**D25 Technology Administrator (Tech Admin/TA)**

**Tech Admin Responsibilities**

**General—**

* ensuring all published documents – especially D25 events, group meeting schedules, the District Calendar, and contact email information – are up-to-date
* updating as necessary the Tech Admin operational documentation, and ensuring up-to-date procedures can be immediately passed on to the next Tech Admin

**Specific—**

The Trusted Servant with this position will be the coordinator of the District 25 website, any Facebook or other social media service used by the District, and all Google (or other) IT services used by District, including email accounts and documents stored online for District use. This will require ongoing coordination with the DR, Treasurer, and any other D25 Officers directly responsible for making TA service payments, or for creating and updating D25 documents, including D25 business meeting minutes, District contacts, and data for Alateen, Outreach, etc.

- Responsibilities start with reading and becoming familiar with current TA operational documentation provided to the Tech Admin, and ensuring those are kept up-to-date, and can be immediately passed on to the next Tech Admin.

- In particular, the Tech Admin is responsible for keeping accurate and current District and Group meeting and event schedules, as well as all other long-term posted information and documents, and for maintaining website and document security, as it relates specifically to Al-anon.

- The Tech Admin may assist with posting of time-limited or other "immediate-use" material on social media, such as for outreach purposes, but is not responsible for creating such material.

- Any material posted on social media (or other TA platform) for longer-term use and reference does require oversight by the Tech Admin to ensure it is kept up-to-date, proper format.

- Ensure that payments for all TA services, such as web-hosting, domain hosting, email accounts and any phone plan, remain current.

- The Tech Admin should also be familiar with the Al-Anon Service manual, Steps, Traditions and Concepts to assist with relevant issues.