

March 2023 by Cathy Chowenhill

Internet: Zoom Manager, “Zoomer”

Job Description:

Manages and maintains the branch Zoom account and coordinates and hosts Zoom meetings.

NOTE: This position could easily be done by the same person who is handling internal email (Job title: Internet - Email Distribution).

Tasks:

- Maintain the branch Zoom account.
 - Learn/Know how to host Zoom meetings.
 - Update version as needed.
 - Arrange payment to Zoom through the branch treasurer.
- The Zoom Manager coordinates and sets up Zoom calls, as necessary, for general meetings, interest group meetings, board meetings, and other events as needed:
 - Ensure that sure everyone gets the links (via email) to join the meetings.
Coordinating meetings is important, since we have only one account, and can have only one meeting at a time.
 - As we coordinate with other branches, it’s important to establish communication between the Zoom managers for each branch.
 - Hosting can be delegated as needed to a willing branch member that has the necessary Zoom skills.
- Set up and participate in practice sessions (some speakers request this) to test screen sharing, connections, etc. Practice sessions usually take place a few days before a meeting.
- We often coordinate meetings with other branches (particularly San Mateo), so it’s important to establish communication with the Zoom managers in those other branches.
- Maintain a notebook that includes your End of year report and any other useful materials.

Member of: Board (Executive Committee)

Deadlines: