

## **Growing a club's ability to boost engagement of individual members. Here are a few thoughts to consider around that subject.**

**Having good audio is critical.** The virtual attendees must be able to clearly hear who in the room is speaking. This does not mean the table chatter or background noise but it does mean the person who currently "has the floor". Be sure to have individuals use a microphone, even if they must go to the front of the room to use it!

**Make sure that the technology works and you can work the technology.** Recruit a person to help with the equipment set up and be sure to debug it before the meeting starts. They don't have to be a heavy-duty techie, just someone willing to help before and during the meeting. This person can help the person running the meeting by being in charge of allowing the virtual attendees into the meeting, working the mute/unmute function, switching Zoom views etc.

**Monitor the chat room** by recruiting or assigning someone and have them be the designated person who relays appropriate chat room questions/comments to the in-person group. This does not need to be the tech help person.

**Introduce the meeting attendees** who are virtual to those present in the room AND do introduce those in the room to those who are virtual attendees.

**Let the virtual attendees have some post meeting time** and encourage them to linger a bit to say their goodbyes amongst themselves, just as those in person attendees linger in the room or hallway and say their goodbyes.

**Set expectations with the virtual attendees.** Just as you expect in person attendees to "be present" during the meeting, encourage your virtual members to keep their cameras on during the entire meeting. By "being present" they are more likely to be engaged.

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