Westside Central Office Ad Hoc Committee Report
1/7/2013

An Ad Hoc Committee was formed at the December 2012 WCO business meeting to recommend/propose job descriptions for an I.T. Committee Co-Chair position and a Newsletter Chair position. Attached are the two proposed job descriptions. The I.T. Committee Co-Chair description is nearly identical to the existing I.T. Chair description. In addition to proposing these two job descriptions, the Ad Hoc Committee also recommends the following amendment to the existing I.T. Chair job description.

Amend the following qualification in the I.T. Chair job description from:

- Has experience with web page design

to:

- Has experience with web page design (preferably with Wordpress software)

Note the I.T. Committee Co-Chair does not have any sobriety requirements. This is consistent with the Officer positions (including the I.T. Committee Chair position) since non-alcoholics are allowed to serve on the Board. Because the I.T. Co-Chair is appointed by the Board, we trust that they will choose the most qualified candidate for the position.

In order to adopt these recommendations, a motion will need to be made during New Business.

I.T. Committee Co-Chair – 1 year term

- Note: The I.T. Committee Co-Chair is an Officer of Westside Central Office, Inc. and is appointed by the Board of Directors.
- Board of Directors shall solicit nominations for I.T. Committee Co-Chair at the October WCO business meeting and shall announce the appointment at the November WCO business meeting (or at any subsequent WCO business meeting after the appointment is made).
- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Internet" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Assists the I.T. Committee Chair with the WCO website, email accounts, and telephone system.
- Has access to a computer connected to the Internet
- Has experience with web page design
- If I.T. Committee Chair resigns or is unable to serve for any reason, the I.T. Committee Co-Chair steps in and assumes I.T. Committee Chair duties and responsibilities.
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

Newsletter Chair – 2 years continuous sobriety suggested – 1 year term

- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions and becoming familiar with the principles and practices of the Westside Central Office
- Publishes the WCO monthly newsletter, *Into Action!* in pdf format
- Suggested content for the newsletter include: Summary of the most recent WCO Business Meeting, List of A.A. Related Events, WCO Service Opportunities, and Contact Information for WCO
- Emails newsletter to subscribers
- Solicits articles for *Into Action!* from the WCO Trusted Servants, Co-Reps, and A.A. Community
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position