

ZOOM HOST / TECH ADVISOR

The Zoom Host/Tech Advisor is responsible for running remote District 14 business-related meetings. The Zoom Host/Tech Advisor will also provide technical advice and suggestions to the District for current and future remote and hybrid meetings, and other electronic communications topics as may arise.

Specific Duties Include:

1. Setting up and running remote District 14 business-related meetings; including Monthly Business Meetings and Budget Meetings. Coordinating with the DR, as needed, to maintain order at these meetings.
2. Facilitating polls during remote meetings.
3. Providing technical advice and suggestions to the DR on various current and future issues related to remote meetings, hybrid meetings, infrastructure (e.g., future in-person meeting facilities and equipment), and other technical recommendations that may arise.
4. Maintaining procedural and technical instructions for use by the Alternate Zoom Host, Tech Advisor.
5. Submit receipts for reimbursement within 90 days.
6. Provide budget requests to the District Representative during the yearly budget cycle.

ALTERNATE ZOOM HOST/TECH ADVISOR

The Alternate Zoom Host/Tech Advisor works alongside the Zoom Host/Tech Advisor.

Specific duties include:

1. Acquainting themselves with all of the Zoom Host/Tech Advisor's duties in the event they need to complete the term of the Zoom Host/Tech Advisor.
2. Assuming the duties of the Zoom Host/Tech Advisor when necessary, in the Zoom Host/Tech Advisor's absence.

Zoom Host/Tech Advisor Budgetary Estimate for 2022

Zoom Acct (14.99/mo. or \$150 if paid annually)
- May not be required if funded elsewhere

\$150 annual license