

## **Meeting List Coordinator**

### **Profile Description**

- ✓ Maintain the meeting list for District 28 and the surrounding meetings listed on the District 28 website.
- ✓ Investigate meeting change reports, and guide the decision making process on how to respond.
- ✓ Use the service manual and advice from other trusted servants to resolve questions.
- ✓ Reissue document as needed for web updates, and printed meeting lists (when in person meetings resume).