

# **Any Lengths**

Online Group of Alcoholics Anonymous

## Daily Meeting Service Positions

All of our meeting-based service positions are 2-month terms. Each member can hold a position for up to *three consecutive terms (6 months)* unless after the second term ends, someone else who is already trained wants to step into their position, or someone newer to the group, having the sobriety requirements for the position, is willing to be trained for it, provided the person stepping up has not held that same position for the previous term.



### **Meeting Chair** // // // //

(a.k.a. Meeting Chairperson; also called a Meeting Secretary in many groups)

The Meeting Chair position has its own documents:

- [description reference](#)
- [training document](#)



### **Time Keeper** // // // //

#### **Quick Glance:**

1. Pre-Load the group's "[Time's Up](#)" image in a browser and be ready to screen share this image when each person's share crosses the 3 min. mark (or the time specified by the meeting chair)
2. The formal time limit for shares is 3 minutes, however in the closing minutes the Meeting Chair may reduce this if a number of people want to share
3. Use a timer on your phone or a stopwatch to time each share
4. Time Keeper is a light job and can be trained by other Screen-Sharers/Time Keepers
5. 30-days sobriety minimum

The Time Keeper role requires enough time in the group to understand how a normal online meeting flows. Your role is to pre-load and then screen share the group's "[Time's Up](#)" image when a person who is sharing has reached their time limit.

#### **Before the Meeting:**

- Please join ~10-15 minutes early to get situated

- Open a browser on whichever device you use to connect to our Zoom meetings. You will be assigned as one of the day's co-hosts upon entering the meeting by the meeting opener. This will give you the ability to Screen Share to the group.
- Open the "[Time's Up](#)" image on your device and have it ready to be shared to the group, preferably in full-screen format.

**Important** - Always try if you can to have the image loaded in advance. Everyone will have a better meeting experience if you show up before the meeting time and have your timer (or stopwatch) and the "Time's Up" image ready. Feel free to practice screen sharing this image before the meeting begins to make sure people can see what you want to be shown. This avoids unnecessary meeting delays and positively contributes to the overall feel of the meeting.

**During the Meeting:**

- Once the meeting has opened up to sharing use a stopwatch, timer on your phone, or an online timer (<https://www.timeanddate.com/timer/>) to track how long each person is sharing. Once they reach the time limit, begin screen sharing the "Time's Up" image. The person sharing will often acknowledge that they have seen the image and will begin to wrap things up. Stop screen sharing the image once they have seen it or when they are done with their share. Show it again if they start talking on again after about 30 seconds.

*NOTE: If you're new to screen-sharing, training with a practice run will be available beforehand. These notes are just a quick refresher/reminder.*



 **Screen Sharer** // // // //

**Quick Glance:**

1. Coordinate with the chairperson 10-15 minutes before the meeting starts to know what they choose for the readings including the closing reading
2. Pre-load the daily readings, each in a browser tab, in the order they will be read
3. Share the daily readings on-screen at the appropriate times based on the meeting script (follow along with the chairperson, loading just as they introduce readers)
4. Be ready when the appropriate time comes at the end of the meeting to share the closing reading
5. Help train incoming Screen Sharers when asked by the Service Coordinator
6. 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. . A PC is preferred for screen-sharing, however a tablet can be used as well; phones are rarely acceptable for sharing. 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. For book-study meetings, it will also include sharing a PDF version of AA literature. All

of these files are available to pull up and pre-load into your browser from the [any-lengths.org](http://any-lengths.org) homepage, under the sections “AA Literature” and “Closing Readings.”

### **Before the Meeting:**

- For screen-sharing, it’s important to connect to the meeting **using the Zoom app**. If you join using a browser extension, from our website, or from the Zoom website, the browser may not show among the options to share on-screen, leaving you to have to jump between tabs by sharing, un-sharing and re-sharing each tab separately, which is not an optimal experience.
- When you join the meeting (10-15 minutes early), the Chat Host will assign you as one of the day’s co-hosts, giving you the ability to screen-share to the group.
- Open a browser on whichever device you use to connect to our Zoom meetings.
- Load the daily readings as four separate tabs, *in order*. In the first three tabs load the Preamble, How It Works (or the chair may choose The Twelve Traditions) and for topic meetings, the Daily Reflection. *Ask the chairperson prior to the meeting* which closing reading s/he prefers for the day.
  1. AA Preamble
  2. How it Works and/or The Twelve Traditions (or More about Alcoholism)
  3. Daily Reflection
  4. A closing reading chosen by the chairperson
- **Important** - Always try if you can to have everything loaded in advance. Everyone will have a better meeting experience if you show up early and get each document prepared, set in the right order, and zoomed to a readable size. Feel free to practice this before the meeting begins to make sure people can see what you want to be shown. This avoids unnecessary meeting delays and positively contributes to the overall feel of the meeting.

