

Zoom Manager can be done remotely

Provide technological assistance with online meetings on Zoom. The club's general meetings are on the second Tuesday of the month in October, November, February, March, April, and May.

- Keep guests on mute to minimize background noise.
- Watch for invited guest speakers and make them meeting Co-Hosts so they can share their slides, etc.
- Be alert and remove unwanted guests quickly if needed.
- Record the Distinguished Speaker portion of the meeting when the speaker has given permission.
- Save the Chat at the end of the meeting.
- Trouble-shoot as needed.