Meeting IT Host (great job for newcomers)

● 3 months Sobriety

● Term: Per meeting

● Complete IT Training from IT Host Mentor.

● The IT Host position is more readily facilitated with a laptop or desktop, but can be managed through a tablet or mobile phone as long as there is access to good, stable wifi.

● If you cannot meet your commitment, find a substitute and let the IT Host Mentor know who will be hosting for you.

● Specific Meeting Duties:

o Log in at 15 minutes prior to the meeting by using the master ID and password then open the applicable meeting room.

o Admit participants and ensure visual identification. (If there is no video, use chat to request that the participant turns it on for just long enough to ensure it's a female; assure them that they can turn off video after you've seen them). **No visual identification? Leave in waiting room or "remove" them if you are really suspicious.**

o Rename participants as needed

o Chair starts meeting on the hour; you can continue to admit people, but also be cognizant of timing for screen shares.

o Assist chair to control background noise—you may have to mute a few people who seem to be moving around or causing static. If it is very distracting, you can "mute all"

o Assist chair in recognizing hands up icon or waving hands

o **BREAKOUT ROOM?** (Rarely used.) Chair may offer breakout to a struggling newcomer along with another member with 12 months or more sobriety.

▪ Click on Breakout icon, CREATE a room, Manually Assign to room #

o Assist chair in keeping shares to under 5 minutes if there are more than 10 people in the meeting. Break in at 4 minutes and gently tell the speaker "excuse me, 30 seconds." (This does not apply to chairwoman as she sets tone for meeting).

o **REMOVE BAD BEHAVIOR!** If there is a bomber or some other type of inappropriate behavior on screen or via chat, **remove** the offending party immediately. This includes a participant who is not being responsive to your "chat" to them to ask them to get teenage kids, a husband or friends out of the room.

o 7 th tradition info should be texted via chat during announcements at end of meeting.

o **END the meeting after all have left the room** to ensure our Zoom line does not stay open. (Do not "remove" anyone—if you do, they will be banned from future meetings).

DON'T FORGET TO LOG OUT OF THE MASTER ID AFTER ENDING THE MEETING.