

Men's Tues Night Big Book Step Study Virtual Meeting Admin Format

◆ VIRTUAL MEETING ADMIN DUTIES

Do not read the following, but you are responsible for performing these items:

- Arrive early to setup up the Breakout Rooms.
 - Create 6 rooms, as you cannot create new rooms after you start them.
 - Rename Breakout Room 1 to “The Meeting Room”
 - Rename Breakout Room 2 to “Info & Literature Room”
 - Start the Breakout Rooms
 - Assign members to “The Meeting Room”, if you don't recognize someone who comes into the meeting, drop out of the breakout room and talk to them before inviting them into the room. You may need to help them understand how to get into the breakout room.
 - Make the Secretary and Treasurer "co-hosts" so they can help manage the meeting. You need to do this before they go into the breakout room.
 - Ensure mics are muted for those not speaking.
 - Watch for members struggling to turn their mics on, help them by enabling their mics for them.
 - If possible, determine the phone users' names and rename their Zoom image.
 - If notified of chat harassment, disable the chat feature for the harasser.
 - Watch for malicious or disruptive individuals and take the minimum action required to stop the disruption. See the “In Case of Malicious Attack” section on Page 2 for a recommended process for responding to attacks. Some of the actions you can take are:
 - Mute their mic, video, or both.
 - Put them “On Hold”
 - Turn on the “Waiting Room” and move them there.
 - “Remove” them.
 - Temporarily “Lock” the meeting
- * Note: Only use the “On Hold” and “Lock Meeting” options briefly as they can stop late arriving members or newcomers from getting into the meeting.

◆ VIRTUAL MEETING ADMIN STATEMENT

When called on, read the following:

1. Hi, my name is _____, and I am an alcoholic, and I am the Virtual Meeting Admin.
2. To maintain anonymity we have disabled all Zoom recording options. Since we have no control over your device, we ask that you not record, photograph, or republish any part of this meeting.
3. To minimize disruption, please mute your microphone when you are not reading or sharing.
4. Chat is open primarily to share contact information or to reach out to newer members. Please use Private Chat instead of sending chats to “Everyone”.
5. As the chat feature can be used for harassment, please send me a private chat if you feel you are being harassed and I can stop it.
6. Any new members or visitors who have questions about the meeting, AA literature, sponsorship, or about AA in general, I will make the Information and Literature breakout

room available after the meeting. I can create other breakout rooms, so if you would like to meet with anyone in a more private room after the meeting, send me a private chat and I will set it up for you. It will be available after the meeting.

7. Thank you for allowing me to be of service.

◆ **AT 8PM, USE CHAT TO SEND THIS MESSAGE TO “EVERYONE”:**

For newer members, visitors, or anyone else who want more info about the meeting, AA literature, sponsorship, a phone list, or have any other questions about AA, we will have a Info & Literature Room available after the meeting so you can ask those questions. Please send me a private chat to let me know and I’ll give you access. A couple of group members will be available in the room for 5 minutes or so after the meeting.

Note: If a new person asks for this, ask two other members to help staff that room. You can ask them something like this (via private chat):

“Would you be willing to help with the Info & Literature Room after the meeting? [You can add something like, “A new member has asked to meet someone there?” Or “No one has asked yet, but I want to be ready in case they do.”]

◆ **IN CASE OF MALICIOUS ATTACK**

Using the Participants window controls, perform the following steps, in this order:

- 1.) Disable “Allow Participants to Unmute Themselves.”
- 2.) Mute All
- 3.) Unmute Speaker
- 4.) Disable “Allow Participants to Rename Themselves.”
- 5.) Lock Meeting.
- 6.) Enable Waiting Room.
- 7.) Remove malicious offender(s).

◆ **BREAKOUT ROOMS (Possible text for the Secretary’s Format)**

When called on, read the following:

1. Our Virtual Meeting Admin has created a breakout room for any newcomers and anyone who would like to get more information about this meeting or other meetings, wants to find out about getting AA literature, or has questions about sponsorship. The Information and Literature breakout room will be available immediately after the meeting closes. If you would like to ask questions, private message our Virtual Meeting Admin, _____, to ask to be added to that room.