NCURA Region V Zoom Account Use
Standard Operating Procedures

Purpose

The purpose of the NCURA Region V Zoom Account Use Policy and Procedures document is to clarify how access to the Region V Zoom account will be managed and monitored.

Background and Policy

NCURA Region V encourages all members to become actively involved in the organization. To support and encourage this involvement, the region offers the use of a Region V Zoom account for use by the officers, the executive committee, and all other committees to conduct meetings as needed for Region V business. The Zoom account will be available on a first come, first serve basis.

Procedures

- When a meeting is needed, the meeting coordinator (person requesting the meeting) will review the NCURA Region V Zoom calendar posted on the website to find an available date and time. A meeting must be requested no less than 3 business days before the meeting is proposed. (The current meeting schedule is located on the Region V Webpage)
- To put a meeting on the calendar, submit a request to the Region V calendar coordinator. A confirmation email will be sent after the request is submitted.
- The calendar coordinator will review the calendar to verify that the time and date are available and send out the meeting information.

Responsibilities:

- The **meeting coordinator** will be sent the Zoom link information. The coordinator will be responsible for inviting attendees, admitting participants into the meeting, ending the meeting on time, and notifying the calendar coordinator if the meeting was cancelled.
- **An officer of Region V** will start the meeting 15 minutes before the scheduled start time and make the meeting coordinator the host. The officer will log out once the host role has been re-assigned to the meeting coordinator.

Please note:

- We only have capacity to host 100 attendees, including host.

- No recordings of meetings are allowed.

Policy Revision Notes

Policy created: 4/28/2022