

Berkeley Fellowship of Alcoholics Anonymous

On-Line **HOST** Instructions

For Log In Instructions Talk to On-Line Secretary Coordinator

Zoom Host Responsibilities

- **Arrive** 15 minutes early
- **Admit** people when they enter the waiting room
- **Greet** people as they enter the zoom room
- **Watch** for zoom bombers, **remove** (under “more”) them from the meeting
- **Share** your Screen with readings from the berkeleyfellowship.com literature tab:
 - How it works
 - 12 traditions
 - 9th step promises
 - literature if book study
 - prayers if meditation meeting
- **Show** BFAA website during announcements: put the link to the website in the chat
- **Display** 7th tradition page before sharing: put link to this page in the chat
- **Stay** for up to 15 min. Or reassign host to another member, for fellowshiping after the meeting
- **Close** the meeting: make sure you are logged out of the BFAA zoom account

- **NOTE** : It is your responsibility to find a substitute Host if you cannot attend the meeting