

Communications Committee

Composition, Scope, and Procedure

Composition

The committee shall comprise approximately 7-10 members. Ideally, the committee includes the Chair and CoChair, 5-8 members with technical backgrounds, and the Area Secretary, who acts as a liaison with the Area Office Committee. The Delegate appoints the Chair and CoChair, who are approved by the General Service Assembly, and each serves two years in their respective positions. The balance of the committee is appointed by the Chair and CoChair. The Chair and CoChair are responsible for establishing, guiding, and overseeing the committee members or teams to ensure that responsibilities are met.

Positions/Roles

Chair

CoChair

A/V Tech(s)

Website Administrator(s)

Website Developer(s)

Productivity and Collaboration Platform Administrator(s)

General Technician(s)

Scope

The committee is responsible for the technical and digital aspect of the Area's service activities. The committee does not directly impact twelfth step work; it serves and supports the purposes of Area 16 as they relate to carrying a clear message of hope and recovery from alcoholism. As a suggestion for improvement is accepted by one of the various responsible bodies, if requested, the committee will assist in its development and implementation. Responsibilities of the committee include, but are not limited to, the following

Provide Audio/Video services onsite for Area 16 events

Create and Distribute Evaluations and Surveys

Provide administration services to the Productivity and Collaboration Platform/communications and email system for Area 16

Provide General IT Support to Area Trusted Servants and Members

Manage the Area's Virtual Account and Facilitate Meetings As Needed

Website development - small scale (i.e. add a page - not full scale design)

Website maintenance/backend processes/subscriptions/services

Website Administration (includes the following)

- Establish procedures to maintain meeting schedules with mapping capability—update on the web - Update as needed.
- Establish procedures to post contact information for Area Office, Area Officers, Area Committees, DCMs, etcetera - Update as needed.
- Establish procedures to post key information such as Area sponsored activities, flyers, agendas, committee reports, cluster forums, etcetera
- Maintain online store
- Develop and maintain platform for monetary contributions to GSSA and State Convention
- Establish procedures for State Convention registration
- Subscription Alerts
- Maintain and update links to aa.org – contribute, literature, contacts, etcetera as needed
- Establish procedures for posting announcements from GSO
- Establish procedures to post reports: Ad Hoc Committees, Delegate’s, Financial, Area Assembly Minutes, and other pertinent reports as approved by the Area Office Committee

Procedure

Conduct workshops and presentations at GSSA Assembly to exchange ideas and share information concerning on-going projects

Maintain a table display at GSSA to provide information to attendees

To make recommendations for improvements in the committee’s areas of responsibilities

Once a recommendation is accepted, to offer implementation assistance

To be available as a resource to all of Area 16

To provide updated reports of the committee’s activities to Area 16

Create an article for the Georgia Message of A.A. newsletter about committee activities or technology developments pertaining to Georgia A.A.

Work with GSSA Budget and Finance Committee to create a budget for annual operations

Chairpersons shall share the attendance duties for Area 16 events equally as possible depending on the individual circumstances, as they are communicated (Cluster Forums, DCM Planning and Pre-Conference Meetings, State Conventions)

Attend to emails and other correspondence