

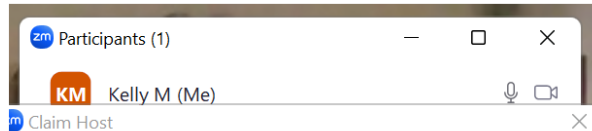


## Meeting Chair and Co-host Responsibilities

### Role: Meeting Chair

This role will do the following:

1. Log into Zoom as a participant on their computer at least **15 minutes** prior to the start of the meeting. If you are chairing the Sunday Spiritual meeting, log on **30 minutes prior to the meeting**. When chairing your first meeting, log on a bit sooner to familiarize yourself with setting up the meeting.
2. Open the Participants Box and click on the 3 dots, click on Claim Host, enter the Host Key, and click Claim Host again. **Host key will be provided during initial training.**



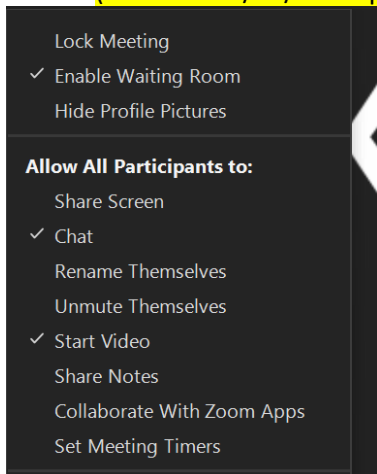
Enter the Host Key to claim host role

Host key is a 6-10 digit number

OR

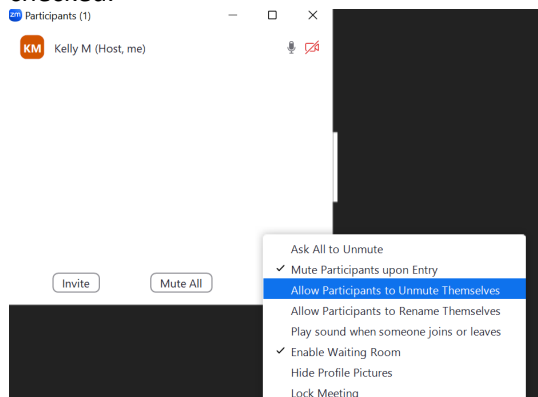
[Sign In to Claim Host](#)

3. Open the Security Box. Ensure the only checked functions are Enable Waiting Room, Chat, and Start Video are checked. (New as of 1/28/24 – open the chat at end of meeting to allow fellowship).

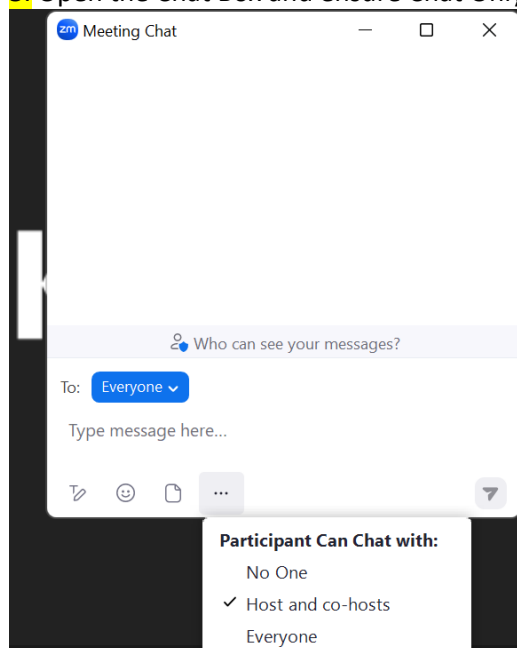


- a) Ensure options are removed for participants to unmute themselves.
- b) Ensure options are removed for participants to rename themselves (If necessary, the Host and Co-Host can rename any participants).
- c) Ensure options are removed for collaborating with zoom apps.
- d) Ensure options are removed for setting meeting timers.

4. Open the Participants Box again, select the 3 dots, and ensure Mute Participants Upon Entry is checked.



5. Open the Chat Box and ensure Chat Only with the Host & Co-host is selected.



- a) We have it set up to default to this setting but check anyway.
- b) You will leave your participants box and chat box open throughout the meeting.
- c) AI Companion is a new icon as of 9/2023 (can only be enabled by Admin-click to see this). If anyone requests this, it will not be granted.

6. When the scheduled Admin logs in, assign them Co-Host access. Respond to any chats sent to you as host or co-host from the participants.
7. Chair the meeting by following the meeting format specific to your meeting.
  - a) Unmute and greet the participant and mute them after the welcome is complete. Suggested greetings are “Where are you logging in from”, “Glad you joined us”. Best practice is not to use open-ended questions.
  - b) Once the meeting starts the co-host will let participants in from the waiting room.
  - c) The chair will unmute participants as they are selected to share and then mute them again after they share.
  - d) When a participant raises their hand, ask them to unmute after you have lowered their hand.
  - e) Be mindful of people who immediately enter and raise their hand. It is best if the cohost lowers their hand and asks if they need assistance in the chat.
  - f) Select participants with their video enabled first before moving on to participants who do not have video enabled. Use the chat to ask those without video if they would turn on their video to share. If they are unable to - use your discretion.
  - g) End the Meeting for All.

#### **Role: Meeting Administrator (Co-Host function in Zoom)**

*The Co-Host will sign into the meeting as a normal participant and will be assigned the Co-Host role by the Host. Use your computer to log on.*

This role will do the following:

1. Log into the Zoom as a participant.
2. The host will assign you the co-host role.
3. You will leave your participants box and chat box open throughout the meeting.
4. Admit participants from the Waiting Room once the meeting starts. Select the name and Click “Admit”.
  - a) Only admit participants with “appropriate” names or Phone ID.
  - b) Watch the participants upon entry and throughout the meeting.
  - c) When possible, Chat with participants in the Waiting Room if you have concerns. Your chat will reach “everyone” in the waiting room so admit those you are comfortable with first (if appropriate)
5. Monitor for Zoom bombers and remove them from the meeting. Once a zoom bomber is removed - they cannot re-enter the meeting.
6. Changing participant names can be done by the host and co-host. Most often this is done when the name is “iPhone or something similar”, if time allows. Do this by clicking on the dots located on their video.
7. We have found that participants sometimes prefer their last name and/or phone number is present.
8. Respond to any chats from the participants.
9. When the proof of attendance, 7<sup>th</sup> tradition, post the link to the website: [aaunityinrecovery.org](http://aaunityinrecovery.org)

#### **Musts for Host and Co-host**

Chairs/Co-hosts must have a Desktop or LapTop. Touch screens also cause a distraction.

Leave your camera on at all times during the meeting.

If help is needed during the meeting, send a chat to a member of the Steering Committee for additional support. Steering Committee Members are currently Kelly M, Kelley C, Sara S, Sky E, and Jonathan P (9/2023).