

SSTF Duties
1. Technology: live streaming, Facebook, photography, and distributing announcements.
2. Coffee set-up
3. Opening prayer/words
4. Facilitating meetings
5. Identifying questions from audience Receiving a question from the audience
6. Microphone assistance
7. Timekeeper
8. Removing and cleaning coffee pots
9. Scheduling speakers
10. Responsibility for tables and chairs are in order before we leave building.
11. Attend a minimum of three forums each month.
12. Facilitating & planning the Christmas party
13. Dressing appropriately
14. Obtaining Sponsors for breakfast 2 <sup>nd</sup> Tuesday each month
15. Being responsible for entire month of speakers or segment of community

SSTF

Agenda

09.09.25

8:30am-----9:30am

Opening/ Meeting purpose

Laura, Jackie & Steve (3mins each)

Each person will have three minutes to speak about anything in reference to SSTF

Each person has three minutes to speak about SSTF.

Everyone is encouraged to share.

Miscellaneous discussion if needed until 9:30am