### **During the Meeting:**

- 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.

*NOTE: If you’re new to screen-sharing, training with a practice run will be available beforehand. These notes are just a quick refresher/reminder.*



## **Tech Host** // // // //

### **Quick Glance:**

1. Arrive 15-20 minutes before the meeting starts and as soon as assigned a co-host, take over monitoring the waiting room, letting people in, watching for odd names.
2. Communicate with and work with attendees as they enter to help them edit their own sign-in names [name, (locale) – *locale optional*], or do it for them if they ask.
3. Minimize background noise throughout the meeting from unmuted mics, muting unmuted people (incl. the meeting chair) whenever another member is sharing

4. Be attentive to Chat messages/requests from the chairperson or other members
5. Ensure raised hands are un-raised by the time a member's share is wrapping up (however some meeting chairs prefer to manage hand-lowering themselves)
6. You have **the** lead role in driving out Zoom-bombers - be sure to familiarize yourself with [this quick Zoom-Bomber guide](#); it's also wise to coordinate with the Chat Host, your back-up, to avoid confusion and stepping on each other.
7. Help train other Tech Co-hosts when asked by Service Coordinator
8. 90-days sobriety minimum

The Tech Host position requires at least 90 days of sobriety and enough time in the group to understand how a normal online meeting flows. You will also want some one-on-one practice with another group member who is experienced with the position. A PC is by far the recommended device for Tech Hosts. You will also want to monitor the room and be ready for shenanigans by an occasional Zoom-bomber.

### **Before the Meeting:**

- You will be assigned as one of the day's co-hosts upon entering the meeting by the Chat Host (opens the room). This will make more features available, so make sure to familiarize yourself with the new features and where things are (such as the 'Mute All' button, security settings, and screen share button).
- Monitor the waiting room and let participants into the meeting room, greeting them and encouraging them to identify if new (to get to know them and for security purposes). There may be times when you need to help guide participants with no names or device names (eg. iPhone 2) 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, keeps people with the same first name from getting mixed up, while also helping us identify potential bad actors (aka "Zoom-bombers)."
- 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?"*

### **During the Meeting:**

- Our group conscience voted to keep Zoom Chat off during the sharing part 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 back 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 unmute yourself briefly, verbally letting the person know they are still muted and where to click the microphone button next to their name under "Participants."

- 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 is sometimes necessary when participants use poor judgment in identifying themselves, or their full email shows up without their knowledge. (See 2nd Bullet Point in the "Before the Meeting" section).
- At times and for busy meetings, it is wise to coordinate with the Chat Host as someone to help you with muting/unmuting members and/or un-raising raised hands of those who have already shared. Communicate with the Chairperson as to who will primarily take care of this duty. Some chairs prefer to lower hands as this helps them keep track of who is speaking and who is next. It also helps to have Chat Hosts help with driving out Zoom-bombers should some get in trying to crash our meeting. Also, verify that **the chairperson is a co-host**, which helps them more easily see 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*).

#### **Additional Notes:**

- Meeting Chairs are also expected to remain muted during meetings whenever others are sharing. It is best for them to manage this on their own or they risk being muted without their knowledge. However, they need to make it a habit and do just as they would if attending a meeting. Some forget to, so talk with them – we are all equal and staying muted is established by group conscience.
- 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 Zoom-Bomber 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.
- Sending someone questionable (i.e. no video and a strange name) to the Waiting Room can be a good first response so that you can message them directly and see if they are just having a technical issue or are a 'bad actor'. (See Zoom-Bomber guide)



## Chat Host // // // //

(a.k.a. Zoom Host)

