

**Presbytery of Riverside  
DRAFT Volunteer Position Description**

<b>POSITION</b>	<b>PA Meeting Technical Manager (Volunteer)</b>
Exempt or Non-Exempt	Non-Exempt
Ministry Status	Non-Ordained Position
Full time or hours per week	Part-time ~ 7 hours per meeting
Permanent or Temporary / Term	Permanent / Indefinite
Benefits:	As stated in Personnel Policies
<b>PURPOSE OF POSITION</b>	
The Purpose of the PA Meeting Technical Manager is to provide technical coordination for Presbytery Assembly (PA) Meetings. This can be in the form of Zoom Meeting preparation and hosting, as well as sound and camera equipment.	
<b>RELATIONSHIPS</b>	
<ul style="list-style-type: none"> <li>• Works in consultation with the Office Manager, Presbytery Leader, Stated Clerk, the Presbytery Assembly Moderator and Vice Moderator.</li> </ul>	
<b>ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>• The position reports to the Office Manager.</li> </ul>	
<b>EVALUATION</b>	
<ul style="list-style-type: none"> <li>• Technical review with the Office Manager after each meeting.</li> </ul>	
<b>PA MEETING &amp; WORKING ENVIRONMENT</b>	
There are three types of PA meetings: 1) In-person meetings at various churches within the area, 2) Online Zoom Meeting sessions, and 3) Hybrid of the two.	
<b>QUALIFICATIONS</b>	
<ol style="list-style-type: none"> <li>1. Strong experience managing Zoom Meetings, including: <ul style="list-style-type: none"> <li>- Preparing Zoom Registration custom questions</li> <li>- Hosting real-time Zoom Meeting sessions.</li> </ul> </li> <li>2. Strong experience in Excel, including macros.</li> <li>3. Ability to integrate camera and sound systems into Zoom Meetings</li> </ol>	
<b>RESPONSIBILITIES</b>	
<b><u>Primary Responsibilities</u></b>	
<ol style="list-style-type: none"> <li>1. Coordinate with Presbytery staff and leadership well before each meeting to determine technical requirements for upcoming meeting.</li> <li>2. Adjust the Zoom Meeting template for registration information required by each registrant.</li> <li>3. Determine best way to integrate all available equipment to meet meeting requirements.</li> <li>4. During week before meeting, download list of registrants to date and post into a consolidated Excel spreadsheet.</li> <li>5. Act as Zoom host during the meeting.</li> </ol>	

## **Detailed Process**

### **Information Gathering & Meeting Prep**

6. Information gathering needs to happen well ahead of time. This would involve discussions with the presbytery staff and leadership. Determine if Poll questions and voting is likely and any specific motion information for that Poll question.
7. For in-person or hybrid meetings, there would likely need to be a site visit to the congregation hosting the meeting to determine their sound system abilities and if they have any camera capabilities. The Presbytery owns a portable sound system if needed. You may have to obtain a computer from the Presbytery office for use.
8. Determine the best way to integrate Zoom with the sound and camera equipment available.
9. Schedule the actual upcoming meeting in Zoom Meetings. Adjust the registration custom questions as needed if the Office Manager requires different information. Save as a template, which will likely be needed for the next meeting.
10. Maintain an information and instruction document for distribution to meeting attendees by the Office Manager about 10 days before the meeting. An invitation for meeting attendees to register will be sent out at that time.
11. Every 2-3 days download from Zoom Meetings the attendee list (csv file) and post into an Excel spreadsheet with a copy & paste. The purpose of the spreadsheet is to have a list of all registrants sorted in a way that the Office Manager can take attendance and determine if meeting quorum requirements are met. The primary page has the information from the downloaded file, and several macros to extract and reformat into other tabs as needed by the Office Manager. Share the spreadsheet with the Office Manager after updating.
12. If the required information gathered in the registration process is different than the prior meeting, adjustments to the Excel spreadsheet will be necessary. Knowledge of using and adjusting macros would be very helpful here, including the sorting and filtering abilities of Excel.

### **During Meeting Responsibilities**

13. Make sure the meeting is recorded to the cloud, NOT locally.
14. Be prepared to brief all attendees on any new Zoom Meeting features that may be used during the meeting.
15. Act as Zoom host during the meeting, looking for any disruptors who may have gotten into the meeting, and remove them. Also look for attendees making excessive noise, and mute them.
16. Help people adjust their displayed names if needed.
17. If motions are raised which require Poll voting, present the Poll when directed by the Moderator, and share results if asked to, which could be verbally or using the Zoom poll share results function.
18. After the meeting, share the recordings with the Stated Clerk and the Minute Clerk.