

46. LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: SUN HYBRID ONLINE HOST COMMITMENT

Elections for this position are held at the September business meeting.

- Thank you for accepting this one year and one month commitment, from the day you accepted the position through the first meeting in October. If possible, you will shadow your predecessor, and train your successor when you leave the position.
- If you are filling in for a vacated position, the Commitment Chair will find someone who has done the position before to train you. You are still eligible to make yourself available for one full term of that position. We discourage making yourself available for any position that you have previously served a full term.
- It is suggested that you attend the monthly business meeting on the 2nd Sunday and become familiar with the Love and Service Group's History and Objectives.

If you are unable to fulfill your commitment at any meeting, please find someone from our group to cover for you (preferably *someone who has done the job before*) **AND** let the Commitment Coordinator know. Or, if you need to discontinue your commitment altogether, please contact the Commitment Coordinator.

The suggested **qualifications** and sobriety for this position are:

1. 1 year of sobriety
2. One prior commitment at Love & Service
3. Home Group Member
4. Technical Skills:
 - a. Knowledge of Zoom and Tech Hosting meetings. You may refer to the following link for the latest best practice in hosting Zoom meetings for AA: [Zoom Security Guide](#)

Your responsibilities are:

- 1. Sunday 6:00pm (PST) Meeting**
 - a. Begin meeting at 5:40 PM "New Meeting"
 - b. Assign co-hosts (to include any online commitments such as online sponsorship, etc.)
 - c. Find someone who has their camera on to read "A Vision for You" (pg. 164 in the BB) after the speaker
 - d. Let people into the online meeting
 - e. Mute all participants at 6 PM
 - f. Enable "Captions" (live transcription)
 - g. Post announcements and information in the chat
 - h. Monitor and remove zoom bombers
 - i. Share 7th Tradition slide and information in the chat
 - j. Share Safety Committee slide and information in the chat
 - k. Record speaker using zoom recording feature after speaker is introduced and stop recording when the speaker is done

- l. “Spotlight” the online Vision for You reader
- m. Work with audio and tech team to ensure sound is working properly
- n. Ensure zoom settings are in alignment with current group practice (e.g., block chat, rename Podium/Backstage and Hospitality, mute/unmute functions)

2. ASL Nights [4th Sunday of the Month at 6:00p]

- a. Same as above except for finding a Vision for You Reader
- b. “Spotlight” both the L&S Podium and the ASL Interpreter

3. Business Meeting 4:30pm (PST) [2nd Sunday of the Month]

- a. Begin Business Meeting via Zoom at 4:10pm
- b. Let people into the online meeting
- c. Record the meeting for transcribing the minutes

The business meeting co-chair usually records this

Previous Commitment Holders:

2025-2026 Chris C

2024-2025 Wendy M

updated by Wendy M, current zoom host 7/6/25

Confirmed by Chris C on 7/7/26