

SETA INFORMATION TECHNOLOGY CHAIRPERSON

JOB DESCRIPTION

General Description:

The Chairperson is elected by the Area Assembly to serve a two- year term that runs concurrent with the Area Officers, and is a voting member of the Assembly and member of the Area Committee.

The IT Committee is charged with oversight of the Area's Information Technology Assets: Hardware, Software and the Area's Website. Must possess a strong understanding of AA's 12 Traditions and 12 Concepts for World Service.

Should the position of Chairperson become vacant for any reason, all below responsibilities are shouldered by the Alternate Chairperson, if one is available, until a new Chairperson has been elected.

Direct Duties and Responsibilities:

The Chairperson is directly and personally accountable for the items listed here, but may rely on assistance from their committee / officers, such as the Alternate Chairperson or IT Treasurer, if those positions are filled.

- Chair the Information Technology committee meetings.
- Prepare an annual budget request to submit to the Area Budget Committee for approval. Expenditures shall be limited to approved, budgeted expenses of the committee.
- Attend the annual budget committee meeting.
- Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition, file review or revision will be noted in the footer of the job description with the year of review or revision.
- The reviewed or revised job description will be sent to the Area Secretary for the purpose of records and to the Information Technology Chairperson for the purpose of posting to the web.

Committee Duties and Responsibilities:

The Chairperson is responsible for ensuring that items outlined in the sections below are handled by the IT Committee, and thus is entrusted with delegating these items to positions within the committee itself, supporting such trusted servants, and aiding

SETA INFORMATION TECHNOLOGY CHAIRPERSON

(JOB DESCRIPTION CONTINUED)

communication to these positions from external parties. Should the entrusted individuals struggle to uphold these areas, the ultimate responsibility is upon the chairperson on behalf of the committee.

Software and Hardware Responsibilities

- Advise area officers and committees chairs with selection and purchasing of SETA Hardware and Software as outlined in the “Information Technology Guidelines” Final decision for purchase of any new equipment is the responsibility of the SETA assembly.
- Coordinate the maintenance and repair of SETA hardware as outlined in the “Information Technology Guidelines”
- Manage the storage and disposition of unassigned SETA equipment between committees and or officers per the “Information Technology Guidelines”.
- Maintain a list of all SETA-owned software and hardware with serial #'s and software licenses. If the user is changed, the records should reflect such.
- Ensure that all software used for service to the area should be duly licensed and otherwise legitimate.
- Enforce SETA's data backup policy as outlined in the “Information Technology Guidelines”.
- ~~• Ensure that when service to the area is performed on computers, all data should reside on SETA-owned or personally owned hardware (i.e. not outside of SETA corporately owned equipment).~~
- Ensure that SETA electronic data is stored on secure systems with safeguards that are adequate to ensure the confidentiality, integrity, and availability of the data.
- Ensure that the following SETA information should be used when registering and activating all software and hardware:

Southeast Texas Area Assembly

P. O. Box 130433

Houston, TX 77219

it-chair@aa-seta.org

Website Responsibilities

- ~~• Ensure that the website is self-supporting by SETA without receiving services from any source outside the AA Structure or the AA Fellowship.~~
- Monitor and record all expenses actually incurred in the maintenance and provision of the Website.
- Make or supervise all additions, changes, and deletions to the Website.

SETA INFORMATION TECHNOLOGY CHAIRPERSON

(JOB DESCRIPTION CONTINUED)

- Maintain a backup of the latest website and archive the website every quarter.
- Interface with the Web Host Provider regarding technical and billing matters.
- Interface with the Domain Name Registrar to keep the licensing of our Domain Name Current (URL).
- Ensure that no objectionable material is posted to the website, guarding that all posted material adheres strictly to our 12 Traditions and 12 Concepts as well as guidance provided in the AA Service Manual, the SETA Policies and Procedure Manual and subsequent revisions thereof.
- Report on the Website at each Area Assembly.
- Enlist the help of AA members within the Southeast Texas Area who have knowledge of website development and implementation to work on the website committee and special projects.

Area Google Workspace Domain Responsibilities

- **Maintain Google Workspace Domain:** Oversee and manage the Area's Google Workspace domain, including the configuration and maintenance of all accounts and services.
- **Configure and Maintain Email Addresses:** Create and manage email addresses for members and committees.
- **Manage Google Drive:** Organize and maintain Google Drive spaces for each district and committee, ensuring proper access and security protocols.
- **Maintain Distribution Lists:** Create and update email distribution lists to facilitate communication within the Area.
- **Manage Google Groups:** Set up and manage Google Groups for various committees and districts, ensuring appropriate permissions and functionality.
- **User Support and Training:** Provide technical support and training to users on how to effectively use Google Workspace tools.
- **Security and Compliance:** Ensure compliance with security protocols and best practices to protect the integrity and confidentiality of Area data.
- **Backup and Recovery:** Strive to ensure data integrity by implementing and managing backup solutions for Google Workspace, as is feasible.

SETA INFORMATION TECHNOLOGY CHAIRPERSON

(JOB DESCRIPTION CONTINUED)

Responsibilities for using SETA computer equipment

Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.

- 1. All Information Technology equipment should always be stored in a manner that avoids exposure to extreme ambient or damaging conditions.*
- 2. The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
- 3. In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business **if possible**. Use of personal equipment is discouraged.*
- 4. All data relating to Area business should be stored on the SETA-provided equipment **if possible**.*
- 5. Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*
- 6. Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*