

**DISTRICT 82**  
**INFORMATION TECHNOLOGY (IT)**  
**LIAISON**  
**JOB DESCRIPTION**

**GENERAL DESCRIPTION**

The IT Liaison is elected by the district committee to serve a two-year term that runs concurrent with the district officers and is a voting member of district committee. In the absence of the IT Liaison, the Alternate IT Liaison is a voting member of the district committee.

**PURPOSE**

The purpose of the IT Liaison shall be to assist A.A. in carrying the message by facilitating the exchange of information about A.A. activity in the Southeast Texas Area. It is intended to be a communication tool for those involved in general service work within the Southeast Texas Area as well as to provide the individual A.A. member with information about our general services.

**POSITION QUALIFICATIONS**

1. Stable sobriety
2. Previous service to the district suggested but not required
3. Commitment to serve the district committee as suggested by the position duties and responsibilities

**DUTIES/RESPONSIBILITIES**

1. Attend district meetings
2. Submit written committee reports to the district secretary
3. Be available to the DCM, the district officers, the standing committee chairpersons, and all members of A.A. in the district as a resource for questions or issues concerning information technology
4. Attend Area IT Committee meetings and report back to the district committee
5. Visit groups within the district as often as possible and encourage participation from the individual members and groups
6. Participate in service workshops and give presentations when asked
7. Submit an annual district budget and attend budget meetings
8. Have a willingness to learn and apply the Twelve Traditions to the position
9. Insure that District 82 material posted on the SETA website adheres to all applicable guidelines, guarding that all posted material adheres strictly to our Twelve Traditions and Twelve Concepts as well as guidance provided in the A.A. Service Manual, the SETA Policies and Procedures Manual and subsequent revisions thereof
10. Coordinate the posting of District 82 information on the District 82 page on the SETA website in a timely manner
11. Help groups within the district to coordinate the posting of group information on the District 82 page on the SETA website in a timely manner