

## **IT (Information Technology) Coordinator Position Description**

*Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20).*

Note: The IT Coordinator position was created by the Colorado Area Assembly in 2011 by merging Tape Librarian and Media Coordinator positions.

*Specifics to the Colorado Area are included below. Also refer to the Colorado Area Guidelines.*

### **Duties shared by all Coordinators:**

- Attend AWSC meetings during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports, forward them to Area Secretary, and present them at Assembly in a manner set by the Area Chair.
- Communicate the activities of their positions by submitting an article for each edition of the Area newsletter, The Butterfly.
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, inform the Finance Committee Chair promptly prior to making expenditures.
- Be available to share experience, strength and hope with incoming and future Records Coordinators.

### **Duties of the IT Coordinator:**

- Create, update, and maintain an inventory of all Colorado Area IT audio and visual equipment
- Create and update a suggested IT policy for AWSC consideration
  - Guidance for purchase of IT equipment
  - IT security process (anti-virus, firewalls, security personal info, etc.)
  - Tech refresh guidelines (hardware and software)
- Store AV equipment between assemblies and other meetings
- Transport, set up, and break down AV equipment at assemblies and other meetings
- Act as sound technician and projectionist at assemblies and other meetings
- Assist officers and coordinators with IT issues, as able

### **Media:**

- Coordinate the purchase and catalogue of new Area speakers' media
  - Many recording companies will allow Media Librarians to purchase media at cost
  - Due to volume of speakers across the country, Speaker's media is not Conference Approved Literature (CAL)
- Maintain current media catalogue and provide catalogue to Area upon request
- Make copy of all media purchased and give original to archives for safekeeping
- Represent the media library at AI-Anon events, providing a copy of the media catalogue for those who wish to borrow and answering questions about the library
- Maintain media in best working order, replacing lost or damaged media as needed

- Transfer speakers' presentations from tape to digital format computer files
- Arrange for cloud storage of these files
- Publicize the availability of speakers' presentations on the web

Revised October 2021