alert Tech Committee of any possible security breaches.
- Send backup reports to Tech Committee for verification.
- Work with Tech Committee to maintain a secure, online app for passwords and internet access.

All Committee members are responsible for attending monthly Tech Committee meetings and/or teleconferences. If a Tech Chair is not present or unexcused in advance for two meetings in a row, the PCI Chairperson will approach his/her intergroup about getting a replacement. If a committee member responsible for one of the other positions listed above is not present or unexcused in advance for two meetings in a row, the Committee will elect someone else to the position.

#### Guidelines for Submissions to Tech Committee:

- All requests for technology upgrades must be sent to the Tech Committee Chair via the website "Contact Us" page.
- Tech Committee will evaluate the request.
- If it is found to be a viable request, the Committee will then bring it to the Steering Committee for discussion.
- If necessary, the request will then be taken to Intergroup for a vote.

**Responsibility:**

It is the responsibility of all Committee members to ensure the committee is doing a thorough job and that we are finding the best ways to utilize the available technology efficiently and effectively. If for any reason a Chairperson or Alternate Chairperson cannot meet an obligation, it is that person's responsibility to find an appropriate substitute. Each Chairperson should also "groom" someone to transition as they move on.