

Assembly Zoom Quick Reference

Before the assembly, please make sure you have run any and all updates pushed out by Zoom to ensure you are using the most updated version.

Below is a quick reference guide of virtual assembly roles and responsibilities.

Chairperson

- Leads assembly.
- Monitors stack for raised hands
- Calls on members to speak, unmutes/mutes them.

Host

- Admits *registered* members from waiting room to assembly.
- For questions ahead of the assembly, the Host can be reached via email at vaatech@area23aa.org or phone # 317-201-7612.
- For questions during the Area Assembly, can be reached via Zoom Chat.

Admin

- Assists Host admitting members from the waiting room.
- May ask members to rename themselves.
- Serves as point of contact for Tech questions via Zoom chat.

Assistant

- Share slides for chairperson and other presenters.
- Keeps a 2 minute timer for speakers.
- Serves as backup to Chairperson for mute/unmute.

Points

- Serves as reference and advisor for Parliamentary procedures.
- Receives Parliamentary questions from members via chat.
- Relays Parliamentary questions to Chairperson.