

Co-Host/Poster Training Guide

Role Overview

The Co-Host/Poster's role is to support the Host by managing Zoom functions (chat, muting, screen share) and ensuring that group-approved information is posted consistently in the chat. This role protects the safety of the meeting, reduces distractions, and helps participants access key resources.

A full Co-Host/Poster script is available in the Service section of the Never Alone Again Group website. Below is a high-level guide with practical training points.

Core Responsibilities

1. Before the Meeting

- **Request Co-Host privileges** from the Host as soon as you arrive.
 - **Prepare resources in advance:** Daily Reflection, Safety Card, AA Preamble, 2-Minute Quiet thumbnail, 7th Tradition details, Promises.
 - **Confirm your role** with the Host and other service team members (Greeter, Newcomer Liaison).
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2. During the Meeting

- **Follow the Posting Timeline**
 - Post links, readings, and reminders as prompted in the script.
 - Share the Daily Reflection and/or 2 Minutes of Quiet before the meeting starts.
 - Post NAAG website, newcomer resources, and safety information at designated points.
- **Manage Chat Controls**
 - Close chat during speaker shares or readings (except to Hosts/Co-Hosts/NCL).
 - Reopen chat at the end of shares or meeting as directed.
- **Support Host with Zoom Tools**
 - Mute/unmute the room before and after speakers.
 - Screen share when literature or thumbnails are needed.
- **Promote Safety**

- Post the Safety Card and statement at the right time.
 - Help monitor chat for inappropriate content or disruptions.
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3. At/Around Meeting Close

- Post 7th Tradition details.
 - Share the 9th Step Promises and confirm volunteer reader.
 - Reopen chat so newcomers can connect during Newcomer Time.
 - Post the NCL's newcomer instructions.
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Tips & Tricks for Effective Co-Hosting

1. Prep Early

- Download and save images (Quiet Time, Safety Card) to your desktop.
- Keep a copy of all recurring links in a "Poster Notes" document so you can copy-paste quickly.

2. Know the Timing, Not Just the Script

- Posting too early or late can disrupt flow (e.g., late Safety Card = delayed Preamble reading).
- Use the Host's cues ("This group does not condone..." → post Safety info immediately).

3. Stay in Sync with the Host

- If the Host misses a mute/unmute cue, quietly handle it — but avoid duplicating actions if multiple Co-Hosts are present.
- Communicate privately with the Host if needed (e.g., if chat didn't reopen, if links were missed).

4. Handle Chat with Care

- Always check chat controls after switching (closing/opening). Mistakes here can silence newcomers or allow distractions.
- When reopening chat, remind members to keep public chat minimal and avoid cross-talk.

5. Protect Meeting Safety

- Be ready to mute/remove disruptive participants, but coordinate with the Host.

- Don't over-assign Co-Hosts — too many hands on controls can cause confusion.

6. **Balance Visibility & Silence**

- Post what is scripted, do not be creative with the posts – it already contains approved language by group conscience.

7. **Special Meeting Awareness**

- Tuesday Noon (Step/Big Book): Be ready to share literature readings if Host requests.
- Friday Beginner's: Double-check chip ceremony support.

8. **Always Think of the Newcomer**

- Make sure newcomer info is visible and easy to find in the chat.
 - Reopen chat after Promises so newcomers can reach out during fellowship time.
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Co-Host/Poster Mindset

- **Consistency over creativity:** Your role is to deliver the approved message, not improvise.
- **Quiet vigilance:** You're in the background, but your attentiveness keeps the meeting safe and smooth.
- **Service through clarity:** Well-timed, clear postings help members — especially newcomers — feel grounded, welcomed, and supported.