Kentucky Area Technology Coordinator Policy and Procedures

The Area Technology Coordinator is responsible for implementing and managing technology resources for the benefit of the Kentucky Area. The Technology Coordinator has a work group to assist at AWSC and Area Assemblies.

The Technology Coordinator:

1. Manages Area audio-visual equipment:
    a. Store, transport and set up audio-visual equipment at Area meetings (Guidelines G-40 & S-66)
2. Provides education, encouragement, and technical support to other AWSC members (and groups within the KY Area) to facilitate the use of the Area's technology tools.
3. Attends all Area World Service Committee meetings and Area Assemblies and presents brief written and oral reports
4. Maintains and coordinates use of online video platform account (i.e. Zoom)
5. Provides reports from Zoom as needed.
6. Invites and improves use of technology to support the Area.
7. Coordinates with Area Chair in advance of AWSC and Area Assemblies to ensure meeting preparation is complete.
8. Manages technology for both the AWSC and Area Meetings:
    a. Sets up registration for AWSC and Area Assembly (as needed)
    b. Sets up AWSC and Area meetings:
        i. Leave Zoom 'chat' open.
        ii. Security – no screen sharing except for co-host presenters.
        iii. Utilize the Zoom 'waiting room' for AWSC and Area Assemblies.
        iv. Mute participants upon entry to the meeting.
        v. Assist with renaming attendees.
        vi. Utilize breakout rooms and polling as necessary.
        vii. Determine roles of tech help to cover 'chat,' renaming, managing group (muting/unmuting) and assisting Area Chair.

Requirements:

- Computer with Internet access
- Experience and willingness to learn computer and technology skills:
- Microsoft Operating System and Microsoft Office (Word, Excel, PowerPoint)
- Web browser (preferably Chrome)
- Ability to train others
- Ability to store Area audio-visual and computer equipment:
    - Projector for computer
    - Sound system: amplifier; speakers; microphone
    - Printer/copier/scanner unit (desktop size)
    - Power cords for tables (for computer users attending the meetings)