

Tech committee, and Tech committee chairperson.

Official description is on the intergroup website

<https://aapinellas.org/wp-content/uploads/2021/10/Tech-Committee-Job-Description.pdf>

Prerequisites as shown in the above mentioned web link.

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.

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, and email account setup and protocols.

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. Alternate Chair should have 6 months of sobriety.

The **Tech committee chairperson** should attend the intergroup Steering Committee meetings on the second Tuesday of each month on Zoom at 6:30pm.

Besides having some of the computer and networking skills knowledge, having some previous intergroup experience would be quite helpful. You should also become very familiar with the intergroup website and all the various links.

The tech committee chair will have use of and should regularly monitor the intergroup email address dedicated for that position.

Requests for actions can come from the steering committee members, or from intergroup members contacting you through the techchair email address. Also tech committee members checking in at Central Office, or through interactions of their own can bring forth suggestions for changes or improvements. You then communicate the request to your tech committee members to research, collaborate, and come back with recommendations. All recommendations have to take into account the intergroup budget and process. You will likely communicate often with the finance committee chair regarding any projects or expenditure proposals.

You should coordinate & communicate with other people who wish to be a part of the tech committee. You are responsible for having a monthly tech committee meeting which can be done on zoom. If there is a project that may be more intricate you can certainly meet more often if you wish.

A few other officers and steering committee members should be made aware of your monthly committee meetings and always invited to join in. Primarily that would be the intergroup website chair (which is a separate position), perhaps the chair or vicechair, the finance committee chairperson when working on a large project, and any other steering committee chairperson that uses tech often and may need to provide input or ask for solutions for what they are using.

This is why the tech committee chairperson perhaps having some previous intergroup experience would be helpful (but not necessarily required) so that they understand how intergroup is structured and works, also some of it's procedures & policies. You are acting as a project manager which might be the closest comparison to the regular working world.

Another important duty of the tech committee and chairperson is the functioning of all computers, network, and peripherals used in Central Office. Should serious sluggish behavior or a failure of one of the main computers in the office happen, the tech committee will likely be called upon. In the case of failure that cannot be repaired, a new computer will be acquired, and tech committee personnel will likely be the ones to properly set up the new Windows computer and get it operational. All critical data is stored in cloud resources as the backup strategy.