

Motion #1 - Sound Chair Appointed Process

Area 72 Technology Steering Committee (TSC) Policies & Procedures

Area 72 Technology Steering Committee (TSC) Policies & Procedures (As of 2026)

I. Committee Purpose

- A. Based off the motion that created the TSC at the October 2022 Assembly, “Move for Western Washington Area 72 to create a technology steering committee. The technology steering committee shall consist of Sound System Operator, Webmaster, and at least three AA member volunteers. Additional volunteers may be appointed for periods of time to assist with additional tasks at the discretion of the steering committee. The technology steering committee is charged with meeting the technical needs of Area, including but not limited to making Area business meetings hybrid, managing the Area email/cloud storage system, online meeting platforms, and assisting with technology education/workshops”

Our purpose is to *support* the Area’s technology trusted servants, to ensure that the core technology needs of the Area are always met and that additional requested technology services are provided when possible.

“In carrying out its purpose, the TSC also safeguards the Area’s technology resources and continuity of access, and practices confidentiality and anonymity protection consistent with A.A. principles and the Area’s stewardship responsibilities.”

II. Committee Composition & Structure

- A. The Area Sound & Zoom Chair and Area Webservant are members of the TSC and serve as co-chairs of the committee.
- B. The Area Technology & Web Chair is also a member of the TSC.
- C. Each rotation the co-chairs of the committee will ask for resumes of members with technology experience, available to serve on the TSC and select six additional committee members (for a total of nine TSC members) to serve throughout the two year rotation.
 1. Ideally the committee will be composed of about half people with Sound & Zoom experience and half people with Webservant experience.
 2. Ideally the committee will be a mix of former Sound & Zoom Chairs and Webservants and prospective Sound & Zoom Chairs and Webservants.

Motion #1 - Sound Chair Appointed Process

Area 72 Technology Steering Committee (TSC) Policies & Procedures

- D. Members can serve up to a maximum of six consecutive years on the TSC.
 - 1. The only exception being if a member has already served six consecutive years on the TSC but is appointed as the Area Sound & Zoom Chair, Area Webservant, or Area Technology & Web Chair.
- E. Recording Secretary
 - 1. At the start of each year, the TSC will elect one of its members to serve as the Recording Secretary for the year.
 - 2. The Recording Secretary's duties are to take notes at each TSC meeting and afterwards email out those notes to the committee and upload them to the committee shared drive.

III. Technology Services

- A. The TSC considers technology services to be of two types
 - 1. Core Services
 - a) Technology services essential for Area 72 to successfully conduct business.
 - (1) Maintenance of needed sound and hybrid equipment
 - (2) Administration of Zoom, sound, and hybrid equipment at Area Assemblies and Area Business Quarterlies
 - (3) Administration of the Area's Zoom accounts
 - (4) Administration of the Area website
 - (5) Administration of the Area Google Workspace
 - (6) Organization of technology education/workshops
 - 2. Additional Services
 - a) Other technology services requested by area, district, or group trusted servants and that the TSC has *accepted* responsibility for.
 - (1) The TSC recognizes that by the nature of A.A.'s upside down triangle service structure that we serve the groups, districts, and area as a whole; however, the TSC must be prudent in the amount and type of requested additional services we accept as to not overextend the Area's technology trusted servants.
 - (2) Each rotation the TSC will assess which additional services it can continue to accept responsibility for and if any new requests can be accepted.
- B. The core and additional technology services organized by the TSC fall into two categories
 - 1. Area Sound & Zoom Chair Managed

Motion #1 - Sound Chair Appointed Process

Area 72 Technology Steering Committee (TSC) Policies & Procedures

2. Area Webservant Managed
 - C. Core technology services are always managed either by the Area Sound & Zoom Chair or Area Webservant
 1. Traditionally the Area Sound & Zoom Chair manages
 - a) Maintenance of needed sound and hybrid equipment
 - b) Administration of Zoom, sound, and hybrid equipment at Area Assemblies and Area Business Quarterlies
 - c) Administration of the Area's Zoom accounts
 - d) Maintain the techvolunteers@area72aa.org Google Group of available technology volunteers in Area 72
 - e) Oversee all TSC Administrative technology services
 - (1) Recruiting any needed volunteers
 - (2) Checking in and coordinating with volunteers as needed to complete the project
 - f) In coordination with the committee co-chair, create and email out the agenda for each TSC meeting
 - g) Sound and Zoom Budget
 2. Traditionally the Area Webservant manages
 - a) Administration of the Area website
 - b) Administration of the Area Google Workspace
 - c) Organization of technology education/workshops
 3. However, during each rotation the Area Sound & Zoom Chair and Area Webservant can choose to deviate from the traditional allocations and come to their own agreement on the best way to divide the core responsibilities between themselves.
 4. While the Area Sound & Zoom Chair, Area Webservant, and Area Tech and Web are the ones directly responsible for managing all core technology services, they are encouraged to work with and/or delegate to other volunteers as needed to distribute the considerable workload involved in fulfilling these commitments.
 - D. When additional services are taken on by the TSC, they will be assigned to be managed by either the Area Sound & Zoom Chair, Area Webservant, or Area Tech and Web.
- IV. Committee Procedures
- A. The TSC will meet quarterly via Zoom.
 1. The dates and times of committee meetings will be determined at the start of the rotation to best fit the schedules of the current committee members.
 - B. The co-chairs can schedule additional meetings as needed.

Motion #1 - Sound Chair Appointed Process

Area 72 Technology Steering Committee (TSC) Policies & Procedures

- C. At each meeting, committee members will check in with regards to their technology related Area service work to ensure they are getting all needed support to be successful.
 - D. At each meeting, the committee will discuss any received requests for additional technology services, deciding:
 - 1. Is the Area TSC the best fit for providing this service? Or could it be successfully provided by the districts, intergroups/central offices, or some other entity?
 - 2. Does the Area TSC have the resources, technology and human, to sustainably provide this service?
 - 3. If accepted, will this new service be managed by the Area Sound & Zoom Chair, Area Webservant, or TSC Administrative Secretary?
 - E. The focus of each TSC meeting is the organization of the management of the Area's needed technology services. Detailed planning for the actual implementation of each technology service will ideally be done outside of TSC meetings in smaller team meetings.
- V. Other Policies
- A. All funding for TSC-supported work derives from the Area Budget
 - B. The Committee will give a suggestion to the Area for the Sound and Zoom chair
 - 1. It will solicit resumes from the entire Area 72 body
 - 2. The rotation will go as follows:
 - a) A person will serve on the tech team for a 2-year rotation, being trained to take over the chair
 - b) Once chair they will train their replacement over their 2-year service
 - c) Stay on as needed for another rotation for continuity purposes
- VI. Corrective Action and Accountability
- A. The Technology Steering Committee is directly responsible to the Area; therefore, the Assembly or the Area Committee acting on its behalf may take any corrective action deemed necessary.