UDDI Technology Liaison Job Description September 13, 2026

1. Suggested length of abstinence of one year at the time the service begins
2. Serve a 2-year term as UDDI Technology Liaison. Liaison is appointed by UDDI Board.
3. Open UDDI Zoom online meetings fifteen minutes prior to meeting time, (currently 11:00AM on 3rd Saturday of each month.)
4. Maintain current meeting information and monitor online meeting list at www.desertoa.org
5. Notify webmaster when meeting information/schedules change
6. Review UDDI webpage for updates and corrections
7. Periodically, reach out to each UDDI meeting for current updates
8. Utilize the Intergroup webmaster email: techliaison@desertoa.org
9. Regulary monitor the UDDI website email: website@desertoa.org
10. Coordinate with a meeting to notify WSO when local meetings open or close (This may be done at oa.org, or through email at update@oa.org)
11. Manage Zoom account including passcode changes, and meeting updates.
12. Coordinate with UDDI Treasurer when Zoom account payments are due
13. Keep current list of meeting Zoom hosts; train new hosts and notify hosts of
14. Troubleshoot technical issues when necessary
15. Maintain and utilize UDDI email blast
16. Mentor incoming trusted servant filling your position

Updated:_____09/13/26_____