

Hello, I previously served as the programming director for AIFD. As you are probably aware, AIFD is hosting Friday night dance meetings over Zoom every other Friday. The Houston group is hosting the other Friday nights.

To make the meetings go a little smoother, in Austin we have started to use a 'monitor' to help take the load off of the host and the dance teachers. I have served as the monitor most of the time, and it is a pretty simple job. That said, it would be great if anybody else would be interested in volunteering for a night to serve as the monitor.

The total time commitment is just over two hours, and I'll summarize the duties below. The dance monitor should be someone who is not teaching a dance that same night. Experience using Zoom is a definite advantage, too. The host will make the monitor a co-host so that the monitor can perform the needed duties.

Duties for monitors of AIFD Zoom meetings to perform

- Continuously monitor to ensure that everyone is muted except for the teacher (I usually only need to mute a person once or twice an evening).
- Put the spotlight on the dance teacher.
- Keep the dance teachers on schedule if necessary (they do this pretty well on their own, and I've never had to help).
- Monitor the chat for questions (this also rarely happens).
- Post the dance set list in the chat at the beginning of each dance leader's set.
- Use the closed caption feature to post the dance names as the dances are being taught. We have to periodically tell participants how to click the appropriate button to enable the captions. This can be done when posting the dance set list in the chat.
- Encourage people to use the chat to request dances for future weeks.
- Move the spotlight to the appropriate person so the dance teacher does not have to worry about it.
- Review settings to ensure people can get into the session (i.e. meeting is not locked, etc. Again, this has almost never been a problem).
- Help with other technical issues if they arise and if you are able to, but there are others that can help if a situation arises.

You will need to have Zoom on your computer. A tablet computer may work too, but it will not have full capabilities.

Thank you very much,
Scott Margo