

# Al Huberty

## DSS Roles

- Newsletter Print/Mailing
  - Maintain inventory of 6"x9" Envelopes.
  - Maintain inventory of 24lb Paper.
  - Maintain inventory of Forever Stamps.
  - Maintain Envelope .doc and .pdf files of those receiving mailed copy.
  - Have color printer capable of double side printing.
  - Inventory of color laser cartridges
  - Store DSS long throat stapler.
  - Inventory of staples
  - Receive newsletter.pdf from Dennis and store it in DSS folder.
  - Print envelopes.
  - Print, staple, fold, stuff, stamp, seal, and mail newsletter week before meeting.
  
- Zoom Master
  - Have Zoom Pro account (\$169.49/yr).
  - Setup DSS Monthly meeting so ID is always the same.
  - Have dual monitors, video camera, microphone, High-speed Broadband, and moderately good computer.
  - Obtain all files and links for each month's agenda and store them in meeting folder.
  - Open Zoom meeting at 6:30pm.
  - Connect with DSS Room, check video and audio reception.
  - Admit attendees.
  - Assign a co-host to help admit attendees.
  - Coordinate with DSS Room (Rick and Dennis) to start correct file and coordinate the Room and Zoom views.
  - Maintain a list of Zoom attendees and forward it to Steve, Rick, Dennis, and Barb.
  - Save anything recorded.