

**“Any Lengths” Online Group
Of Alcoholics Anonymous
Daily Service Descriptions**



Serving as Chairperson

- [See separate document](#)

Screen Sharer

Quick Glance:

1. Pre-load the daily readings in a browser, coordinating with the chairperson before the meeting starts to know what they choose for a closing reading
 2. Share the daily readings on screen at the appropriate times based on the meeting script, following along with the chairperson
 3. Be ready when the appropriate time comes and share the closing reading at the end of the meeting
 4. Help train other Screen Sharers
 5. 30 days sobriety minimum
- The screen sharer role requires at least 30 days of sobriety and enough time in the group to understand how a normal online meeting flows. Your role is to pre-load and then share our daily readings on the screen, like the AA Preamble, How it Works, the Twelve Traditions, Daily Reflections and closing readings. All of these files are available to pull up and pre-load into your browser from the any-lengths.org page, under the sections “**AA Literature**” and “**Closing Readings**” (near the page bottom).
 - Open a browser on whichever device you use to connect to our Zoom meetings. Load the daily readings in each of four separate tabs in order. In the first three tabs load the Preamble, How It Works (chairperson may choose The Twelve Traditions instead) and the Daily Reflection. *Ask the chairperson prior to the meeting* to know ahead of time which closing reading s/he will prefer for the day (it’s good to join ~10 minutes early).
 - AA Preamble
 - How it Works and/or The Twelve Traditions

- Daily Reflection
- A closing reading chosen by the chairperson
- Early on after the beginning of the meeting, listen to the chairperson just after the Serenity Prayer for when to turn on the Zoom “**Share Screen**” function and begin sharing each document, in the order matching the chairperson as they call readers.
- Always try if you can to have everything loaded in advance. Everyone will have a better meeting experience if you show up at meeting time and know which documents to share that day and already have them open and ready to go as people are ready to read.

**NOTE: Training on sharing and a practice run will be done with each volunteer beforehand. These notes are just a quick refresher/reminder.*

Tech Co-host

Quick Glance:

1. Work w/ chairperson to help members edit their sign-in names [name, (locale) - *optional*]
 2. Minimize background noise throughout the meeting from unmuted mics, muting people whenever another member is sharing; help unmuting members if needed too
 3. Turn Chat to “Host Only” during the daily readings, re-enabling it after sharing ends
 4. Be attentive to any special requests from the chairperson or other members
 5. Ensuring raised hands are un-raised by the time a member’s share is wrapping up
 6. You have the lead role in driving out Zoom-bombers - be sure to familiarize yourself with [this quick guide](#); it’s also good to assign a side-kick co-host to help you, either someone on or not on the daily roster)
 7. Help train other Tech Co-hosts
 8. 90 days sobriety minimum
- The Tech Co-Host or Zoom Host position requires at least 90 days of sobriety and enough time in the group to understand how a normal meeting flows. You may also want some one-on-one practice with another group member who is experienced with the position.
 - You will be upgraded by the primary Meeting Host to become a meeting “Co-Host” upon entering the meeting. This will make more features visible, but also will take some away, like the blue hand feature used for hand-raising. This, of course, does

not mean you won't be able to share in a meeting, only that you will need to just chime in rather than raising a hand to share (if/when the raise-hand function is used in large meetings).

- Before the meeting starts as people are coming in, coordinate with the day's Chairperson (so as to not be stepping over each other) to help guide participants with no names or device names in how to edit their displayed name, changing it to the actual person's name, optionally followed by where the person is generally from. This helps us all get to know each other, while also helping us identify potential bad actors such as "Zoom-bombers."
- Our group conscience voted to keep Zoom Chat off during the meat of our meetings. So at some point early in the meeting, nearest the end of the daily readings, ensure Chat is disabled for all participants (except Hosts) by clicking on the three dots in the chat popup, select "Hosts Only" (or if iPad, select the three dots in the upper-right, select "Meeting Settings" >> Chat>> Hosts Only." Remember to turn it back to "Everyone" as the last person is sharing for the day before the Chairperson comes in to close the meeting with announcements, etc.
- Throughout the rest of the meeting, your primary job will be to remain vigilant, minimizing background noise from unmuted mics by muting people and when needed, helping unmute members by clicking on their microphone icons (noting, *however, that we want members to learn how to do this for themselves*). Whenever there is excess or distracting noise, look to identify and shut down the source by opening the Participants window and muting the person (unless it's the person sharing, obviously).

