

Tech Team Host/Lead: Outline of Responsibilities

The tech team host will be pivoting between being the liaison for the Area Service Committee by communicating with the Area Chair and Alternate Chair, as well as being the leader for the tech team for all virtual BC/Yukon Area events.

The tech team will be comprised of one tech team host or lead, and other tech team members, preferably three to four members, depending on the size of the event.

A.A. members interested in being the tech team host should have a minimum of 2-4 years sobriety. Has previously participated in an Area 79 event. Has working knowledge of the 12 Traditions.

Time commitment - this will vary from event to event. It is considered a substantial time commitment and will depend on the skill set of each person. This may mean weekly tech team meetings leading up to the event for planning, plus spending time preparing tech team agenda as well as time needed organize break out rooms for registration. You will be pivoting between being the liaison for the Area Service Committee by communication with the Area Chair and Alternate Chair, as well as being the leader for the tech team. Quarterlies 2–3-day events & Assemblies 3 days (more logistics for Pre-Conference and Voting/Elections)

TYPICAL HOST/LEAD DUTIES:

- Prepare tech team agenda for tech team for each quarterly and assembly. The Chair will provide the event agenda to the tech team host.
- Distribute tech team tasks to volunteers. Delegate and communicate clearly with each task assigned.
- Ensure a tech team volunteer is selected to be the alternate lead to the Tech Lead if needed. Alternate lead should have similar qualifications/experience as the Tech Lead.
- Set up registration with Alt Chair - prepare excel spreadsheets and back end of zoom.
- Maintain backup documents of each tech team agenda that can be shared to help the Area Service Committee and tech team with future virtual events.
- Receive housekeeping from Chair to use during the event.
- Attending tech team planning meetings ahead of each event (to be set up by the Area Chair).
- Ensure a dry run/rehearsal of each event is planned and executed (to be set up the Area Chair).
- Help with renaming participants at each event. The tech lead will have access to DCM & DCC lists to help facilitate the renaming.
- Needs access to admin account on zoom to be able to do back-end work.
- Prepare breakout rooms as per direction from the Area Chair
- Organize breakout room assignments as per the Alternate Chair registration. Ensure participants entry into each assigned break out rooms. As well as assigning breakout rooms to participants live at each event where needed.
- Responsible for preparing polls for the Area Chair
- Responsible for broadcasting messages to breakout rooms where needed.
- Video presentation optimization if required.

- Open the meeting each day during the event.

TYPICAL HOST/LEAD SKILLS REQUIRED:

- Knowledge of the 12 Traditions - personal information of attendees needs to be protected.
- Quiet leadership position - attentive listener, good communicator, able to delegate and take direction from Area Chair and Alt Chair
- Time commitment (20-40hrs tech prep, depending on event and the event time is 24-36hrs.)
- Tech minded individual with virtual platform experience.
- Above average computer skills; Excel experience.
- Must own or be able to operate a laptop or computer.
- Knowledge of other Apps, for example, "WhatsApp" is beneficial/preferred.
- Knowledge of zoom functionality and zoom administration (latest version) as well as breakout room functionality a must.

FURTHER CONSIDERATIONS:

- Suggested more than two years of sobriety wherever possible.
- Quarterly & Assembly experience (has attended at least one area event)
- Not currently a voting member or alternate

Tech Team Volunteer: Outline of Responsibilities

The tech team will be comprised of one tech team host or lead, and other tech team volunteers, who are enthusiastic to use their knowledge of technology in general service work.

A.A. members interested in being the tech team volunteer should have a minimum of two years' sobriety. Has previously participated in an Area 79 event. Has working knowledge of the 12 Traditions.

Time commitment - this will vary from event to event. It is considered a substantial time commitment and will depend on the skill set of each person. This may mean weekly tech team meetings leading up to the event for planning. Volunteer duties will be delegated and defined by the tech team lead. Quarterlies 2–3-day events & Assemblies 3 days (more logistics for Pre-Conference and Voting/Elections)

TYPICAL TECH TEAM VOLUNTEER DUTIES:

- Posting housekeeping notifications
- slide shares (power point)
- timer(?)
- renaming
- spotlighting
- spiritual bouncer
- Friday night meetings both have tech support (ACM & Main Mtg-Sharing Session)

- Attending tech team planning meetings ahead of each event
- Be available to participate in the dry run/rehearsal of each event.
- Provide tech support in breakout rooms.

TYPICAL TECH TEAM VOLUNTEER SKILLS REQUIRED:

- Working knowledge of the 12 Traditions - personal information of attendees needs to be protected.
- Quiet event support position while working in a team environment - attentive listener, good communicator.
- Time commitment (20-40hrs tech prep, depending on event. Event time is 24-36hrs.
- Tech minded individual with virtual platform experience.
- Above average computer skills
- Must own or be able to operate a laptop or computer.
- Knowledge of other Apps, for example, "WhatsApp" is beneficial/preferred.
- Knowledge of zoom functionality (latest version) as well as breakout room functionality a must.:

FURTHER CONSIDERATION:

- Suggested more than two years of sobriety wherever possible.
- Quarterly & Assembly experience (has attended at least one area event)
- Not currently a voting member or alternate

Adhoc Committee Recommendations:

1. Muting/unmuting to be done by ASC at the discretion of the Area Chair
2. Tech Team video off after introductions. Renaming example: Tech Lead; Tech #1, Tech #2
3. Tech Team to focus on tech roles and refrain from participating as an AA member at the event.
4. Introduce Panel 71 ASC and spotlight them at that time.
5. Rotate ASC members to host break times.
6. Spotlight Past Trusted Servants during introductions (unmute them)
7. All AIBQ to be emailed to secretary, no longer send in the chat.
8. Point of Order: rename Alt. Chair (*Point of Order) during business proceedings (this renaming can be a task of a tech team volunteer)
9. Ensure Friday night GSR Sharing Session has ample tech team support.
10. Ensure the Tech Team has downloaded the current version of Zoom the week of the event.
11. Access to a stable high speed internet connection in a private environment.
12. Stagger volunteer rotations for continuity.
13. Resumes/ratification process.
14. Transitions of positions.

Prepared by Panel 71 Tech Team Adhoc - approved by Panel 71 GSC May 2021