# ADDC Technology Committee Guidelines

1. **Duties**

The function of the Committee is to review and research possible avenues to increase the educational value of membership through the latest technology.

# The Committee

# This committee shall include a chairman and four regional representatives.

# It is suggested that the term of each committee member be a minimum of two years.

# The ADDC Website

The ADO management company will handle all updates and changes to the ADDC website. Questions or changes that need to be made to the site will be directed to the Technology Chair and/or your Regional Representative.

* + 1. The committee shall review and discuss possible new additions, revisions, and corrections to the website, including but not limited to, layout, educational links, webinars, industry links, etc.
    2. The committee will work with the Education/Certification Committee and Leadership Committee to find new and educational webinars.
    3. Seek out testimonials, both written and video from employers, members of the industry, and past and current ADDC members.

# Linked-In

* + 1. Establish a Linked-In connection for the Association.
    2. Invite members and industry professionals to connect with ADDC.
    3. To be monitored by Technology Committee.

# Facebook

* 1. Establish an Association Facebook Page.

1. Post upcoming ADDC events, including but not limited to changes in convention agendas, regional meeting dates, and industry events attended by ADDC members.
2. Informational postings must be approved by committee chair and ADDC President before being posted to the Facebook page.

# YouTube

* + 1. Establish a YouTube site for the purpose of posting educational videos and webinars.
    2. Videos shall be reviewed by committee chair and presented to the ADDC Board for approval before posting.
    3. Account must be maintained on a “permanent” basis, so educational videos will be available as long as required.

# Twitter, Other Social Media

* + 1. Research the possible use of Twitter and social media to reach current members, new members and companies in the energy industries.
    2. Research new avenues of technology as they become available.

1. **Timeline**
   * 1. Committee conference calls as needed. Minimum of four per year.
     2. Notes of teleconferences to be sent out on a timely basis. (Within 30 days of calls.)
     3. Report of committee progress at time of Regional meetings and Convention.
     4. Files to be forwarded to Committee Chair successor as soon as practical (Maximum of 30 days).