

## **Local Arrangements Chair (LAC) Local Arrangements Task Force (LATF)**

### **General description:**

The LAC is recommended by the staff and leadership of the Region in which the General Assembly (GA) will be held and approved by the General Assembly Planning Committee (GAPC). The appointment is usually made a year and a half before the GA.

The LAC should have UU leadership experience and a commitment to provide volunteer support for GA. Skills should include ability to recruit and organize volunteers, written and oral communication skills, and an ability to remain calm in the midst of chaos. Being a non-anxious presence is key. All expenses are reimbursed, beginning with the April meeting of the GAPC 15-months out from GA; three more meetings with the GAPC are covered as well as two GAs.

The principal tasks of the LAC are to recruit Local Members of the Local Arrangements Task Force (LATF), facilitate their training, and assist in recruiting volunteers prior to GA and training them at GA. In addition, the LAC chairs meetings of the entire LATF at the April meeting of the GAPC and during GA (as needed) and serves as liaison for both Local and National LATF volunteer staff with the GAPC and the UUA office of General Assembly and Conference Services (GACS).

The GAPC reviews the structure of the LATF every September and may alter responsibilities somewhat. Thus, the LAC should not recruit anyone until after this September meeting.

### **More specifics: The LAC ...**

- Serves as liaison between the GAPC and the host city/wider UU area.
- Educates the host area as planning for GA commences; promotes interest and enthusiasm within the host area for participating in GA. Manages appearances of the GA traveling chalice.
- Attends GAPC meetings as listed above.
- (A) Plans host city exhibit booth for prior year GA. (This may be handled entirely by the local Convention and Visitors Bureau [CVB]; if so, Director of GACS will so inform the LAC.) (B) Recruits and schedules local UUs to staff the booth throughout GA during Exhibit Hall hours.
- Identifies local on-call mental health professional to serve GA and provides contact information to Director of GACS.
- Supervises Local members of the LATF and ensures that each is carrying out assignments.
- Monitors the LATF budget and reimburses Local TF members for expenses incurred during the year, working through the Director of GACS.
- Writes a final report for the Director of GACS that references individual reports submitted by each of the three Coordinators recruited by the LAC.
- Collaborates throughout service with the GAPC and the Director of GACS.

## Month-by-month schedule for LAC:

### ***January, 18 months before local GA***

Meet the GAPC when they meet to visit the convention site and conduct other business.

- Please submit a brief bio to the GAPC chair in advance of this meeting.
- Attend the reception for local leaders generally held at 4:00 pm on a Friday afternoon and be introduced; this reception is planned and facilitated by the GAPC.
- Go out to dinner with the GAPC after the Friday reception.
- Meet the GAPC on Saturday morning for their tour of the convention center.
- If the LAC desires, may remain with the committee and listen as they conduct their business on Saturday and attend church with them at a local congregation on Sunday morning. *Attendance at full GAPC meeting is neither expected nor required.*

### ***February and March, year prior to local GA***

- Familiarize oneself with GA structure and LAC responsibilities, including the job descriptions (and Documents Packet) for the three Local Volunteers who will need to be recruited for the LATF.
- Communicate directly with the Director of GACS as questions arise. May contact current LAC if desired.
- Determine whether local CVB will be bringing and staffing a booth to this year's GA (through contact with the Director of GACS). If the local CVB is not, then work with them to gather appropriate literature and displays for the booth.

### ***April, year prior to local GA***

- Attend the GAPC meeting in this year's GA city. Attend the Saturday meeting of the current LATF. Stay close to the current LAC.
- When GA registration information is made available, begin contacting local registrants to request their assistance in staffing the booth in the Exhibit Hall during GA. (Regardless of CVB staffing, a local UU can provide information that CVB cannot.)

### ***May, year prior to local GA***

- Finalize plans for Exhibit Hall booth, including volunteer staffers.
- Work with Director of GACS to develop list of invitees to GAPC's Sunday reception for next year's GA. In collaboration with GAPC liaison and GACS, compose and issue invitations to this reception.
- Prepare brief remarks for the Sunday reception, focused on creating enthusiasm for hosting GA and recruiting volunteers and attendees for GA. GAPC plans agenda.
- Prepare brief speech with visuals inviting everyone at the final General Session on Sunday to next year's GA.
- Make plan for managing appearances of traveling GA chalice after GA. Includes developing file of readings, hymns, written remarks which might be used by congregations and other groups who want to host the traveling chalice.

### ***June, GA, year before local GA***

Plan on arriving on Monday and leaving the following Monday

- Set up (and disassemble) exhibit booth (unless being managed by CVB). Monitor volunteer staffing of the booth.
- Shadow and assist current LAC.
- Attend meetings of both GAPC and LATF.
- Speak at both Sunday reception and last General Session (see May).
- Take control of traveling GA chalice for appearances within local region.

### ***July and August prior to local GA***

- Start getting the traveling chalice out around the region; accompany it as much as possible and desired by those receiving it.
- Start collecting the names of individuals who might be good prospects for the three local positions on the LATF. (Remember: No contacts until after Sept. meeting of GAPC.)

