

AMGA **Zoom Support:** Job Description and Timeline

Responsibilities:

- Responsible for Zoom support needs of the AMGA club. This is different from the Tech Committee implementing Neon One. However, it is advised this position be aware and participate with the Tech Committee.
- Manage Zoom Activities for the club: (Invite Links, Board and General Meeting Zoom Host)
- Attends Board Meetings and contributes to organizational development of goals and actions.

Date Due	Task
2 Monday each month, 8 months	Attend Board Meeting. Contribute to the development of policies and procedures of AMGA.
Programs: Sept/May, 8 months	1. Manage the zoom invitation for monthly board meetings (Host the monthly zoom board meeting) 2. Manage the zoom invitation for monthly general meetings 3. Schedule the general meetings with the BP Energy Center (Forms Required) 4. Attend the general meetings in person with a zoom compatible laptop 5. Set up the BP Energy Center Room for the zoom meeting (EC staff will help) 6. It is advisable to get a copy of the presenters materials before the meeting so that you can manage the presentation (Sometimes Speakers has Security not allow them to share the presentation) 7. Host the monthly zoom general meeting 8. Download the AI zoom notes and forward to the secretary or newsletter editor
Year Round	Work with Board members to maintain the "Recurring Charges" spreadsheet to help the club verify all on-going monthly charges are valid

Revised 12/2025