



**Western Association of Educational Opportunity Personnel
Service Council Committee Report
2019 – 2020
March 11, 2020**

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

Respectfully Submitted,
Amel Khan