

Proposal - New Hybrid Chair Position

There have been a lot of changes and positive growth in NENY Area 48 over the past few years. The use of virtual meeting platforms and our movement into hybrid meetings and events have greatly expanded the requirements and responsibilities of the Technology Chair and the Technology Committee. We believe that Area 48 could be better served by creating a new service position and committee that could share the responsibilities of technology within Area 48.

Proposal:

The Technology Committee proposes to create a new service position and committee within NENY Area 48: **the Hybrid Chair and the Hybrid Committee**.

The Chair position will receive a single vote in Area 48 matters and appropriate funding and allowances as decided by the Area 48 Finance Committee.

The proposed Hybrid Chair position will be described in the Area 48 Service Manual by adding two sections: **4.14 Hybrid** and **12.0 Hybrid Committee Guidelines** as follows:

4.14 Hybrid

Term of Service Position: 2 Years. Can be re-appointed for a second term.

This position is appointed by the Area Chair.

Responsibilities

- Chairs the Hybrid Committee.
- Maintains and manages the hybrid equipment that Area 48 owns and keeps a current inventory of the equipment.
- The Hybrid Chair or a member of the hybrid committee attends all Area events on the Area 48 events calendar to provide hybrid meeting services.
- The Hybrid Chair or a member of the hybrid committee safely transports and stores the hybrid equipment in between Area events
- The Hybrid Chair manages and maintains the Virtual Meeting Service used by Area 48

- Attends Area, State and Regional service meetings, assemblies, conventions, and forums as described in section **Event Participation and Funding** of this manual.
- Submits expense reports on time as described in the **Allocations** section of this manual.

Qualifications

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Familiarity with hybrid meeting equipment and hybrid meeting hosting.
- Familiarity with AA guidelines involving anonymity online.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

Getting Started

- Read the AA Service Manual
- Read the sections of the Area 48 Service Manual with Technology and Hybrid Guidelines
- Read the Public Information workbook.
- Meet with the immediate past Hybrid Chair.
- Strongly encouraged to work closely with the current Technology Chair.
- The General Service Office staff are resources to you. They can be reached by calling 212-870- 3400.

Literature

- AA Service Manual
- Twelve Steps / Twelve Traditions
- AA Guidelines Internet
- Anonymity Online
- Serving Alcoholics With Special Needs
- AAW.S. Inc.'s Policy on G.S.O.'s AA Web site
- Fair Use Policy
- Intellectual Property Policies

12.0 Hybrid Committee Guidelines

The Hybrid Committee shall have direct oversight and responsibility for providing, organizing, and hosting hybrid meetings for NENY Area 48.

The Committee shall be a standing committee of Area 48 with a Chair and Alternate appointed by the Area Chair. The Hybrid Committee will assist the Area Chair by identifying the qualifications necessary for the Hybrid Chair and Alternate positions.

Hybrid Equipment Management

Area 48's hybrid equipment will stay in possession of the Area 48 Hybrid Chair whenever possible. If the Hybrid Chair is not able to attend an Area 48 event in person, then a member of the hybrid committee can manage the equipment with the approval of the Hybrid Chair. If neither of these options are available for an event it will be up to the Hybrid Chair, the Area Chair, and the Alternate Area Chair to approve the necessary arrangements for a Hybrid event.

In the event that the Hybrid Chair cannot attend an Area 48 event in person, the trusted servant that fills in will be provided with the same reimbursement opportunities that would be available to the Hybrid Chair for that event.

The Area 48 Hybrid equipment should include, but is not limited to:

- Laptop(s)
- Microphone(s)
- Camera(s)
- Speakers and/or PA System
- Projector
- Projector Screen
- Cables & Extension Cords

The Hybrid Chair should keep an up to date inventory of the Area 48 Hybrid Equipment.

Any replacement or additional hybrid equipment should be agreed upon by the Hybrid Committee and sent to the Area 48 Finance Committee for approval before purchase.

The primary purpose of this equipment is to allow any Area 48 event listed in section 7.3 of the Area 48 Service Manual to be a hybrid event. If a request for the equipment is made for an event that is not listed in section 7.3 (such as a district event or a committee workshop) details must be submitted to and approved by the Area 48 Hybrid Committee at least a month before the event.

