

### Zoom Tech Chair & Alternate:

- Set up zoom equipment for monthly (12) district meetings and district events, such as workshops (approximately three per year). Equipment includes:
  - Laptop
  - Microphone
  - Conference camera
  - Projector
  - Screen
- Set up table & chairs for the district meeting (with other members' help)
- Communicate via email with the Treasurer to share the monthly Treasurer's report on Zoom
- Maintain and store the equipment in a safe place
- Communicate with DCM and Treasurer if the equipment malfunctions or needs replacement

### Requirements:

- Be physically present at all monthly district meetings and any periodic events to run the video equipment
- Knowledge and comfort in running current versions of Windows, Zoom, and Gmail (some training will be provided);
- Attention to detail and ability to monitor people coming into the virtual meeting and responding to any feedback coming over the "Chat"