**Virtual Assembly Committee**

**The Virtual Assembly Committee:**

* Manage the Area’s virtual assemblies by operating the virtual platform for all assemblies (5 each year), Service Weekend, and Finance Committee Meeting.
* Coordinates with Area Chair, Area Secretary, Area Registrar, Area Webchair to distribute virtual assembly information.
* Responsible for seeking out volunteers with experience using and hosting on virtual platforms.
* Maintain up to date procedures for registration, virtual platform responsibilities, and a roster of list for volunteers with contact information.
* Host periodic training sessions for new Tech Team volunteers.
* Work with the Treasurer to renew subscription(s) on the virtual platform.

**Suggested resources:**

* 70th Annual General Service Conference Zoom Guide V2.0 (June 11, 2020)
* Area 23- Zoom Roles for Assembly
* Robert's Rules of Order (12th edition)
* [AA Service Manual](https://www.aa.org/assets/en_US/en_bm-31.pdf)
* [Area 23 Website](https://area23aa.org/)

**Suggested qualities:**

* Solid foundation in A.A with several years of continuous sobriety and some service experience at the district/area level (committee chair)
* Solid foundation in A.A. with a couple of years of continuous sobriety (committee members)
* Virtual platform skills
* Availability for Area Assemblies, reliable and responsible for their specific role
* General understanding of Area Assembly processes
* General traditions and parliamentary knowledge (Robert’s Rules)