

TECHNOLOGY COORDINATOR - Job Description***technology@afgfls.com*****Eligibility Requirements for the Position:**

Anyone who has served a minimum of two (2) full years in Florida South **(Area 10) (FL-S)** as a Group Representative (GR) and has not previously served in that Coordinators' position for a full 3-year term is eligible. This is a 3-year commitment.

Job-Specific Duties and Responsibilities:

1. The Technology Coordinator is responsible for supporting the technical needs of AWSC meetings and Area Assemblies, including the setup, operation, and coordination of technology used for communication, voting, and registration support.
2. Requires a working laptop and reliable internet access.
3. It is necessary to be comfortable learning and using various technology platforms.
4. Basic to intermediate computer skills required.
5. Requires working knowledge of spreadsheet applications.
6. Ability to set up, operate, and troubleshoot technical equipment.
7. Ability to arrive early and remain after events for setup and breakdown.
8. Communicate any equipment issues or needs to the Area Chairperson in a timely manner.
9. Participates in WSO Technology Coordinator Conference Calls and Discussion Boards, if available. Conference Calls will have an agenda of specific items and will solicit ideas from the Coordinators; discussion boards are often initiated by the Coordinator through AFG CONNECTS and all Technology Coordinators have access to the initiated board conversations.
10. At this point in time, the microphone is not part of the Technology Coordinator's responsibilities.

Pre-Event Responsibilities:

1. Coordinate with the Area Chair to:
 - a) Set up Virtual meetings as needed (including polling and screen-sharing capabilities).
 - b) Assist in preparing technology needed for AWSC meetings and Assemblies.
 - c) Create online registration page(s) after the event is created by the Area Chair and obtain approval prior to publishing.
2. Communicate with the Group Records Coordinator regarding registration needs and reports.
3. Prepare electronic voting platform,
4. Confirm all necessary equipment is available and in working order.

Event-Day Responsibilities:

1. Arrive at least 3 hours prior to the event to:
2. Set up projectors, screens, laptops, cables, and other necessary equipment including safety tape.
3. Ensure proper layout and visibility for attendees.

4. Communicate with the Area Secretary to ensure timely and accurate display of reports, including pre-typing motions when possible. It is helpful to do this ahead of time.
5. Operate and manage:
 - a. Electronic voting platform
 - b. Screen-sharing and projection of motions, reports, and presentations
 - c. Virtual platform for AWSC and Assembly meetings and potential virtual/hybrid events
6. Assist the Group Records Coordinator as needed by:
 - a. Running registration reports
 - b. Providing technical support related to online registration
7. Ensure accurate and timely display of motions and reports during meetings.
8. Provide general technical support to trusted servants and presenters.

Post-Event Responsibilities:

1. Break down and pack all equipment following the event.
2. Ensure equipment is properly stored in the designated location.
3. Assist in maintaining and organizing technology equipment.

Coordination and Collaboration:

1. Work closely with the Area Chair, Area Secretary, Group Records Coordinator, Web Coordinator,
2. Coordinate responsibilities to avoid duplication of efforts, particularly regarding online registration, communication of meeting information.
3. To ensure continuity of service, coordinates with the Area Chairperson to designate and train a qualified backup or substitute who can fulfill the responsibilities when the coordinator is unable to attend a meeting.

Additional Considerations:

1. A support team may be helpful to assist with responsibilities and duties.
2. Responsibilities may evolve as technology use within the Area grows, including potential hybrid or virtual Assemblies.
3. Should maintain awareness of Area guidelines, Traditions, and anonymity considerations when utilizing technology.

General Duties and Requirements of the Coordinator:

1. Attends AWSC meetings as a voting member during the Panel.
2. Attends all Assembly meetings as non-voting member during the panel unless they are representing a group. In which case, they would vote on the Groups behalf.
3. Prepares and presents written reports for all AWSC and Assembly meetings, complying with any deadline and method for submission established by the Chairperson.
4. Attends Florida South (Area 10) (FL-S) Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
5. Participates at district events within FL-S, when invited.
6. Participates in all WSO communication opportunities, i.e., conference calls and *AFGConnects*.

7. Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
8. Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to FL-S Policies, Procedures, Guidelines and Processes.
9. Serves as a support to incoming Technology Coordinator.
10. Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
11. Must have computer and internet access, and ability to participate in virtual platforms. Must be able to use word processing, open PDF or compatible programs and be otherwise computer literate to manage electronic voting and access on-line registration programs that may be used by the Area.
12. Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
13. Is responsible to serve all districts within Area 10.
14. Each coordinator serves as a liaison with all Area 10 Districts and WSO and keeps in touch with the appropriate district chairpersons.
15. Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
16. Will need to obtain or create a contact list and communicate regularly with all District level Chairpersons or other positions that correspond to the coordinator position. *(Coordinators serve at the Area level while chairpersons serve at the District / AIS level.)*
17. Leads “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Assures that written notes of the breakout meeting are provided to the Area Secretary.

Note: If any Area Coordinator fails to perform the duties of that position, which includes providing written reports, and/or does not attend any two (2) meetings during a twelve (12) month period (from the first missed meeting), including Florida South (AREA 10) ASSEMBLY or Area World Service Committee (AWSC) Meetings, the Area Chairperson may ask for their resignation.

If the Area Coordinator does not submit their resignation, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (Area 10) Assembly Meeting and the Area Coordinator will be removed effective immediately.