

## **Service Opportunity Regarding the Use of Technology in D.A. : Appointed Committee Members on the DAGSB InfoTech Committee**

The Information Technology (InfoTech) Committee of the Debtors Anonymous General Service Board (GSB) welcomes D.A. members who seek an exceptional opportunity to "give back" to the D.A. Fellowship by helping maintain and develop the use of technology to facilitate the work of D.A.

Serving as an Appointed Committee Member (ACM) on InfoTech means serving at the Board-committee level. Current and future InfoTech projects include:

- Updating and maintaining our new Wordpress website.
- Improving the functionality and appearance of our meeting list database.
- Implementing debit card-only payments on our website.
- Organizing the Fellowship Day phone conference.
- Supporting the Office Manager and the GSB to use technology effectively.

### **The Role**

The ACM role is a three-year volunteer position that is renewed annually. ACMs can serve two three-year terms.

D.A. members interested in serving in this role should have:

- Three years of not incurring unsecured debt.
- Active engagement in the Twelve Steps and Twelve Traditions.
- General aptitude for technology.
- Experience with Windows-based computer usage. (Note that programming skills are NOT required.)
- Familiarity with Wordpress would be useful, but not essential.
- Familiarity with phone conferencing services would be useful, but not essential.
- Familiarity with website management, such as setting up email accounts, setting up email forwarding would be useful, but not essential.
- Familiarity with Constant Contact bulk email service would be useful, but not essential.
- Experience communicating technical requests to vendors would be useful, but not essential.
- Availability for participating in the committee's monthly conference call.
- Availability to support individual projects with in-depth independent effort.

### **How to Apply**

D.A. members interested in serving the Fellowship in this role must submit three documents:

- **Letter of Nomination** from a person or D.A. group, stating their knowledge of the applicant's experience in a service role or activity. Any GSB trustee, GSR, ISR, board committee, conference committee, GSR group, Intergroup, D.A. group, or D.A. member may make the nomination.
- **Letter of Intent** from the applicant stating: 1) their interest in serving on this committee, and 2) that they meet the ACM guidelines described in the D.A. Manual for Service. Additionally, the letter should address the specific requirements sought by Lit Pub.

- **Service Biography** of the applicant showing prior D.A. service, other Twelve Step service, and any other qualifications or experience.

Application packages should be emailed to: [office@debtorsanonymous.org](mailto:office@debtorsanonymous.org)

Or sent to:

Debtors Anonymous General Service Board  
PO Box 920888  
Needham, MA 02492 USA

Questions concerning this service opportunity are welcomed at: [office@debtorsanonymous.org](mailto:office@debtorsanonymous.org)