POSITION STATEMENT FOR SA AREA SERVICE COMMITTEE MEMBER – TECHNOLOGY SUPPORT

POSITION HELD FOR A PERIOD OF THREE YEARS

Technology Support

Objective –To provide technology support to members of the SA Area Service Committee and to SA members as needed.

(This is a new position in 2025 and is evolving)

Attend the 6 weekly SA Area Service Committee meetings and report on activities in accordance with this Position Statement.

Work in conjunction with District Representatives and members to identify the need for new computer technology services and bring these to Area Committee for discussion.

Provide assistance to Area Committee members so that files they generate will be readily accessible by in coming members to their positions.

Provide training where necessary for Area Committee members to make the best use of the Outlook system including resetting passwords.

Encourage all members to make good use of the national web page

Where directed by SA Area Service Committee, look for cost effective and easier options to replace outdated and complicated software eg Zoom and provide training as needed

Manage the SA Area page of the national website so that it is current and correct.

Search for and replace any our old SA Area email addresses on the web.

Monitor the "member services" email address.

Prepare an annual report of activities, successes, initiatives etc. for the Delegate to take to the annual Australian Service Conference.

February 2025