



NORTH CAROLINA / BERMUDA AFG, INC. AREA WORLD SERVICE COMMITTEE

Technology Coordinator Position Description

The Area Technology Coordinator is responsible for implementing and managing technology resources for the benefit of the NC/Bermuda AFG AWSC meetings and Area Assemblies.

Technology Coordinator Duties

- The Technology Coordinator manages Area audio-visual equipment to include storing, transporting and setting up audio-visual equipment at AWSC meetings and Assemblies.
- The Technology Coordinator coordinates with the Area Chairperson to manage Area digital needs.
- The Technology Coordinator makes recommendations to the AWSC for technology needs and updates.
- The Technology Coordinator provides education, encouragement, and technical support to AWSC members and groups/districts within the NC/Bermuda Area to facilitate the use of the Area's technology tools.
- The Technology Coordinator collaborates with Area Officers, Coordinators, and other trusted servants on virtual Area meetings (including AWSC, Assembly, thought force, task force, and work group meetings), workshops, and communications as needed.
- The Technology Coordinator maintains and coordinates use of an online web conferencing platform account for Area needs.
- The Technology Coordinator provides reports and updates regarding web conferencing applications.
- The Technology Coordinator works with the Area treasurer to establish and maintain vendor accounts, including renewal or updates to existing accounts.
- The Technology Coordinator works with the Web Site Coordinator as needed.

Area World Service Committee

AWSC Meetings

- The Technology Coordinator attends all AWSC meetings and sets up and runs the audio-visual equipment as needed for the virtual participation portion of each meeting.
- The Technology Coordinator may solicit assistance from other members as needed.
- The Technology Coordinator coordinates with the Area Chair in advance of each AWSC meeting to ensure that meeting preparation is complete, to include setting up the online meeting for virtual and hybrid AWSC meetings.
- The Technology Coordinator manages participation of members joining electronically or appoints another AWSC member to assist as needed.
- The Technology Coordinator prepares a report for each AWSC meeting and e-mails it to the full committee (awsc@ncbermudaafg.org) no later than one (1) week prior to the meeting.
- The Technology Coordinator has voice and vote at AWSC meetings.
- The Technology Coordinator's expenses for AWSC meetings related to transportation, meals, hotel and required supplies are reimbursed through the Area Treasury as per the NC/Bermuda Travel and Reimbursement Policy.

Communication

- The Technology Coordinator has access to an email account for AWSC communications.
- The Technology Coordinator regularly checks the area generic email account or arranges to have these emails forwarded to a personal account.

Area Assembly

- The Technology Coordinator attends all Area Assemblies and sets up and runs the audio-visual equipment as needed for the virtual participation portion of each meeting.
- The Technology Coordinator coordinates with the Area Chair in advance of each Assembly to ensure that meeting preparation is complete. This may include the following:
 - Setting up the online meeting for virtual and hybrid Assemblies
 - Setting up online registration for Assemblies
 - Setting up meeting features (host and co host functions such as screen sharing, waiting room, breakout rooms, polls, etc.) prior to the meeting
 - Recruiting a Tech Team to assist during registration and sign-in as well as during the Assembly meeting to assist with technology needs
- The Technology Coordinator manages the online platform meeting functions during the Assembly to include the following:
 - Registration/Sign-In
 - Admitting participants from the waiting room
 - Assisting members with renaming themselves for the meeting
 - Muting participants upon entry to the meeting
 - Throughout the Assembly
 - Monitoring the chat--calling on members with hand raised to ask questions or make comments
 - Muting/unmuting participants as needed
 - Utilizing polling as needed
 - Utilizing breakout rooms as necessary
- The Technology Coordinator prepares a report for each Assembly and e-mails it to the full committee (awsc@ncbermudaafg.org) no later than one (1) week prior to the Assembly.
- The Technology Coordinator's expenses for Assemblies related to transportation, meals, hotel and required supplies are reimbursed through the Area Treasury as per the NC/Bermuda Travel and Reimbursement Policy.

End of Panel

- The Technology Coordinator schedules a position turnover meeting with successor within one month of the Fall Election Assembly to begin preparing her/him to be able to step into the position at the beginning of the new term on January 1. All materials that will not be needed to fulfill duties through the end of term are handed over. Any materials held back are handed over after the term ends.