

# LIFERING ONLINE CONVENORS POLICY

*Final Revision 10/15/2011*

## LIFERING ONLINE CHAT MEETINGS & ONLINE CONVENORS

Online Chat Convenors are required to have at least six months of continuous sobriety in order to convene a meeting.

Whenever a convener has maintained less than six months of continuous sobriety it is the convener's responsibility to immediately (within 24 hours) inform the Chat Coordinator and to request that their meetings be removed from the schedule. Chat convener names will be removed from the administrative lists at that time.

Persons with three to six months of continuous sobriety may co-convene a meetings as a trainee under the supervision of a convener who meets the six months requirement. The supervisor need not be in the chat room during every trainee meeting, but it is strongly encouraged.

Persons with less than three months of continuous sobriety are not allowed to convene meetings under any circumstances.

During an official LifeRing meeting held within the chat room, the LifeRing convener has full control over what occurs in the meeting. Conveners may warn, kick, or ban meeting participants from the chat room. This is in keeping with the autonomy of LifeRing meetings generally.

Chat conveners are required to have two names: one for chatting between their meetings, and another in the form "Joe – Convener" to be used solely during the active period of their meetings, (or when they are filling in for another convener during that convener's scheduled meeting time).

To clarify when a meeting is in progress, conveners MUST use the convener chat name. Whenever a convener is in the chat room wearing a convener chat name, an official meeting is considered to be in progress.

Conveners must remove their convener names unless they are currently and immediately engaged in a scheduled meeting.

Conveners are not moderators and may not use their convener names during periods not explicitly listed on the chat schedule as their meeting times. To do so results in an immediate 3 day ban from the chat room and the requirement to apply for reinstatement as convener.

The end of a meeting should be indicated by the convener, and the convener should immediately change out of the convener chat name at the end of the meeting.

Meetings should not exceed one and one-half hours. Conveners are responsible for adjusting the timing of people's participation to ensure that everyone who is in the chat room at the scheduled start of the meeting is afforded the opportunity to chat. Conveners may, but are not required to, include others who enter the meeting after the scheduled start.

Conveners are required to notify [LifeRingChatCoordinator@yahoo.com](mailto:LifeRingChatCoordinator@yahoo.com) regarding any warning, kick, or ban action taken during their meetings within one hour of the end of the meeting. Conveners are required to include the chat names of the chatters involved in the situation, the date and time of the incident in Pacific Standard Time, a transcript of the incident, a transcript of any private messages or emails between the convener and the chatters involved, a description of the actions taken, and a summary of the reasons for action. Such convener reports will not be made available to anyone other than the Chat Coordination Team, the Online Representative, or the LifeRing Board of Directors.

Once the meeting is over, depending on the incident or situation, the Chat Coordinator may choose to make the convener's decision permanent.

Outside of their own scheduled meetings, conveners have no special power, responsibility, or authority in the chat room. While conveners are expected to respect these guidelines and other individuals in the chat room,

outside their scheduled meetings convenors are held to no higher standard and are conveyed no privileges different from any other chatter.

Convenors are expected to arrive at their scheduled meetings on time, or to appoint an alternative convenor for that period. If a convenor does not arrive in the chat room by five minutes after the hour, it is the responsibility of any other convenor in the room at that time to change to their convenor name and to convene the meeting. It is at the discretion of the convenor who is “stepping in” whether to turn the meeting back over to the scheduled convenor upon their arrival.

Convenors are expected to remain in the chat room for at least the first ten minutes of a scheduled meeting, and, if no other chatters are present for that period, may then leave the room.

Convenors may not convene unscheduled meetings in any of the LifeRing chat rooms, with the exception that persons representing chartered international organizations may convene meetings in the rooms specified for their purposes without notice.

Convenors may not “represent” other chatters in complaints to or disputes with the Chat Coordinator.

Convenors will not receive special consideration or communication for complaints received on their own behalf or on behalf of others for any incident or situation occurring outside their specified meeting time.

At the discretion of the Chat Coordinator, complaints regarding convenor behavior within the convenor’s scheduled meeting may be handled differently than other chat-related complaints.