

MAGNT HOST RESPONSIBILITIES

- Open the door at Unity South by 9:30 on the day of the meeting.
- Bring bag of material including nametags, email sign up, MAGNT promotional information, etc. and place them on the welcome table in the downstairs meeting room.
- Open the meeting at 10 AM by welcoming everyone.
- Invite attendees to complete a name tag if they have not done so and to fill out the email information on the welcome table.
- Provide brief background on MAGNT.
- Invite people to help themselves to refreshments and restroom breaks, as desired - and inform them that they are welcome to bring refreshments to the meetings any time.
- Invite people to contribute toward meeting costs by putting a donation in the basket on the welcome table.
- Introduce the topic and presenter for the day.
- Be mindful of time and take action to “wind up” the meeting, if necessary to make sure the entire meeting will end by noon.
- Thank the presenter, announce the subject, and date of the next meeting. Ask those present to form a circle, close eyes and offer a word to summarize their feelings about the meeting.
- Lock the building. Pass the key and the meeting materials bag on to the host for the next meeting.