Also, please be on the lookout for people who appear to be starting to share while still on mute. You can try to quietly unmute them, or, unmuting yourself briefly, verbally let the person know you will help unmute him/her by clicking on the muted mic button in that person's box, or next to their name under "Participants."

- During the meeting, please also remain attentive to requests from the chairperson or other members, some of which may come to you as a text in the Chat box. The chairperson may, for example, ask you to rename someone to better identify them (this is especially helpful for participants who have dialed in from old telephones or logged in late as something like "iPhone"), or simply as a way of respecting AA traditions around anonymity. The latter sometimes is necessary when participants

use poor judgment in identifying themselves, or their full email shows up without their knowledge.

Offensive names, or names that include political messages like *Joe “F*** Trump” Smith* or *Sally “Go Bernie” Jones*, should be changed just to “Joe” or “Sally” following a brief private message to the person who needs to be renamed. It’s never a bad idea when you are about to make an edit like this to first check your judgment by sending a private chat to another trusted member of the group, like *“Do you think I should rename So-and-So?”*

- As the meeting grows, it is increasingly important to have a side-kick co-host, someone to help with muting/unmuting members and/or un-raising raised hands of those who have already shared (sometimes occurs automatically but not always, and also to help drive out Zoom-bombers, should they try to crash our meeting. Also, help ensure **the chairperson is a co-host**, which helps them more easily see blue raised hands (the chairperson may want to un-raise hands on their own, but s/he should never have to deal with muting/unmuting anyone – *be on your toes*).

Chairpersons should always also remain muted during the meeting when others are sharing, but it’s best for them to manage this on their own, or you risk muting them without their knowledge.

- After the meeting is over, if you need/want to leave the meeting while other members are still in the “Parking Lot,” be sure someone is still assigned as “Host” or the meeting may end the moment you exit.
- There is an option to remove/eject a person who is behaving inappropriately. This is normally an absolute last resort, except in cases where we are being Zoom-bombed. Be sure you and the other co-hosts are on the same page about removing someone unless it is clearly an intrusion, like Zoom-bombers displaying porn or someone showing lewd imagery from their device. Also be sure to familiarize yourself with [this quick guide](#). It is also a good practice to ask for a ‘side-kick’ co-host to help you in case of Zoom-bombers, either someone on or not on the daily roster.

Time Keeper

Quick Glance:

1. Listen for the chairperson to say how long they wants shares to be and set timer by that (generally based on attendee count)
 2. Have preloaded on your phone a *gentle* [non-intrusive chime](#) to use
 3. Ensure the volume on your phone/timer is set to a comfortable level for Zoom online meetings; test beforehand getting feedback from others
 4. Use your video window to display a countdown if possible so people sharing can wrap up without need for the timer to go off
 5. No minimum sobriety
- Most of us find it is easiest to do this job on a separate device (like a phone). If you connect to the meeting using your phone, use a timer that is not connected to the meeting.
 - It's important to use a tone that is not disruptive itself (like most Apple tones are), as well as setting it to a volume that is noticeable, but not too loud. For whatever reason, mics in Zoom meetings are very sensitive to tones especially related to the proximity of the timer with the mic. A best practice is to join the meeting early and test the timer volume, asking other attendees verbally or thru chat how the volume is. It will be hard to tell on your end – the right volume for a meeting is often barely noticeable to you with earbuds in, for example. Once you find the sweet spot, set your timer/phone to that level for every meeting.
 - There is a newer setting in Zoom that causes most timer tones to be suppressed or blocked out altogether. [View these simple instructions](#) to disable this Zoom setting.
 - If you can play or install the bell tones [here](#) and [here](#) (also linked to from the meeting website homepage: [any-lengths.org](#)) on your phone for use as the timer tone. These will provide a pleasant, *consistent* and easily recognizable sound for all participants. If you can't figure out how to install it permanently on your phone, try to select a similar sound thru your phone options, or just bookmark and click the link above. **Online meetings are more sensitive than face-to-face meetings in relation to sound - a loud or obnoxious tone can be disruptive itself**, especially if a number of people go over the suggested limit.
 - It helps to give a visual cue that time is almost up, in part because sometimes the sound of your bell may not be heard clearly by the person sharing. Most of us hold our phones up to the camera to display the countdown during the last 5-10 seconds before the chime sounds so that the speaker can wrap it up.