

Admin Committee Name: Tech (née Tech & Comms)

Date Charter Ratified: 12/08/2025 ish

Connection Statement:

- The Tech Admin Committee exists to support infrastructure for all forms of communication: intra-group, inter-group, community-wide, and external. It aims to facilitate collaboration and mutual care at all these levels through face-to-face, physical, and technologically mediated infrastructure.
- The group adopts and recommends practices that balance the following:
 - Ridgewood Commons' values of invitationality, transparency, and accessibility
 - Operational considerations of privacy and security
 - Usability considerations around organizational coherence and efficiency

Powers & Rights:

- Manage credentials for shared digital accounts
- Admin access to digital platforms
- Enable (but not perform) moderation on digital platforms
- Autonomously experiment with new practices before making proposals for broader adoption
- Utilize Ridgewood Commons when free and available for meetings

Responsibilities & Liability

- Ensure usability and security of digital infrastructure, while clearly disclosing risks associated with the use of any service
- Learn individual Working Group cultures and practices to identify real group needs and disseminate organizational skills and knowledge between working groups
- Keep transparent meeting notes & logs of ongoing asynchronous work
- Make proposals for Ridgewood Commons-wide recommendations

