

Berkeley Fellowship Alcoholic Anonymous (BFAA)

Hybrid Meeting - IT (Information Technology) Coordinator 18 month Sobriety Requirement -1 year Service Commitment

- Responsible for BFAA hybrid equipment including the following : Laptop, Webcam, Speaker, Monitor and all of their charging and connection cables
- Attend in person, the monthly BFAA Business Meeting. Designate a substitute for Monthly Business Meeting if you are unable to attend
- Charge and maintain equipment prior to meeting
- Set up equipment and test it (10 minutes) prior to the meeting start time.
- Take full responsibility for equipment and its performance for the entire meeting time
- Assist the flow of the meeting by making adjustments as needed (for instance: redirecting speaker or webcam as the situation or speaker adjusts)
- Break down equipment and store in the safe and locked storage area as designated by the BFAA Business Manager