

REFUGE RECOVERY

A Buddhist Path to Recovering from Addiction

DOOR PERSON (ONLINE MEETINGS ONLY)

A door person can be of great help to the online Meeting Secretary and to the group in general. The position has a term of six months, subject to election to one possible consecutive term afterward.

The duties are:

- **Allow participants into the meeting from the waiting room (excluding no one).**
- **Mute participants who are not speaking.**
- **In consultation with the Secretary, remove participants from the meeting who are disruptive.**
- **Back up the Secretary if the Secretary experiences connectivity issues, carrying the meeting forward until the Secretary can reestablish connectivity.**
- **Post the following links in the chat window at the appropriate times: Links to volunteer readings, meditation selection, reading selection page number and chapter title, and dana (donation) link.**
- **Train the new Door Person when leaving the position.**