

# MASS AREA VIRTUAL PLATFORM FOR ELECTRONIC MEETINGS

Revised: 7/14/2022

## Principles

1. Groups should be self-supporting (7<sup>th</sup> tradition).
2. One of the purposes of AFG of MA is to provide services to the groups. (bylaws)
3. AFG of MA does not endorse, finance, or lend its name to any outside enterprise (6<sup>th</sup> tradition)
4. Our common welfare is of primary importance and depends on unity (1<sup>st</sup> tradition)

## Purpose

The purpose of the Mass Area Virtual Platform for Electronic Meetings Program is to provide a centralized, cost-effective, and sustainable method for groups to obtain virtual access.

## Overview of Policies

1. AFG of MA will purchase Virtual Platform licenses for use by the groups, districts, committees, and Area [hereafter referred to as 'groups'].
2. By signing up for the Virtual Platform meeting slot, the group agrees to use this time slot only for the purpose of hosting their Al-Anon or Alateen meeting.
3. Only registered groups within Area 25 and Area 25 district meetings are eligible for this program. Online meetings who register with the WSO are not eligible.
4. Groups may sign up to use a Virtual Platform license for specific weekly dates/times in an annual regularly recurring time slot (e.g., every Wednesday from 7:00 – 8:30pm). The time slot runs for 2.5 hours (but meeting participants can join the meeting 15 minutes early). The meeting must close within the 2.5-hour time slot to not interfere with the next scheduled time slot.
5. Groups will pay for Virtual Platform use on a yearly basis. Annual payment is due by Dec 1<sup>st</sup> for the following year.
6. If payment has not been received by Dec 1st, the group will be removed from the Virtual Platform on Jan 2nd.
7. There will be no refund to the group of the annual group contribution, even if the status of the group changes (e.g., the group disbands, or the group registers with the WSO).
8. Cost of the Virtual Platform licenses is borne by the groups. An average yearly cost will be calculated using an estimate of the number of participating groups and number of required licenses. Any monies in excess of those needed to pay for licenses and for administering the program will be donated to the Area.
9. The annual budget process will review the costs each year and adjust the price per slot as needed to meet our goal of sharing the expenses for the virtual platform between the meetings using it.
10. The Area Office will administer the Virtual Platform program with assistance from the Website Coordinator. Formal communication to the groups about the program will be with GRs or CMAs, or DR, as well as the virtual platform contact for the meeting if there is one.
11. The Virtual Platform accounts will be pre-programmed with specific documented parameters to minimize disruptions to the meetings. This includes limiting screen sharing to the host or co-hosts and providing a host key so a host can mute or remove someone in the unlikely event that they are disruptive.

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12. Whenever possible, there will not be a change in log-in information for a virtual meeting. If this needs to occur, the group will be given at least 6 weeks' notice to inform their group members and make the change on the meeting list on the website.
13. If for any reason the AWSC decides to cancel this program, the program will be continued until the end of the calendar year and groups will be given at least 8 weeks' notice.
14. Host key: the host key will not be shared in a group email or chat but will be kept private between the subset of members that are rotating as host. In case the host key is changed, the office staff will notify the contacts listed on the *Area Shared Virtual Platform Request* form.
15. Appropriate financial accounts will be established in the Accounting Software so that the Virtual Platform program can be tracked and reported on.