



Outline of the Role of the District Coordinator for General Assembly

The volunteer committee is chaired by a member of the host district who is named District GA Coordinator. This person is recommended by the board of the district in which the General Assembly will be held and approved by the Planning Committee. The appointment is usually made a year and a half before the GA.

The District GA Coordinator is in charge of the GA volunteer system, which includes approximately 200 volunteers, many of them from the host district. The Coordinator should have the requisite skills and be a recognized and respected leader in the district. The Coordinator is also a general representative of the coming GA in the host district, helping to generate interest in attending GA, answering questions, informing the Planning Committee of available resources, and fostering good collaborative relations with local clergy and congregations in and near the host city. It has become traditional for the Coordinator to visit host district congregations in person when feasible, bringing the GA chalice if possible.

The District GA Coordinator should be a Unitarian Universalist with leadership experience in the district or local congregation and a commitment to provide volunteer support for General Assembly. It is also desirable that the person live in or near the host city. Skills should include ability to recruit and organize volunteers, written and oral communication skills, managerial skills and an ability to remain calm in the midst of chaos.

The host district recommends a person from that district to serve as District General Assembly Coordinator. The candidate's name is presented to the Planning Committee before its January meeting, a year before the person will serve as District Coordinator. The GAPC approves the nomination and then invites the newly designated District Coordinator to join the GAPC for lunch and a tour of the convention site at the GAPC January meeting at the GAPC's expense. (The person is also welcome to attend other portions of the meeting as an observer, but at their own expense.) Attendance is expected at the entire April GAPC meeting and the current year's General Assembly and all meeting travel and per diem expenses are reimbursable. This enables the District Coordinator-in-training to observe a GA from the District Coordinator's perspective before taking on the responsibility in the next host District. The District Coordinator attends all three GAPC meetings in September, December, and April of the year for which (s)he serves as District Coordinator.

Duties of the District Coordinator

The District Coordinator will check in and collaborate with the GA Convention Services Director and the Planning Committee Chair or other designated liaison.

The principal tasks of the District GA Coordinator are to recruit members of the Volunteer Committee, to facilitate their training and to assist in recruiting and training volunteers. Members of the Volunteer Committee usually include the coordinators for Accessibility

Services, Administrative Assistant, Ambience, Information Services, Registration, Service Project, Technical Services, Ushers, Volunteers, and Special Events. Members of the volunteer committee must have attended at least one GA. It is very helpful if the Ambience, Information Services, and Special Events Coordinators live in or near the host city. It is also desirable for the Ambience chair to have some managerial skills as well as artistic sense and for the Special Events Coordinator to be someone who is aware of local UU or other talent. The Planning Committee recruits and liaisons to some of the members of the Volunteer Committee. Those members are usually the volunteers in charge of Accessibility, Technical Services, Ushers and Registration.

The District Coordinator is also responsible for setting up a process to seek and select an organization for the GA Service project, and for recommending that organization to the Planning Committee for approval at or before its January meeting. Refer to the Service Project Coordinator's manual for more specific information.

In addition to recruiting volunteers, the District Coordinator should reach out to local clergy and congregations well before the GA comes to their city, and serve an informal liaison role, bringing questions and concerns to the Planning Committee and communicating relevant aspects of GA plans to them, letting them know that they can consider offering home hospitality and/or tours or events in the host area with understanding that the UUA will publicize these activities but does not take financial, legal or administrative responsibility for any activities sponsored by the district.

The District Coordinator will also locate a mental health professional, preferably from the local area, who will be available on an on call basis to work with the GA Chaplains in cases where an attendee's behaviors or mental health needs go beyond the scope of normal chaplaincy attention. If there should happen to be a need for someone to coordinate Transportation, either as a member of the volunteer committee or simply as a volunteer, the District GA Coordinator will recruit that person.

The Planning Committee reviews the structure of the Volunteer Committee every September and may alter responsibilities somewhat. The Volunteer Committee is not involved in planning the programming for GA. However, the Planning Committee welcomes information and recommendations from the District Coordinator and Volunteer Committee members about musicians, performers, speakers and other resources who will be attending GA and would like to be included in GA programming.

GA VOLUNTEER COMMITTEE JOB DESCRIPTIONS

(Summary)

Volunteer Committee members chair a subcommittee, schedule and supervise volunteers, who carry out their work during General Assembly. The VC meets daily during GA. VC members usually stay in a hotel during GA, with all expenses covered.

DISTRICT GENERAL ASSEMBLY COORDINATOR chairs Volunteer Committee and recruits most members; in collaboration with the Planning Committee, selects a project to benefit a local service organization, attends Planning Committee meetings.

ACCESSIBILITY SERVICES COORDINATOR provides information and assistance to individuals with special needs (mobility, hearing, vision). This includes arranging for rental scooters and wheelchairs. *1st meeting December.*

ADMINISTRATIVE ASSISTANT provides support for District GA Coordinator and is in charge of the on-site Volunteer Office. *1st meeting December.*

AMBIENCE COORDINATOR creates decor to personalize and enhance spaces that we use for GA and decorates the main stage in Plenary Hall, the Chaplains office, the Meditation and Spiritual Practices Rooms. The coordinator also oversees the assembling of the banner parade participants, registration of banners, hanging and taking down and return of banners to their owners. *1st meeting December*

INFORMATION SERVICES COORDINATOR provides information on GA site; maintains message board; works with the district if they wish to arrange tours before GA; supervises greeters, "Ask Me" volunteers and volunteers staffing the Local Information table. *1st meeting December.*

REGISTRATION COORDINATOR schedules and oversees volunteers who work with UUA staff throughout GA at on-site registration and in the GA Office. *1st meeting June.*

SERVICE PROJECT COORDINATOR, may in collaboration the District coordinator help select a project to benefit a local service organization. Staffs a booth in the exhibit hall to raise funds. *Any meetings optional except June.*

SPECIAL EVENTS COORDINATOR works with Planning Committee liaison, caterer and GA staff to select menu for food events, if any, evening dances and/or programs, and other social events. Oversees these events during GA. *1st meeting December.*

TECHNICAL COORDINATOR acts as a GAPC appointed member serving with the paid technical staff. Makes clear the GAPC expectations to the paid staff and explains what is and isn't possible to volunteers in charge of programs. *1st meeting June*

USHER COORDINATOR oversees tellers for Plenary, other business sessions, elections (odd-number years); coordinates ushers who check badges at GA events, distribute materials for Plenary and events such as Ware Lecture, count votes, and take collections. *1st meeting April or June.*

VOLUNTEER COORDINATOR recruits and assigns volunteers for subcommittees. Handles volunteer check-in and short term assignments during GA. *1st meeting December.*