

Recording Coordinator Tasks

Charlie T.
(925) 858-5382
district14website@gmail.com

General

- Check Recording Coordinator email
- Coordinate with Speaker Meeting Coordinator to record Monthly Speaker Meetings
- For Hybrid Speaker Meetings
 - Attend meeting remotely over Zoom
 - Record speaker audio over Zoom
 - Upload audio to Podbean; >> automatically accessed by Website
- If not Hybrid (e.g. not sure what next Panel with decide)
 - Would need to attend Speaker Meetings in-person
 - Record audio using any available means
 - Laptop, iPhone (or android)
 - Upload audio to Podbean;

Account Management (Infrequent)

- Email (free gmail account)
- Podbean (podcast platform)

Administrative

- Attend District 14 monthly business meetings
- Submit yearly budget requests for services (December)
- Attend district budget meeting (February)
- Pay for Podbean account, & request reimbursement from district
 - Currently \$108/year

Questions or Inquiries

- District needs
 - Recording Coordinator and Alternate (current Panel)
 - Recording Coordinator and Alternate (next Panel, 2024)
- Contact Charlie T.
 - District14website@gmail.com
 - (925) 858-5382