Motion to Combine the Electronic Equipment and Technology Committee

Motion

The combined members of the Electronic Equipment Committee and the Technology Committee move to combine these two committees into one committee, under the heading of the Technology Committee, and to amend the Duties and Responsibilities in the Northern Illinois Service Manual. The Duties and Responsibilities section for Electronic Equipment Committee is currently on pages 81 & 82 and for Technology Committee is on pages 84 & 85. The proposed new wording is below.

Background

In 1997, a motion was approved to create a Computer Service Committee to oversee the needs of NIA. This committee was eventually renamed to the Electronic Equipment Committee. In 2017, a motion was passed to create the Technology Committee. In 2021 a motion was approved to make the Assemblies, Committee Meetings, and the Pre-GSC Workshop hybrid which included funding to buy the necessary equipment.

This increase in the need for additional equipment, and the technical knowledge to make functional hybrid events changed the dynamics of these two committees. Beginning in 2024, the two came together to create the workings of a cohesive committee that handles both aspects of the physical equipment and the technical software dynamics. This makes two committees redundant.

REVISED WORDING OF THE TECHNOLOGY COMMITTEE

The Technology Committee enables the effective and responsible use of technology to improve the efficiency of Northern Illinois Area 20 (NIA) operations. The committee supports NIA's elected and appointed trusted servants, NIA events, administers the Area's technology resource, systems, equipment, and facilitates information sharing in alignment with the principles of Alcoholics Anonymous and the General Service Office (GSO) guidelines.

Responsibilities:

- The committee will have a maximum of eight members to include:
  - The Area Website Administrator
  - The Alternate Area Website Administrator
  - A Past Delegate, to be appointed by the Area Chair

- o Up to five additional members appointed by the Area Chairperson as recommended by the existing Technology Committee
- o When required, the Technology Committee may create subcommittees with additional members, on an ad hoc and time limited basis to support events and projects, fill critical skill gaps, and as required to fulfill its responsibilities
- Elect a chairperson during its first meeting of each year
- Meet regularly in person, by email, or teleconference.
- Provide set-up, operations, and teardown of AV and technology equipment at NIA Committee Meetings, Assemblies, NIA Conferences.
  - o Other NIA sponsored events may request support from the Technology Committee, which are subject to the committee's capacity and must be approved by the NIA Chair or Delegate
  - o Use of NIA's technology equipment must be under the supervision of a member of the Technology Committee
  - o NIA equipment cannot be loaned out for non-Area use, including AA related events not sponsored by NIA
- Make recommendations concerning acquisition, implementation, maintenance, and upgrading of Area Technology resources.
- Maintain and oversee the security of the Area's technology infrastructure, including systems used to store, archive, disseminate, and share electronic information with NIA members.
- Administer and maintain the Area's technology systems and accounts, including:
  - o Area email systems and accounts (such as M365)
  - o Virtual meeting platforms (such as Zoom)
  - o Other technology platforms, subscriptions, and related services that support the Committee's responsibilities and Area operations
- Create, maintain, and update guidelines and policies related to:
  - o Cybersecurity
  - o Multifactor Authentication (MFA)
  - o Acceptable and appropriate use of Area Equipment
- Maintains the security and keeps an inventory of all technology equipment owned by the Area. Inventory may include:
  - o Item description
  - o Location
  - o Serial number
  - o Date of purchase
- Oversees the administration, maintenance, content, and security of the Area's website(s)
- Recommend updates to the Area Website Policy and Guidelines