### ***September prior to local GA***

- Attend multi-day meeting of GAPC in Boston, typically arriving on a Wednesday and leaving on Sunday afternoon.
- After GAPC meeting, discuss LATF budget with Director of GACS. Develop a thorough understanding of how and when the budget monies can be spent.

### ***September through December prior to local GA***

- Recruit your Atmosphere Coordinator (AC), Information Services Coordinator (ISC), and Social Justice Project Coordinator (SJPC). Provide them a copy of their job description and the Documents Packet; review these with them. Introduce them to one another.
- Begin getting the word out throughout the region about the process for (a) registering at GA, (b) applying for scholarships, and (c) applying to be a volunteer. (All that information is online at UUA through GACS website.) Keep a personal list of anyone interested in volunteering; you will need to share these names with the GACS Volunteer Coordinator in the spring. Make notes about their strengths and preferences.
- Since SJPC must complete the project selection process prior to the busiest time of the winter holidays, remain in close contact with that person to ensure that work is proceeding in a timely fashion.
- Write report for January GAPC concerning process and outcome of SJP selection. Submit report to GAPC members first week of January (or earlier). Also submit full contact information for the local members of the LATF.
- If needed, arrange to meet with Director of GACS, other staff, and Accessibility Coordinator during their visit to the GA venue in December.

### ***January of GA year***

- Attend full GAPC meeting at site of next year's GA. Be prepared to discuss written SJP report and orally report on identity and work of the three Local members of the LATF.
- Meet next year's Local Arrangements Chair (LAC).

### ***February and March of GA year***

- Complete GA Registration/Housing arrangements in February and ensure that local members of the LATF have done the same.
- Ensure that everyone who has expressed an interest in scholarships or volunteering at GA completes the necessary forms by the end of March. Send the Volunteer Coordinator at GACS the list of regional folks who have expressed an interest in volunteering, noting their strengths and preferences.
- If the Local LATF volunteers have decided to offer home hospitality and/or pre-GA tours, ensure that GACS is being provided all the information needed in a timely fashion.
- Stay in close contact with all three of the Local LATF Coordinators.
- Arrange for casual Saturday night meal during April meeting for GAPC plus LATF plus Super Volunteers. Local Arrangements Chair works with local congregation(s) to provide this meal or arranges for the meal to be brought in. If held at a local congregation, then transportation will need to be arranged by the Chair as well. The event is fun and casual, primarily intended to give GAPC and volunteers some time to build relationships. Expenses should be kept low; GACS will reimburse cost.
- Consult with Director of GACS to plan meeting of entire LATF (both Local and National Volunteers) in April; refer to template agenda below.
- Identify local on-call mental health professional to serve GA; complementary registration will be provided if this person wishes to attend GA. (If a non-anxious, calm presence is required by a chaplain or someone on the GACS staff, this is the person who will be called.)
- Be available to answer questions from next year's LAC if needed.

### ***April and May of GA year***

- Attend entire GAPC meeting on-site; report on progress of Local LATF.
- Actively mentor next year's LAC.
- Facilitate meetings with Local Arrangements TF (both Local and National Volunteers) on Saturday at the April GAPC meeting.
  - National Volunteers introduce themselves and explain what they do.
  - Everyone tours the Convention Center noticing/paying particular attention to: where directional signs and Ask Me volunteers are needed; best routes for those with mobility concerns; banner parade logistics; banner hanging sites; rooms for ambience to furnish; sites for evening events; nature and challenges of spaces for General Sessions, Exhibits, Youth Caucus, Child Care, Middle School Camp, etc.
  - Discuss training of volunteers (refer to sample outline in LATF Documents Packet).
  - Cover the mechanics of getting reimbursed by GACS/UUA.
- Facilitate casual Saturday night social gathering with meal.
- Continue monitoring activities of Local LATF Volunteers and budget expenses.
- Recruit on-call mental health professional if not previously done. Inform Director of GACS who this person is and provide the Director with contact info for that person.

### ***June – GENERAL ASSEMBLY!***

- Attend GAPC meetings, starting the Monday before GA and ending the Monday after GA.

- Consult with Administrative Assistant about the schedule for volunteer orientations on Tuesday to be conducted by three Local Coordinators as well as Registrar, Accessibility Coordinator, Sustainability (MeetGreen), and the House Manager (room set aside by GACS). Plan to attend those conducted by your Local Volunteers; remind your Coordinators to let the volunteers provide the services/do the work.
- Be available for consultations with LATF and meetings with volunteers as needed.
- Mentor next year's LAC.
- Be magic! Wrangle LATF and serve as communications hub between LATF, GACS, GAPC, and all of the 100s of assigned volunteers.
- Take care of yourself; *let the volunteers provide the services.*
- Survive and enjoy.

*After GA—*

- Write thank you letters.
- Collect LATF Member Reports from the three Local Coordinators and ensure that they've also been sent to the GACS Director; review and compose personal report, referencing these comments along with your own thoughts/feelings/experiences. Submit report to GACS Director.
- Take a well-deserved vacation!

*September 2016*