

AREA 10 TECHNOLOGY COMMITTEE GUIDELINES

INTRODUCTION:

The Area 10 Website Committee was voted as a Committee at the 2006 Summer Assembly to facilitate our Area 10 website. Over the years, additional technologies (computers, software, email lists, cloud storage services, etc.) have been acquired and developed to better support our committees and districts in sharing information. Implementing and maintaining these technologies were added to the duties of the Website Committee. In 2017, the Website Committee proposed to change the name of the Website Committee to Technology Committee to more accurately identify the role of the committee into the future.

SCOPE OF COMMITTEE:

The scope of the Technology Committee is to maintain the Area 10 Website according to the Website Guidelines, which includes maintaining domain, SSL certificates, all hosting services or platforms, administer Area 10 email and email distribution groups, manage content management/file sharing services and maintain hardware and software of computer systems purchased or licensed for Area 10 committees.

TECHNOLOGY COMMITTEE STRUCTURE:

A Technology Committee Chair shall be selected by the Area 10 Chair to serve a two-year rotation. This committee chair may elect to fill the following positions to help distribute the duties of the Technology Committee. Technical experience is not required to participate and contribute to the Technology Committee. All members should be encouraged to join - both technically and non-technically inclined. However, for the positions listed below, the members should have internet access.

If a position is not filled by a Committee Member, the Technology Chair will fulfill the duties.

1. Alternate Technology Committee Chair
2. Webmaster
3. Secretary
4. Technical Assistants to help maintain hardware/software support

DUTIES OF THE TECHNOLOGY COMMITTEE:

1. Technology Committee Chair

- (a) Maintain relationships with and be the primary contact for the website hosting service
 - Maintenance of registration of the domain name
 - Ensure that the domain name(s) are paid and protected appropriately
 - Maintain SSL certificate(s)
 - Monitor site backups
 - Provide Website statistics for Assemblies
- (b) Maintain Area 10 email accounts
- (c) Manage Email Rosters for Area 10 Officers, Committee Chairs, and D.C.M. distribution
- (d) Manage Content Management/File Sharing Service, currently using Box
 - Manage users and monitor invited users

- Make sure correct license number is maintained
- After reports have been translated, provide shared link to distribution group
- (e) Establish and maintain the budget for the Area 10 Technology Committee
- (f) Answer e-mails addressed to the Area 10 Technology Chair promptly
 - Additional accounts exist for various service logins; be sure to check regularly
- (g) Make recommendations and purchases of Area 10 equipment
 - Assist in setup of equipment
- (h) Maintain an inventory of Area 10 owned technology devices
 - Computers
 - Peripherals (printers, projectors, etc.)
- (i) Maintain a list of all software licenses for all computers owned by Area 10
- (j) As equipment ages out, recover and dispose of equipment
 - Pass purchased/licensed software to current software
 - Wipe software and data from devices before passing on for disposal
- (k) Hold quarterly committee meetings
- (l) Submit reports/articles to the *Hi Country News* when reports are due
- (m) Provide Assembly Report to Translation Committee when due
- (n) Chair may elect to have a table at Assemblies

2. Webmaster

- (a) Publish all information to the website after appropriate approvals have been obtained
- (b) Forward all changes to Translation Committee for posting on Spanish site
- (c) Maintain links and information on the website (delete all outdated information and pull off non-working or stale links and information)
- (d) Ensure website content is managed in accordance with the website guidelines
- (e) Initiate changes to website guidelines when technologies or Area 10 requirements change
- (f) Ensure the structure of the website evolves as member needs and usage changes

3. Secretary

- (a) Maintain Committee Member list
- (b) Take notes during Area 10 Technology Committee meetings
- (c) Prepare minutes of meetings and provide to committee members, Archives Committee, and post to Box

4. Technical Assistants

- (a) Help support hardware and software as necessary for the Area 10 Officers and Committees
- (b) Help post and update translated pages to the Spanish website as needed

AMENDMENT PROCEDURE:

Amendments to the Technology Committee Guidelines should be submitted in writing to the Secretary of the Technology Committee. A two-thirds vote by the Area 10 Technology Committee is required to pass the proposed amendment.