Virtual Meeting Service & Management

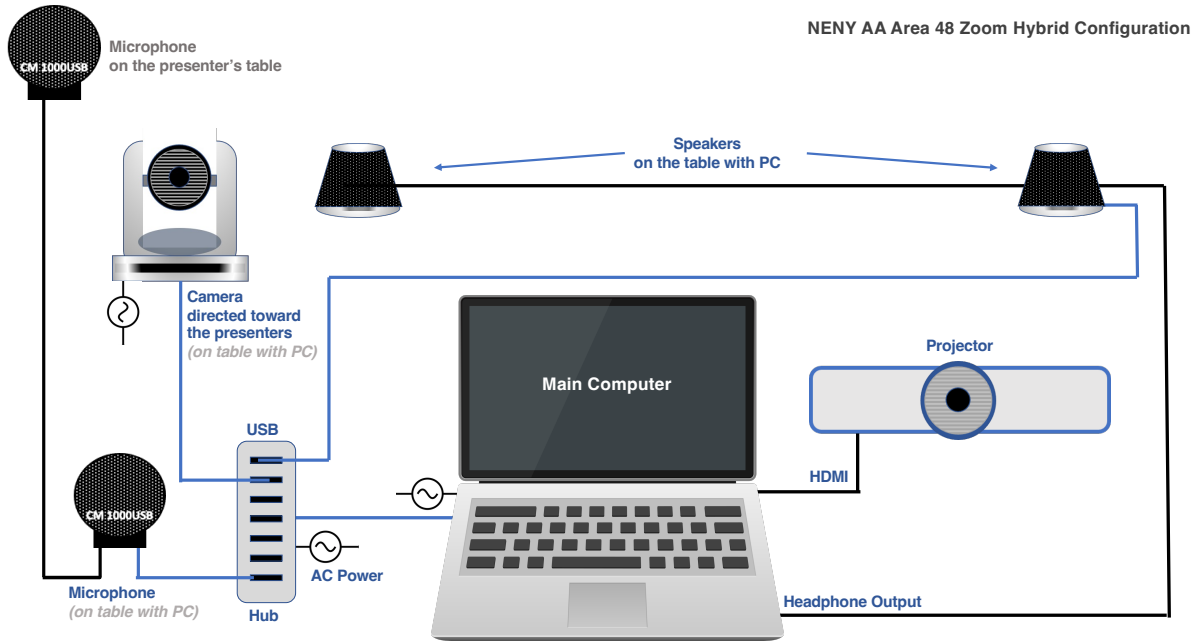
The Hybrid Chair and Hybrid Committee will manage and maintain the Area 48 subscription to a Virtual Meeting Service.

The Area 48 Virtual Meeting Service will be made available for Area 48 events, committees, workshops, etc.

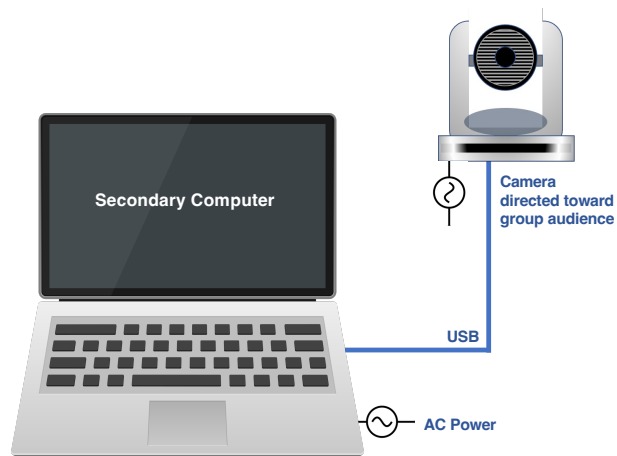
Responsibilities for managing the virtual meeting service include but are not limited to:

- Scheduling virtual/hybrid meetings for Area 48 events, workshops, committee meetings, etc.
- Providing access to Area 48 committee chairs to host their own meetings
- The Hybrid Committee should work to provide virtual meeting hosting assistance whenever possible or requested
- Employing best practice security and safety settings for virtual meetings
- Provide up to date training for using the virtual meeting service to trusted servants or meeting attendees
- Provide subscription receipts to the Area 48 Treasurer

