

ZOOM MEETING POLICY

Introduction

U3A Bendigo Inc. has purchased a single host Zoom Pro licence for use by Convenors and Sub-Committee Leaders. It allows meetings of several hours in duration for up to 100 participants to be scheduled. Only one meeting can be in progress at a time. Current users will be removed by an incoming user.

U3A Bendigo has appointed a **Zoom Coordinator** who will manage the process.

Purpose

This policy lays out the process that the Zoom Coordinator, Convenors, Sub-Committee Leaders, Hosts and Members need to follow to enable the running of Zoom Meetings.

Policy

The Zoom Coordinator will :

1. maintain a Zoom Meeting Schedule and set up the meeting, liaising with the Meeting Organiser for scheduled U3A Bendigo meetings. This will include coordinating with the Meeting Organiser, a date and time slot and providing a copy of the email invitation.
2. set up the Zoom Meeting with a "Waiting Room", this eliminates the need for passwords.
3. set up the Zoom Meeting time slots to include an extra 15 minutes start up and wind down time of 15 minutes i.e. 15 minutes before and 15 minutes after the finish of each meeting.
4. arrange technical assistance either personally or from the U3A Bendigo Technology Support Team if required.
5. keep the Zoom account access details (Credentials) confidential.

The Zoom Coordinator can be contacted by email: zoom@u3abendigo.com

Convenors/Sub Committee Leaders/Meeting Organisers will :

1. if they wish to interact with their members via Zoom, seek from the Zoom Meeting Coordinator:
 - a date and time slot
 - a detailed meeting email, complete with a meeting link and ID
 - Zoom meeting instructions
2. invite by email the meeting participants with the online link to the meeting, using the invitation email sent by the Zoom Coordinator.
3. either choose to act as Meeting Organiser, or delegate the role to a technically competent group member to perform the role.

Meeting Organiser will:

1. access the meeting, click on the email link to the zoom meeting then click on the link “[if you are the host click here](#)”. This will get the Meeting Organiser into the meeting, then the Meeting Organiser can admit guests into the meeting not more than 15 minutes before the start time.
2. end the meeting at the scheduled time, there is a 15 minute overrun built in to ensure the meeting finishes before the next meeting commences.
3. not use the U3A Bendigo Zoom link or ID to host meetings other than what was agreed to with the Zoom Coordinator.

Members will :

1. access the meeting using the Meeting link contained in the email from the Convenor/Sub Committee Leader. They will then be admitted into the meeting by the Meeting Organiser.

Authorisation :

This policy was adopted by Committee Of Management of U3A Bendigo Incorporated, and minuted as such, on 7th September 2020.