

E-Meeting Host Duties

Qualifications:

Prior computer and internet experience. Adept with hosting electronic meetings.

Responsibilities:

- Maintains a zoom account for NYN
- Works closely with officers and coordinators to create meeting ID's and passwords for NYN Area Assembly Business Meetings – (AIM, AWSC, Fall and Spring Assemblies, NYNAC, Area committee, Ad Hoc committees, thought/taskforce)
- Makes sure scheduled meetings are hosted and guided securely
- Keeps up to date on the latest electronic meeting platform information and internet functions