

## **SETA INFORMATION TECHNOLOGY CHAIRPERSON**

### **JOB DESCRIPTION**

**General Description:** The Chairperson is elected by the Area Assembly to serve a two-year term that runs concurrent with the Area Officers, and is a voting member of the Assembly and member of the Area Committee.

**General Description:** The IT Committee is charged with oversight of the Area's Information Technology Assets: Hardware, Software and the Area's Website. Must possess a strong understanding of AA's 12 Traditions and 12 Concepts for World Service.

#### **Duties and Responsibilities:**

##### **General Responsibilities**

- Chair the Information Technology committee meetings.
- Prepare an annual budget request to submit to the Area Budget Committee for approval. Expenditures shall be limited to approved, budgeted expenses of the committee. Attend the budget committee meeting.
- Prepare a budget and attend the Annual Budget Meeting.
- Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition, file review or revision will be noted in footer of job description with year of review or revision.
- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

##### **Software and Hardware Responsibilities**

- Advise area officers and committees chairs with selection and purchasing of SETA Hardware and Software as outlined in the "Information Technology Guidelines" Final decision for purchase of any new equipment is the responsibility of the SETA assembly.
- Coordinate the maintenance and repair of SETA hardware as outlined in the "Information Technology Guidelines".

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### **JOB DESCRIPTION CONTINUED**

- Manage the storage and disposition of unassigned SETA equipment between committees and or officers per the “Information Technology Guidelines”.
- Maintain a list of all SETA-owned software and hardware with serial #'s and software licenses. If the user is changed, the records should reflect such.
- Insure that all software used for service to the area should be duly licensed and otherwise legitimate.
- Enforce SETA's data backup policy as outlined in the “Information Technology Guidelines”.
- Insure that when service to the area is performed on computer, all data should reside on SETA –owned or personally owned hardware (i.e. not outside of SETA corporately owned equipment).
- Insure that the following SETA information should be used when registering and activating all software and hardware:

Southeast Texas Area Assembly  
P. O. Box 130433  
Houston, TX 77219  
[it-chair@aa-seta.org](mailto:it-chair@aa-seta.org)

#### Website Responsibilities

- Insure that the website is self-supporting by SETA without receiving services from any source outside the AA Structure or the AA Fellowship.
- Monitor and record all expenses actually incurred in the maintenance and provision of the Website.
- Make or supervise all additions, changes, and deletions to the Website. Maintain a backup of the latest website and archive the website every quarter.
- Interface with the Web Host Provider regarding technical and billing matters.
- Interface with the Domain Name Registrar to keep the licensing of our Domain Name Current (URL).
- Insure that no objectionable material is posted to the website, guarding that all posted material adheres strictly to our 12 Traditions and 12 Concepts as well as guidance provided in the AA Service Manual, the SETA Policies and Procedure Manual and subsequent revisions thereof.
- Report on the Website at each Area Assembly.
- Provide a printed version of the information being displayed on the Website to the Chairperson of the Southeast Texas Area Assembly for review by members of the Assembly.

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### **JOB DESCRIPTION CONTINUED**

- Enlist the help of AA members within the Southeast Texas Area who have knowledge of website development and implementation to work on the website committee and special projects.

#### **Area e-Mail Responsibilities**

- Maintain the Area's e-mail server (provided by Website Hosting Company).
- Configure and maintain Area's mailing addresses.
- Maintain e-mail distribution lists.

#### ***Responsibilities for using SETA computer equipment***

*Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.*

1. *All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.*
2. *The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
3. *In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.*
4. *All data relating to Area business should be stored on the SETA-provided equipment.*
5. *Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*
6. *Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*