

## **Position: Console Administrator**

### **Responsibilities:**

- As needed, access to a console to manage and facilitate conference calls for technical and safety reasons to maintain an atmosphere of recovery
- When needed, override meeting modes (Q&A Mute), switch the meeting in or out of Q&A mode, drop callers to remove harassers, and play broadcast recordings (if the fellowship chooses to record), change host code or meeting phone number, provide stats and data on meeting attendance
- Record speaker's share with permission (permission from speaker to record and replay)
- Console should not be accessed unless required (by situations listed above)
- Upon acceptance of position contact the Web Administrator to provide personal email address
- Two months prior to the completion of term, submit vacancy as an agenda item and script announcement
- Regularly attend monthly WIR Business Meeting

### **Requirements:**

Our trusted servants should demonstrate the ability to serve as an example to others. Console administrators should have:

- 12 months continuous sobriety
- Working knowledge of the Steps, Traditions and Concepts
- 6 months in service for MA Phone Meetings (can be in various positions ex. consistently chaired a meeting for 6 months or secretary for 6 months)
- Total positions: minimum 2 (Primary and back up) maximum 4

**Term Length:** minimum: one year  
maximum: one additional term

For reference in developing this service position:

[Console Committee Document](#)