

AREA 44 GUIDELINES

SECTION 4 – SPECIAL COMMITTEES

4.10 – Computer and Technology Committee

- 4.10.1. **Purpose:** The Computer and Technology Committee maintains the Area’s computer located in the Area Office and finds and implements ways in which technology can be used to carry the A.A. message. The Computer and Technology Committee maintains computers, cameras, microphones, speakers, networking router, VoIP telephone equipment, and other computer-related equipment located in the Area Office. The committee also finds and implements ways in which technology can be used to help carry the message of Alcoholics Anonymous.
- 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.

In 2015, to assist the Area with the ever-expanding role of Technology and to find ways to better carry the message by utilizing technology, the Computer Committee was renamed the Computer and Technology committee. In -2016, an updated set of guidelines for the newly renamed Computer and Technology committee was developed to replace the existing Computer committee guidelines. These guidelines were approved by the Area Committee in July 2016.

In 2018, the Area 44 Delegate asked the Computer and Technology committee to implement a shared document repository for Area 44-related documents. The committee selected Microsoft Office 365, which includes SharePoint, Outlook, Yammer, OneDrive, OneNote, and Teams. In January 2019, the system was released and named Share44.

In September 2019, a recommendation was approved by ACM to declare Share44 as the official Area 44 system of record for document storage and email communication.

- 4.10.3 The committee shall consist of:
- Chairperson
 - Alternate chairperson
 - Secretary (Optional)
 - District Computer & Technology members
 - Area AAers who have skills and knowledge of computer technology or multimedia computing that can be used to help Area 44 carry the message of Alcoholics Anonymous

The primary responsibilities of the Committee are to:

- Maintain the computer hardware, software, and network in the Area Office (4.10.4.1)
- Use computer technology to help carry the AA message to alcoholics (4.10.4.2)
- Implement and support the Share44 computer system for Area 44 (4.20.4.3)

4.10.4.1 Maintain the Area Office Computer

- 4.10.4.1.1 Maintain the computer and related computer equipment.
- 4.10.4.1.2 Identify, recommend, and provide pricing estimates for needed hardware and software purchases.
- 4.10.4.1.3 Install and maintain software, ensuring that the software performs as expected.
- 4.10.4.1.4 Ensure that software license agreements are in place and paid.
- 4.10.4.1.5 Create and maintain inventory of software and hardware.
- 4.10.4.1.6 Provide support to area committee members for using the area computer,
- 4.10.4.1.7 Perform regularly scheduled backups.

4.10.4.1.8 Create and periodically test a system and data restoration procedure.

4.10.4.1.9 Manage the area computer and network access and security.

4.10.4.1.10 Manage the area telephone voicemail system access and security.

4.10.4.2 Use Technology to Carry the AA Message

4.10.4.2.1 Conduct or give leadership and guidance for conducting online Area ACM, Assemblies, and Committee meetings.

4.10.4.2.2 Provide computer technology support and expertise to help Area 44 officers, districts, and committees carry the AA message to alcoholics

4.10.4.2.3 Collaborate with other AA Areas, especially those in the Northeast, to understand their technology initiatives and share of our Area 44 technological experience

4.10.4.2.4 Join AA technology initiatives and forums, such as National Alcoholics Anonymous Technology Workshop (NAATW) and Technology in AA Online Community Forum (TIAA) organizations

4.10.4.3 Implement and Support Share44 for the Area 44 General Service Community

4.10.4.3.1 Design, configure, implement, and maintain the Microsoft Office 365 EI Enterprise system, known as Share44, according to the needs of the Area 44 Officers, Districts, and Committees.

4.10.4.3.2 Provide support and training to users for accessing and using Share44.

4.10.4.3.3 Create, distribute, and maintain Share44 training materials, such as slide decks, help documents, and videos to assist Share44 users.

4.10.4.3.3 Create and maintain Share44 administration procedures for using and maintaining Share44, such as creating and updating user IDs⁴⁰

4.10.4 Committee Meetings: Meet monthly as a committee to discuss relevant business on a day of the month and at a time on that day determined by the Committee. Any permanent changes in the day or time of the meeting will be communicated to the Area Coordinator.

4.10.5 Committee Budget: Prepare and submit an annual budget in accordance with the bylaws of the RUS Corporation and the guidance of Area 44 Finance Committee.