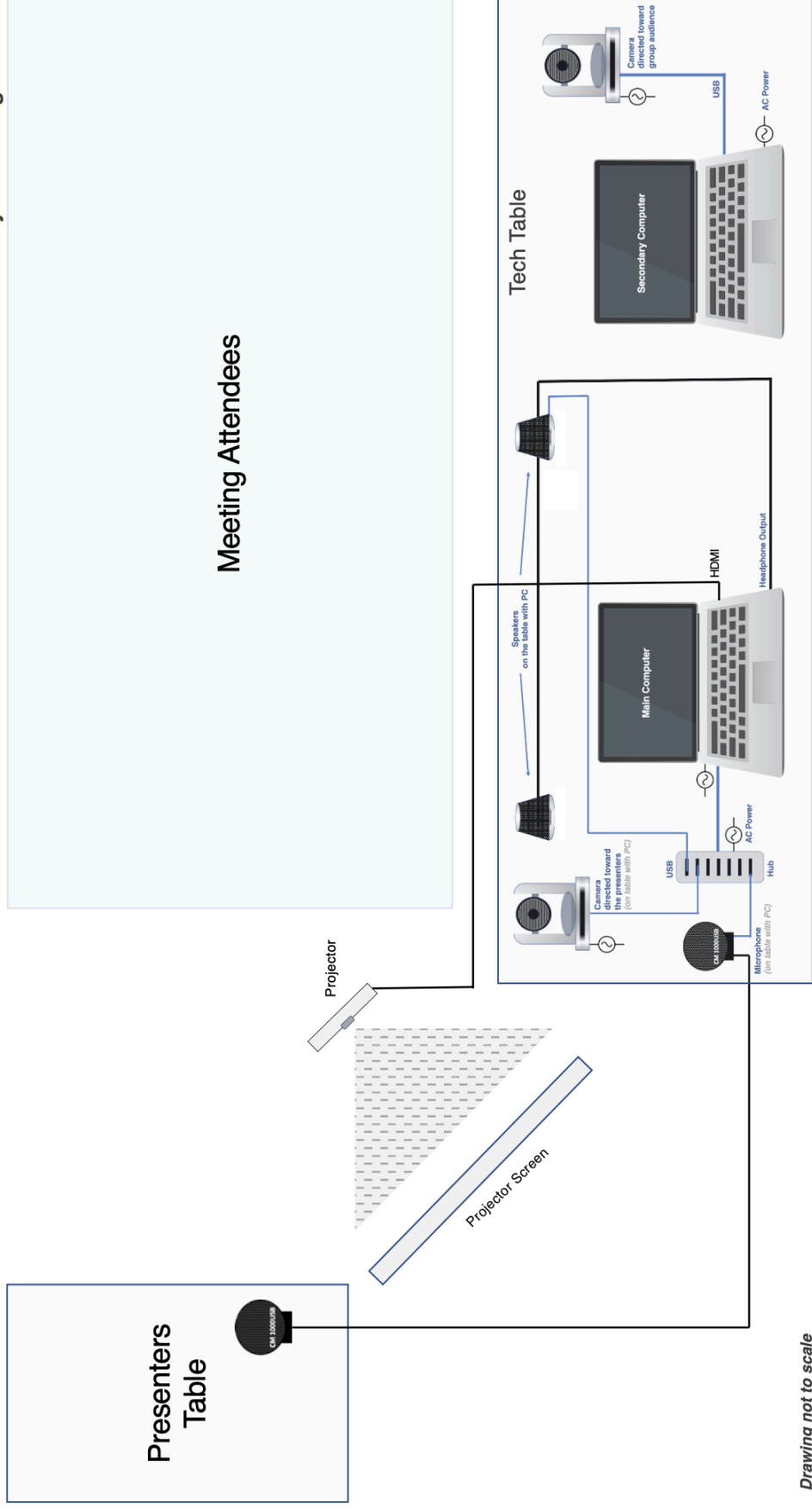
Typical Hybrid Equipment Set Up



NENY AA Area 48 Zoom Hybrid Configuration



NENY AA Area 48 Zoom Hybrid Configuration



Drawing not to scale