OA FOOT STEPS
VIRTUAL INTERGROUP #09670

SUBMISSION DATE:
2026 10 Day {00}: 22___

SUBMITTED BY: Digital Committee

CONTACT INFORMATION (NAME AND EMAIL): PJ Joyner
digitalchair@oafootsteps.com

MOTION TITLE: Conforming Motion to Amend Policies and Procedures to Add Data Coordinator Board Position Duties.

CHOOSE PROPOSED ACTION:
- ☑ New Business
- ☐ Amendment

TO AMEND WHICH OF THE FOLLOWING DOCUMENTS:
- ☐ Bylaws Manual
- ☑ Policy & Procedures Manual
- ☐ Standing Rules & Meeting Procedures
- ☐ Continuing Effective Motion {CEM}

REFERENCE:
Article 4 - Board Members; 2. Duties by Position

DIRECTIVE:
Is this a Directive Motion?
- ☐ YES
- ☑ NO
- ☐ UNSURE {Please email bylawschair@oafootsteps.com before proceeding}

MOTION STATEMENT {Including Specific References}: Move to define the Duties of the Data Coordinator as shown below.

MOTION:

CURRENT:	**PROPOSED:**
Article 4 - Board Members 2. Duties by Position	Article 4 - Board Members 2. . Duties by Position **g. Data Coordinator** **i. Reviews and understands the core principles underlying the current**

	regulations that protect the personal data of OA members; these principles to be applied by the Data Coordinator as the foundation and focus of their work. **ii. Works with the Digital Committee to update the Intergroup's data protection and information security policies and procedures in line with regulations affecting the Intergroup.** **iii. Works with the Digital Committee to oversee and ensure the proper management of the personal data that is collected on behalf of the Intergroup, including the limited processing, storage, archiving, and deletion of such personal data.** **iv. Evaluates and oversees the technologies used by the Intergroup to align with data protection principles and with the OA principle of Anonymity.** **v. Administers training protocols concerning data protection procedures and practices, and the use of associated technologies.** **vi. Coordinates and works with other officers and with the Digital Committee.** **vii. Other duties as assigned.**

INTENT:

The intent is to describe the guidelines and duties of the Data Coordinator position.

COST:

IMPLEMENTATION: Change Policies and Procedures to add the Data Coordinator Board position.

PRIMARY PURPOSE AND RATIONALE:
The purpose is to conform with Motion to Amend the Bylaws to add the Data Coordinator Board position.

HISTORY:

ADDITIONAL COMMENTS: