

CO-HOST RESPONSIBILITIES

(Please add your job title after your name so members can easily identify you ie. "Sarah T, co-host")

Co-host

1. Designate one co-host for watching chat (Scribe) and one for watching screens/admitting (Guardian)
 - a. Guardian: Co-host watching screens
 - I. During screen sharing, move divider to minimize screen share and maximize participant screens - please do try to meditate but peek at the screen from time to time to check for trolls
 - II. Admit people to the meeting before and after meditation
 - A. Let everyone in, unless it is an obviously offensive name
 - B. It helps to admit those you do not recognize one at a time
 - III. Switch the waiting room off during meditation and on again after
 - IV. Boot trolls that show inappropriate imagery or videos as quickly as possible.
 - b. Scribe: Co-host watching chat
 - I. Keep secular meeting list on their clipboard for quick pasting into chat to cover up disruptive or disturbing comments
 - II. Switch chat to *Host Only* before and during meditation, then switch to *Anyone and everyone directly* after
 - III. If a troll types something terrible into or spams the chat
 - A. Immediately switch chat to *Host Only*.
 - B. Paste secular meeting info into chat and send to *Everyone*, it fills the most space the fastest. Paste it in 2-3 messages in a row to fully remove the offensive language
 - C. Remove troll(s) by going to the participant's bar and typing in their name
 - D. Switch chat back once troll(s) have been removed unless we are being bombed, in which case please do not switch on the chat until it is safe.
- III. [Copy and paste](#)
 - A. Secular meeting list (keep this list on your clipboard for filling in the chat if a troll puts in something disturbing.)
 - B. Chat disclaimer
 - C. Co-host sign up
 - D. Musical meditation sign up
 - E. 7th tradition and VOA at 9:50-9:55 a.m. PT
 - F. Secular Coins for members