

CAA LEADERS ZOOM ACCOUNT ACCESS

Protocols for Zoom account access:

- Please request the use of a CAA Zoom account in writing with your CAA liaison **at least 3 weeks prior** to the proposed virtual event date. Your liaison will let you know if the account is available. **Club/SIG leaders are not authorized to independently schedule their own events or meetings on a CAA Zoom account.**
- If you would like to collect registration through Zoom opposed to NationBuilder, your CAA liaison can assist with the creation of a virtual event registration page. Please communicate the following details as soon as possible:
 - Event name and description
 - Proposed date/time and expected duration
 - Specific fields and questions to include on the registration form
 - Names, emails, and titles of the club leaders managing the virtual event
 - Estimated number of attendees
 - Date/time/duration of any practice sessions before the event
- Please note that any high-level speaker must be vetted with CAA so that we can coordinate approval with our University partners and avoid duplicate requests. If your event has a proposed faculty or alumni guest speaker, please let your liaison know as soon as possible and wait for CAA approval before reaching out to the guest speaker.
- After the event link has been created, the Club/SIG is expected to independently manage registration and host the virtual event unless otherwise agreed upon with the CAA. Your liaison will send leaders the login credentials for the Zoom account prior to your event so that you can make necessary edits and run the meeting.
- **Use good judgement when determining if a Zoom recording should be shared online after a virtual meeting or event. Please feel free to ask your liaison for a second opinion or for assistance with video editing if slight changes need to be made before sharing.**
- If you have any questions about Zoom or account access, please contact your CAA liaison or caalumrelations@columbia.edu as soon as possible.

CAA Club Leader Requirements

The CAA has the right to deny Zoom account access to clubs that are not in good standing. The club must abide by University policies, including data privacy and confidentiality rules, when using the Zoom account and at all times. We also recommend the following actions to stay in good standing:

- Connect with your CAA liaison on an ongoing basis for quarterly and mid-year check-ins
- Participate in CAA and University initiatives such as Quarterly Club Calls, CALE, Columbia Connects, and other signature events
- Complete and submit an Annual Report on club engagement activity, leadership, membership, governance, and programs
- Submit an updated list of club officers and/or board of directors at the start of the fiscal year (July)
- Submit an RSVP and attendee list to your liaison within two weeks of any virtual or in-person meeting (if you used Zoom for registrations, we can download the lists directly so you can skip this step)
- Identify potential alumni volunteers and leaders for volunteer leadership development and smooth succession planning purposes