

Hybrid Meeting Equipment Coordinator

Works with the Area Chair and AWSCM or Assembly Host Committee to select required equipment to rent/purchase for AWSCM or Assembly; sets up equipment following approved guidelines; tests and monitors equipment throughout the day; responds to technical issues when required.

Hybrid Meeting Equipment Coordinator duties

- Facilitate rental, payment and delivery of equipment required in cooperation with Chairperson, Treasurer and AWSCM or Assembly host committee
- Oversee room setup for functionality in cooperation with Chairperson, ASWCM or Assembly host committee
- Set up equipment for optimal results – speakers, microphones, sound mixer, projector, cameras, laptops (if possible, allow for projector to work from Hybrid Meeting Event Coordinator laptop and Area Secretary laptop)
- Test audio/visual equipment in cooperation with Hybrid Meeting Event Coordinator
- Operate mixer (if used) to manage sound output through speaker boxes
- Ensure camera for in person participants allows for those that do not want to be on camera
- Manage use of in person meeting space
- Respond to any audio/visual equipment issues
- Assist Chairperson and Hybrid Meeting Event Coordinator as needed
- Take down and facilitate return of rental equipment at the end of the meeting