

AREA 44 GUIDELINES

SECTION 4 – SPECIAL COMMITTEES

4.10 – Computer Committee

- 4.10.1. **Purpose:** The Computer Committee was set up to monitor and maintain the Area's computers located in the Area office.
- 4.10.2. **History:** In 2003, concerns were brought forth about the security of the office computers and its accessibility. The consensus was to form a committee whose purpose would be to maintain the security and accessibility of the Area office computers.
- 4.10.3. **Getting Started:** The committee shall consist of a chairperson and any A.A. member with a desire to serve. Computer skills are not required but would be helpful.
- 4.10.4. **Functions:**
- 4.10.4.1 Maintain computer functionality; Identify, price and recommend hardware upgrades as needed.
 - 4.10.4.2 Repair or have computers repaired in a timely fashion.
 - 4.10.4.3 Ensure software functionality.
 - 4.10.4.4 Identify, price and recommend software purchases and upgrades are needed.
 - 4.10.4.5 Maintain software license needs. Identify, track, and ensure payment of annual license and software fees in a timely manner.
 - 4.10.4.6 Ensure internet service fees are paid in a timely manner and that services purchased are provided as expected.
 - 4.10.4.7 Perform regularly-scheduled backups.
 - 4.10.4.8 Write and maintain a disaster recovery strategy.
 - 4.10.4.9 Perform audits to ensure software legality.
 - 4.10.4.10 Meet regularly as a committee to discuss relevant business.
 - 4.10.4.11 Define and submit annual budget.
 - 4.10.4.12 Regulate, update and maintain computer access/security. Initiate and maintain security log.