Umbrella Group Chair and Host Guidelines

**Chair duties:**

**Download** the current version of the format from the Umbrella Group page at the [aaonlinemeeting.net](http://aaonlinemeeting.net) website.

**Read** the format through. If you have any questions, contact Gilda.

**Call in to the meeting** 10-15 minutes before meeting time, ask host if the chat history has been opened, copy and paste the preliminary material in text box.

**Ask for volunteers to read** the preliminary reading and subsequent readings for the meeting (optional).

**Begin reading from format** at 30 minutes past the hour.

**Continue** to copy and paste, and ask for volunteers to read if not already done so, according to directions in the format.

**\***As chair, if you see anyone starting to preach in the text box, i.e. tell us what we should be doing as a group, or if two people begin a conversation or argument in the text box, you are to ask them politely one more time (it's already stated in the format not to do this) to stop, and warn them that continuing to do it will get them dropped from the call, and if they persist, verbally ask the host to drop them. The host has instructions to let them know why they were dropped and let them know they can come back if they stop, but will be dropped for the remainder of that day’s meeting, should they persist.

Things that are allowed in the text box include: readings, requests to repost readings, info about mike troubles and/or inability to speak, salutations, congrats for special events or goals reached, birthday cakes, chips, etc.

**After meeting’s end,** ask the newcomers by name, if they have any questions, how they’re doing, etc.

**Remember to -**

* update the “Chairperson please pick up the reading here” google doc which keeps track of what was read, so you know where to pick up reading next week, if applicable (depends on which day’s meeting you’re chairing).
* send the verification of attendance email for anyone who has asked for it.

**Host duties:**

**Establish conference call** at least 15 minutes before and maintain the call at least 15 after meeting (if longer – great).

**Open** chat history.

**Check** if people have called in pre-meeting; send a note that the meeting is now open.

**Check** to make sure no alcoholic has been inadvertently blocked - if so, unblock them.

**Add new people** as they call into meeting.

**Call people back in** if and when they drop off the call.

**Mute people’s mikes** who seem to be having trouble doing it themselves.

**Ask people to turn off video** when applicable.

If and when it becomes necessary to drop someone from the call, please send them a text saying, “ You were dropped from the call because of \_\_\_\_\_\_\_\_\_\_\_\_. You can come back in if you stop doing this, but if you persist, you will be dropped for the remainder of today’s meeting. ”

Also, as Host, if you find you’re doing service together with anyone as Chair who, for any reason (connection problems, very new to the service position, etc) is unable to take the above described action**\*** when necessary, you should step in and do it.

Should anyone drop off the call apart from an action on your part, please call them back in.

If you see that one member has dropped another member, please drop that member with the following advisory: “ You have been dropped because you dropped another member from the call. This is the sole responsibility of the Host. You can come back in, but if you repeat this, you will be dropped for the remainder of today’s meeting. ”

**When meeting and after-meeting are done, erase** chat history.

**If you have any questions** about any aspect of hosting, please contact Phy.