

# SETA IT Committee Positions

Approved 3/22/2025

## OFFICERS

### **IT COMMITTEE CHAIR**

- [IT Chair Description](#) (See Area Job Description)

### **IT COMMITTEE ALTERNATE CHAIR**

#### **Qualifications:**

- Leadership skills and IT knowledge to guide the committee's activities.
- 3 years continuous sobriety
- 2 years continuous Area service

#### **Responsibilities:**

- Assists Chair in their job responsibilities as requested and available.

### **TREASURER**

#### **Qualifications:**

- Abilities to track expenditures and provide budget reports.
- 2 years continuous sobriety
- 2 years continuous Area service

#### **Responsibilities:**

- Works with Committee on an annual budget that must be submitted to the Area Treasurer by their requested date around October annually or as requested by the Area
- Tracks committee expenditures
- Provides monthly status reports

### **SECRETARY**

#### **Qualifications:**

- Good note-taking abilities and knowledgeable in creating and updating training materials.
- 6 months continuous sobriety

#### **Responsibilities:**

- Keeps minutes of monthly meetings. If an AI assistant is used, the secretary is responsible for editing for accuracy
- Assists with creation and updates of training and presentation materials

# TECHNICAL TEAM

## **WEBMASTER / ALTERNATE WEBMASTER**

### **Qualifications:**

- Web development and management skills to maintain the SETA website (e.g. html, CSS, Wordpress).
- 2 years continuous sobriety
- 2 years continuous Area service

### **Responsibilities:**

- Manage SETA website, posting updates as needed
- Monitor and release SETA Announce postings

## **HARDWARE SUPPORT / ALTERNATE HARDWARE SUPPORT**

### **Qualifications:**

- Technical expertise in hardware configuration, maintenance, and inventory management.
- 3 years continuous sobriety
- 2 years continuous Area service

### **Responsibilities:**

- Purchase and configure, and track SETA Computers or other hardware assets
- Maintain SETA IT Equipment Inventory Records
- Manage SETA Non-Profit Licenses (currently through TechSoup)
- Setup and manage assembly audio/visual and computer equipment and associated software

## **WORKSPACE ADVANCED ADMIN**

### **Qualifications:**

- Expertise in managing Google Workspace policies, configurations, and advanced administrative tasks.
- 3 years continuous sobriety
- 2 years continuous service including service as a previous Workspace Admin on the IT Committee

### **Responsibilities:**

- Manage and support the Workspace and Domain Level software, policies and configurations
- Monitor Workspace event logs
- Configure admin and cloud service accounts as required
- Primary contact for Workspace and Domain licensing
- Support for all Workspace Admin

### **WORKSPACE ADMIN (focus on user account management)**

#### **Qualifications:**

- Knowledgeable in Google Workspace user account creation, management, and reporting.
- 2 years continuous sobriety
- 2 years continuous Area service

#### **Responsibilities:**

- Create and configure New User Accounts
- Provide support for user account issues
- Run periodic reports and follow up on inactive accounts
- Backup of workspace group & drive management Admin

### **WORKSPACE ADMIN (focus on workspace group & drive management)**

#### **Qualifications:**

- Experience with Google Workspace users and security group administration and shared drive management.
- 2 years continuous sobriety
- 2 years continuous Area service

#### **Responsibilities:**

- Add and remove users in area, district, committee and other groups as requested
- Manage Assembly Rotation for position-based group assignments.
- Create additional shared drives and associated groups as required
- Provide end user support for group and drive access issues
- Backup for user account management Admin

### **TECHNOLOGY TRAINING LEAD**

#### **Qualifications:**

- Excellent presentation skills and ability to create effective training materials for IT systems.
- 1 year continuous sobriety
- 1 year continuous Area service

#### **Responsibilities:**

- Provide training for District and Committee IT Liaisons and users as required
- Prepare or update technology training materials as needed

# OTHER POSITIONS

## **IT REVIEWER (3)**

### **Qualifications:**

- In depth knowledge of AA traditions and principles, service concepts, guidelines and the AA service structure
- 6 years continuous sobriety
- 4 years continuous Area service

### **Responsibilities:**

- Proofread & flag Tradition & Guideline breaks for items posted to the web and SETA-Announce Distribution Group

# LIAISONS

## **DISTRICT LIAISON**

### **Qualifications:**

- Strong communication skills with basic IT knowledge to help District users and area IT matters
- Other qualifications set by the District

### **Responsibilities:**

- Facilitates two-way communication between the District and the Area about Technology initiatives.
- Helps District users understand and utilize SETA IT resources.

## **COMMITTEE LIAISON**

### **Qualifications:**

- Effective communication abilities and familiarity with SETA technology resources to support committee operations.
- Other qualifications set by the District

### **Responsibilities:**

- Facilitates two-way communication between the Area Committees and the IT Committee
- Helps Committee members understand and utilize SETA IT resources.