



**Western Association of Educational Opportunity Personnel  
Service Council Committee Report  
May 31, 2019**

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

Respectfully Submitted,  
*Amel Khan*

Southern California Chapter

