

General Assembly 2017 Board Leadership Roles

Role Definitions

The role definitions do not necessarily represent the need for four separate individuals. Historically, the Moderator has managed all four roles, but the opportunity exists to share the responsibilities in 2017.

- **Host/Convener of General Sessions** – Creates an environment that welcomes people in and delivers introductions and reports in a way that is respectful, generous, and inclusive. Manages the plenary schedule outside of debate and vote. Coordinates with speakers before and during General Assembly general sessions.
- **Debate Lead** – Facilitates the discussions during debate and vote on bylaws amendments, Statement of Conscience, and Responsive Resolutions. Participates in the incorporation of amendments following mini-assemblies on bylaws amendments. Coordinates with CSW on Statement of Conscience debate during General Assembly. Works closely with legal counsel and parliamentarian.
- **Events Host** – Coordinates requests, along with Stephanie Carey Maron, for Board/Moderator representation at other General Assembly events outside of general sessions and represents the Board as needed at such events.
- **Liaison with GAPC, Staff** – Serves as the point of contact for questions and concerns such as scheduling issues, emergency situations, and other planned/unplanned items that arise that need broader leadership participation or input.

Skills The assessment for the skills reflect my opinion only, and may change based on further conversation with the Board	Roles			
	Host/Convener of General Sessions	Debate Lead	Events Host	Liaison with GAPC, Staff
AR/AO/MC	X	X	X	X
Collaboration	X		X	X
Conflict management	X	X		X
Deep knowledge of Robert’s Rules of Order		X		
Listening	X	X		X
Manage detailed schedule	X		X	
Personal comfort with public speaking	X	X	X	X
Sense of humor	X	X	X	X
Understand lines of authority. responsibility	X	X		X

Skills

- **AR/AO/MC** – Understand the need to center people of color, adapt language to be inclusive (including language for differing physical abilities), create space for marginalized constituencies, use skills to help others to be inclusive and respectful
- **Collaboration** – Willingness and patience to partner with others to make decisions, compromise or brainstorm. Linked to understanding lines of accountability and authority.
- **Conflict management** – There is not an expectation that a deep background in conflict management is necessary as there are many stakeholders who have these skills (Chaplains, RRT, emergency team,

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etc.) However, as conflicts do arise, particularly in general sessions, must be able to make a call as to whether to break, sing, or take other action to pause. Must also be willing to call in other stakeholders as needed.

- **Deep knowledge of Robert's Rules of Order** – Voting segments of GA can be contentious, so this skill is needed to be able to stay focused on the appropriate order of discussion so that decorum and respect are maintained to the best of the facilitator's ability. Ability to make full use of any flexibility in the rules so that discussion is focused but those speaking are able to be understood.
- **Listening** – Able not only to hear or read the words from a speaker/writer, but open to understanding the context in which things are being said/written and seeking more information as needed.
- **Manage detailed schedule** – General sessions are planned down to the minute (including not only debates, but presentations, reports, etc.) Must be able to manage to that schedule, keeping presenters on time with respect and making adjustments quickly, as needed.
- **Personal comfort with public speaking** – Skill is not pointing to a specific style; rather, someone who is able to speak formally and informally, is comfortable working from the prepared script, can ad lib as needed
- **Sense of humor** – Add gentle humor as appropriate to fill gaps, lighten the mood, or revisit a topic
- **Understand lines of authority, accountability** – Linked to collaboration. Awareness of and respect for where decision-making responsibility lies among various stakeholders, including but not limited to Board of Trustees, UUA staff, GA Planning Committee. Able to resolve differences within this understanding.