



**Western Association of Educational Opportunity Personnel  
Service Council Committee Report  
2019 – 2020  
December 13, 2019**

<b>Committee Name:</b>	Technology
<b>Committee Chair/Co-Chairs:</b>	Amel Khan
<b>Committee Members (if any):</b>	
<b>Committee Description:</b> Term: 1 year Appointed Position RESPONSIBILITIES:	
<ol style="list-style-type: none"> <li>1. Serves as a liaison to the WESTOP Service Council Technology Committee</li> <li>2. Promotes the use of technology and training</li> <li>3. Provides technological information to membership</li> <li>4. Maintains the SoCal Website</li> <li>5. Distributes technology tips and resources available to members</li> <li>6. Attend all SoCal Chapter Meetings</li> <li>7. Prepares a written report one week prior to scheduled SoCal meeting</li> </ol>	
<b>Committee Goals &amp; Priorities</b>	
<ol style="list-style-type: none"> <li>1. Ensure that all information on the SoCal WESTOP website is up to date and accurate</li> <li>2. Provide membership with technology tips and information about technology resources</li> <li>3. Collaborate with the other committees to meet their technology needs</li> </ol>	
<b>Committee Updates</b>	
<ul style="list-style-type: none"> <li>• Created/updated website page for chapter meetings &amp; PDS</li> <li>• Continued to maintain new WESTOPSoCal Google Group <ul style="list-style-type: none"> <li>○ Adding members</li> <li>○ Moderating messages</li> <li>○ Transferring members to MailChimp List</li> </ul> </li> <li>• Continued updating website <ul style="list-style-type: none"> <li>○ Amazon Smile</li> </ul> </li> </ul>	
<b>Recommendations</b>	
N/A	
<b>Action Items</b>	
N/A	

Respectfully Submitted,  
*Amel Khan*