### Quick Glance:

1. Arrives at least 20 minutes early to open the room, claims "Host" using the Host Code and then monitor's the waiting room (WR), letting people in as they arrive.
2. Allows in from the waiting room and assigns "Co-Host" to the day's service team members *and* the day's Meeting Chair as each member enters the main meeting room.
3. When Tech-Host (TH) arrives, monitoring the waiting room is transitioned to the TH
4. For the rest of the meeting, the Chat Host is basically responsible for posting timely group messages and announcements and being on stand-by to help/cover TH
5. Turn Chat to "Host Only" during the daily readings, re-enabling it after sharing ends
6. May occasionally be asked to cover Tech Host if overloaded, for a bio-break, etc
7. Acts as backup security for TH *if* Zoom-bombers hit and **only if** asked by TH
8. On their service day(s) Chat Hosts stay through to the end of the 15-min. period after meetings – or - s/he may pass 'Host' to another of *that day's co-hosts* if one is willing to stay and close the room (**room stays open for 15 min. only by group conscience** – please honor it; if more time is needed, those who wish can transition over to a [side/extra room](#))

### Requirements & Details:

- Have a Gmail email account - this is used to set up your access to the Any Lengths GoogleDocs Share drive where the group's Meeting Messages master file is kept
- Have a basic (free) personal Zoom account (best using the same Gmail account)– this is for linking with the group's main Zoom account
- Chat Hosts must already have served a minimum of one 2-month term as Tech Host
- They are voted in by group conscience at our business meeting because they are entrusted with the room code (the Zoom room "key").
- Helps train other new Tech-Hosts & Chat Hosts
- 90-days sobriety minimum, 2-month term; with option to stay on for up to 3 terms if new rotation still has an opening by the business meeting prior to a new term

### Before Meeting:

- Chat Hosts need to be logged into their Zoom account prior to attempting to enter our meeting room or they won't be able to get past the waiting room in order to claim host
- Turn monitoring of the waiting room over to the Tech Host when s/he arrives and you've assigned them as a co-host. It's not common to have early Zoom-bombers, but it's not unusual when we do for them to come immediately after opening. The Chat Host is the only defense until the Tech Host arrives and takes over the waiting room, so this is also a time to watch for new or strange names as people begin to arrive, especially if they remain silent/camera off after entering. Invite them to unmute & introduce themselves; ask how they heard about us – this helps weed out any early Zoom-bombers.
- Assign the remaining members of the day's service team as co-hosts upon arrival.

### During Meeting:

- Post the daily messages as per the instructions on the Master Chat Message Doc located on the [Any Lengths Google share drive](#)
- Be aware of which meeting you are hosting for -- if it's a topic meeting, at the beginning of the meeting, prep the Daily Reflection for posting; if As Bill Sees It, prep and be ready to post the day's reading, etc.
- Post the "Raising Hands" message up to about 4 times max per meeting, and spaced out so they aren't too close. It's just a reminder after the first time.
- Post the announcements at the end of the meeting as the Meeting Chair is going over announcements.
- Plan to stay and keep the room open for 15 minutes after the hour on your service days. We have a long-standing group conscience that the room be vacated by 15 minutes after the hour. If people are still wanting to talk, they are asked to move to one of the extra meeting rooms. As the trusted servant with the room key, *it is your responsibility to ensure group conscience is followed*. If you need to leave early, **pass host first** (or you will abruptly end the meeting for everyone) to one of the day's remaining service team. If no one is left from the team, go ahead and end the meeting rather than leaving it to someone unaware of the 15 minute close time.

### Useful Tips/Reminders:

- To avoid distracting attention away from what a member is sharing, common courtesy would have us post messages between shares or as someone is just ending theirs; more people will see your messages between shares for the same reason.
- Wait to post the chat message until just after the screen-share has ended/closed sharing their screen or else it may not be seen at all; screen-sharing presently blocks chats.
- Make it a habit to verify the "TO" field is properly set to go out to 'Everyone in Meeting' or else you may only send a group message to whoever messaged you last, or to Everybody "in the Wait Room"
- In your closing announcement-related posts, try to allow time and space between the timing of your posts for members to share phone #s, or post quickly to not bury theirs
- It's important you do not leave after meeting without first transferring the Host or else you will abruptly end the meeting when you leave.
- After the meeting is over, if you need/want to leave the meeting while other members are still in the "virtual parking lot," always be sure someone else has been assigned as "Host" or else the meeting will end for everyone the moment you exit.



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