

Area 89 Technology Co-ordinator (3 year term) – Revised March 2024

“Al-Anon members who are also members of A.A., participate fully in all group activities, including group conscience decisions. However, they do not hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.” – p.87 AL-ANON/ALATEEN SERVICE MANUAL.

Overview of Position – The prime directive for this position is to manage Area 89’s technology assets and to empower Area 89 trusted servants to use that technology to better serve Area 89.

Motion 4/17: That Position Guidelines for Saskatchewan Al-Anon Coordinators and Table Officers be updated to include: “must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.” Area Secretary to update position guidelines. Carried

POSITION GUIDELINES:

- Attend Area 89 AWSC (Area World Service Committee) meetings (with Voice and Vote) and Area 89 Assemblies (with Voice).
- Have a report ready at AWSC and Assembly (5 min max).
- Incoming personal sharing (15 min) Spring Assembly – year 1.
- Outgoing service sharing (15 min) Fall Assembly – year 3.
- May volunteer for various committee initiatives/jobs.
- May volunteer for assembly jobs such as workshops or town hall meetings.
- Participate in Saturday evening “Ask-it-Basket” session at Assembly. It is helpful to bring along a copy of the Al-Anon/Alateen Service Manual, and be familiar with its contents as well as the Concepts and Traditions.
- Manage Area 89 IT equipment and resources.
- Supervise setup and administration of Area 89 IT and AV equipment at Assemblies, AWSC and other Area 89 events.
- Empower the Area 89 Chair to preside over hybrid business meetings, as required.
- Documentation of equipment, setup, and disposition of Area 89 IT/AV equipment, as well as other day-to-day technical processes (email, cloud storage, etc.).
- Act as a resource to the AWSC and Assembly for guidance on technical issues.
- Facilitates technical support and training for AWSC members and other trusted servants in Area 89.
- Administer and document Area 89 email accounts.
- Chair the Area 89 Technical Committee.
- Manage Area 89 Zoom or other video-conferencing account(s).
- Cooperate with other Al-Anon and Alateen Coordinators.
- Cooperate with the World Service Delegate by making a report to the Area Assembly.
- Cooperate with local Al-Anon Information Services.
 - Budget Allotment - \$500.00

