

Intergroup Podcast Coordinator

Assists group members in understanding the process for recording, authoring and uploading speakers recorded in meetings. Answers questions/emails, provides written instructions to groups, updates process when things change.

Meeting positions for speakers:

There are two suggested options for meetings to assign the responsibilities for recording and uploading speakers. Other arrangements can be made as per a meetings group conscience.

Speaker Getter: if the meeting has a speaker getter, the following duties could be added to the speaker getter's responsibilities.

Alternately, these duties could be assigned as a unique service position called Podcast Coordinator or Recordings Coordinator who would be responsible for obtaining speaker releases, recording shares and transmitting shares and releases to the webmaster for uploading and verification.

Duties:

- Communicating to speakers that their shares will be recorded and uploaded if they agree.
- Ensure that speakers know their share will not be uploaded until they have signed a release form. Speakers have to sign a new release for every time they share and are recorded.
- Provide release forms or direct speakers to the release form online, which can be accessed here: <http://www.oamarin.org/meetings/online-speaker-release-form> or downloaded here: <http://www.oamarin.org/meetings/speaker-recordings>.
- Send any release forms completed on paper to the webmaster for verification before shares can be uploaded
- Record speaker shares, or arrange to have them recorded, and send recordings to the webmaster (see separate instructions)