Job Description: General Assembly 2024 Planning Team

PURPOSE:

The General Assembly 2024 Planning Team is an ad hoc, limited term committee created to assist The Grail Council in developing a robust hybrid (primarily in-person but available via Zoom for those unable to attend) General Assembly for all members in 2024. The team will include council members and other Grail members. The Team will work with staff to fulfill its purpose. The committee will choose its own chair and the duration of service is expected to be approximately 9 months.

FUNCTION:

The Team will meet as needed via Zoom to develop the content and focus for the 2024 General Assembly based on guidance provided by Council. Note, logistics will be managed by staff.

The Team will:

- Conduct outreach to ALL members to develop a process for member discussion and input on focus areas
- Conduct pre-GA prep with all members as determined is necessary based on the outreach to prepare membership to build understanding of the focus areas for the GA
- Work with staff to ensure components meet the logistics of the in-person location and also functionality of Zoom at least 6-weeks prior to GA opening
- Work with staff to promote GA participation by ALL members (to include drafting eblasts, NGN/Gumbo/Snail Mail content) to build excitement for the GA
- Ensure both Council and the membership are informed of the GA planning process
- Create final schedule for content
- Recruit facilitators, volunteers, and presenters as deemed necessary
- Take leadership at the GA location to ensure GA content/schedule addresses any changes or adaptations and work with staff to ensure these changes are reflected by logistical support
- Prepare a pre-GA packet (to be distributed by staff) for all members including any presentation materials needed for pre-reading one month prior to GA opening
- Prepare a final GA Report covering all aspects of the GA, with presentation materials, songs, readings, minutes, notes, next steps, etc. within 2 months of GA's conclusion
- Call on the hearts and skills of other Grail members for assistance, as needed

SKILLS AND EXPERIENCE REQUIRED IN ONE OR MORE OF THE FOLLOWING AREAS:

- Conference (large, multi-day gathering)Planning
- Communications
- Future Planning (e.g., strategic planning)
- "Big Picture" Understanding of The Grail Past/Present/Future
- Facilitation

OTHER QUALITIES DESIRED:

- Creativity, energy and enthusiasm for the work
- Careful attention to detail
- Openness to a wide range of approaches
- Flexibility, willingness to adapt work in response to the flow of Grail life
- Ability to work electronically – communicating by phone, email, conference and video calls, and social media
- Ability to participate in and facilitate meetings, to work collaboratively, and to function well in a group
- Willingness to share in the work of the team and dependability in doing so

EXPECTATIONS OF EACH TEAM MEMBER:

- Participate thoughtfully in meetings and in teamwork between meetings
- Be accountable to the rest of the team
- Follow through on responsibilities in a timely and effective manner
- Approach the work respectfully, appreciating the value of each team member's contributions and efforts and acknowledging the shared vision to grow and deepen the work of Grail

ELIGIBILITY:

Grail members with the skills and experience identified above are eligible to serve.