VIRTUAL AREA Tech Co-Ordinator
(Two-Year Term / Non-Voting)

JOB DESCRIPTION

1. Website Management:

   - Maintain and update the VAA website, ensuring accuracy and exploring improvements, including hosting options.

2. Document Management:

   - Oversee VAA's document system (currently Google Drive) and suggest improvements or better platforms for more efficient management.

3. Information Distribution:

   - Manage email distribution lists and the WhatsApp group for announcements, while recommending ways to enhance communication effectiveness.

4. Meeting Management:

   - Liaise with assembly host group for Zoom settings and functions to ensure suitability for assembly purposes (e.g., online voting for elections).

   - Assume role of 'host' during assembly meetings and be responsible for settings and functions.

   - Recommend ways to improve the functionality of assemblies through technology.

5. Password and Email Management:

   - Manage passwords and accounts for office bearers.

   - Simplify and improve the email system to better meet office bearers' needs.

6. Tech Support:

   - Provide technical assistance to office bearers as needed.

7. Technological Innovation:

   - Continuously explore ways to improve VAA's technology, making it more efficient and accessible, especially for less tech-savvy members.

   - Participate in AA technology intergroups like TIAA (https://tiaa-forum.org/).