FOR ALL MEETING SECRETARIES & CO-HOSTS

Updated Jan 2026 by LR

WHAT YOU NEED TO BE ABLE TO DO OR HAVE A CO-HOST TO DO:

Overall goals: Meetings seem more helpful to folks if they are consistent - anywhere someone goes, meetings feel familiar. Also if there is maximum time for people to share, as opposed to time being taken up by disorganization. In addition, we want to adhere to traditions.

By your first meeting....

1. Be familiar with your format, knowing what volunteers to ask for when. If you would like a printed copy but can't print it yourself, ask Lindsay (lindsaysfnm@gmail.com, 505-690-2806) to mail you a printout,

2. Talk to the outgoing secretary to get advice and tips.

3. Be able to sign into Zoom and take "host" if not already assigned.

   To **Claim host**.

   - o Get the 6 digit host number from the previous secretary or MaryBeth or Lindsay. Write it in this Guide _ _ _ _ _ _
   - o Click Participants button.
   - o In Participants section, look to the bottom right: "Claim host".
   - o Enter host key:

4. Be able to sign into the Zoom room by 7:50am, 10 to 15 minutes before the start of the meeting. Greet people and get volunteers to read preamble, 12 steps & tradition of the month and meditation (if applicable), timer, closing reading and prayer.

5. Familiarize yourself with our website https://www.nnmoa.com/. Note what readings/prayers are given under the *Readings in Meetings* tab so you can direct volunteer readers to them if needed.

6. After the opening prayer, mute all.

7. Have a way to note where the reading (if any) stopped so you'll know where to start next time.

8. Have someone who will be your co-host. Be able to assign them as co-hosts once you are signed in as host.

   - It can be helpful to have two co-hosts:
     1. One who is trained in zoom security and can use the waiting room and pin any questionable participants

Lindsay Robinson   lindsaysfnm@gmail.com   505-690-2806

2. One who can post announcements in the chat, such as 7th Tradition directions, current reading location, mute participants if necessary,.etc. See notes ** below.

**To Assign co-host

- In Participants section, hover over the person's name. Options will appear. Click "More". Click co-host.

9. **NOTE:** When the **host** (you) signs out of the meeting, the meeting will **end**. If you have to leave before the end or if the room is to be used for another meeting, **assign someone else as host** before leaving.

Most find that it helps to practice these with someone familiar with zoom and OA. **Contact Lindsay at 505-690-2806 or other experienced host to arrange a practice session.**

** **Arrange in advance for a cohost who knows how to do the following**:

1. Be able to open & close the participant window
2. Be able to mute or turn off video for participants (for example if there's distracting noise or motion.)
   a. How to mute   NOTE: you can't unmute someone
   b. Set option to mute all participants upon entry
3. Be able to use the chat window.

   NOTE: People entering the room can't see anything posted to chat before they entered. Smartphones can't download from chat. Phone-in callers of course don't see a chat

   a. Open & close the chat window
   b. Saving the chat
   c. Post comments in the chat window
   d. Post a file to the chat.(see #4)

4. Be able to post a file to the chat -
   a. To send files to everyone;- Open Chat window. At bottom, select **"To: Everyone"**
      i. To send files only to an individual – Open Chat window and at the bottom select "**Their name**". NOTE: People on Smartphones usually can't receive files and can't download from the Chat window. You won't see their name as one to select.
   b. Click on "**File**". Your file manager will open. Navigate to the file you want to send and click on it. The file name should appear in the chat window.

        i. Didn't work? Check to make sure you don't have a file you want to send open on your computer.

5. Phone-in participants can't put in their name (vs. phone number). Carla & others put together this "key" so the cohost can rename phone-ins. Feel free to add to this list. It is also helpful to check the contact list.

1548 Joan	7129 Samantha
3677 Estrella	8339 Theo

Need a Substitute?
When you ask for a volunteer to substitute for you, people usually speak up.
Make sure you get your substitute prepared:
- send them a copy of your format
- for meetings with readings, let them know where the reading stopped last time.
- forward this guide to them so they'll have these tools available.

Zoom Glitches
Zoom can act up. If it freezes on you and doesn't unfreeze, about all you can do is leave the meeting and sign back in. This will end the meeting for everyone. So if your connection is unstable, assign someone else as host so the meeting won't end if you drop off.

Group Conscience, Group Representative
Check to see if there is a Group Representative who will attend both Intergroup and Group Conscience, so they can report back to you and the meeting any changes or other pertinent items.

Disrupters
Sometimes a meeting may be disrupted by a "bomber". You or your co-host may remove them from the meeting and can delete any inappropriate messages. You may appoint an additional co-host if needed.
There is a workshop on security given periodically, usually every 3rd Saturday. It will be helpful if you attend it and if you have a security co-host who has attended it. https://oa-cnmi.org/events-2/
For more information, see
https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0067474