



# OURROC-SWF

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Our Resident Owned Communities - Southwest Florida, Inc.

## New Volunteer Positions available for OURROC coordinators

As of January 8, 2026

These positions are for OURROC members serving with but not necessarily on the Board of Directors. Currently these are positions board members cover along with other responsibilities. You may be invited to sit in and comment at some board meetings. These persons could become board members if nominated.

### ZOOM Host

- Work with the Secretary who has offered this service so far.
  - Knowledge of ZOOM technology for groups of 2 to 20.
  - Setup, host, pack up and record to our website every member meeting including training.
  - OURROC has its own ZOOM contract and Youtube channel used to formulate videos for our website.
  - This function requires travel to the 6 seasonal meeting locations.
  - Time commitment would be at each monthly member meeting, 8am to about noon.

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### Assistant to Program Director

- This function requires travel to the 6 seasonal meeting locations.
- Assist the Program Director with the following:
  1. Looking for presenters once a program subject has been decided on by the board.
  2. Asking site host what technical support, podium, microphones etc., they provide for the presenter.
  3. Ask presenter what technical support they will need from the host site if any. Provide a copy of our host requirements listed on OURROC website page to host and presenter if needed.
  4. Follow up with presenter and host site between reserving their presentation and a month BEFORE their presentation. Then a week before their presentation.
  5. Arrive by 8:30 (meetings begin with attendee networking and refreshment at 9:00) to assist in set up, or questions from the host.



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6. Greet the presenter when they arrive at the meeting and provide assistance if needed. Offer refreshments and snacks.
6. Ask Host site and Presenter if they have any suggestions for any improvements for the presentation/meeting from their perspective.

**Anyone interested to more information please email OURROC Secretary Ken DeWalt, [kendewalt1@gmail.cm](mailto:kendewalt1@gmail.cm).**