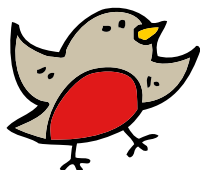# TECH HOSTING ROLES FOR ZOOM

**Every meeting has at least 1 Tech Host
but a team of cohosts works best**

TECH HOST

Starts and Ends the meeting. Makes Cohosts. Manages Security. Shares Screen. Spotlights. Breakout Rooms. Activates the Livestream, Recording and Captioning.

GREETER/PARTICIPANT SUPPORT

Monitors waiting room throughout the meeting. Help Desk for participants by email/phone. Renames participants. *If this person is available for one on one/ offline support, then a second person is needed to monitor chat and raised hands in the meeting.

PRESENTATION SUPPORT

A second person to share screen frees up the host to do other things, like set up breakout rooms. An additional copy of videos and presentation slides is a good back up plan in case of tech troubles.

SCRUTINEER

One person for each voting channel that is used -- Yes/No buttons; Chat; Email. Identify a lead scrutineer who connects with the Meeting Chair. Practice voting and scrutineering in advance.

PROCEDURAL SUPPORT

Designate a point person for procedural questions and points of order. Monitors the chat and raised hands throughout the meeting.

LIVESTREAM HOST

Engages with the audience participating on YouTube or Facebook. May need a backup host for a long meeting.