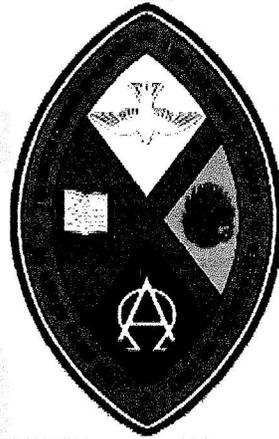


Guidelines for Planning General Council



GENERAL COUNCIL OFFICE
THE UNITED CHURCH OF CANADA

August 2019

Local Arrangements Committee

The Local Arrangements Committee (LAC) is a sub-committee of the GCPC, responsible for work locally that supports participants in attending to the business of the Council. It is important that clear lines of communication, authority and responsibility be established between the LAC, the GCPC and the General Council staff. The following are typical responsibilities of the LAC. The degree to which they are implemented will depend on the location and venue of the meeting.

- A. Welcoming – Responsible for participants comfort and support including welcoming at point of arrival and venue; registration packages; community information; information centre during the meeting.
- B. Transportation - Responsible for meeting all local transportation needs including co-ordinating transport from and to airports, transport on-site for those with special needs and transport to special events, as may be required.
- C. Hospitality – Supports the Hospitality Co-ordinator in meeting the accommodation and meals needs of attendees; insure smooth flow during meals; assist with any special group meals; coordinate volunteer meal requests.
- D. Facilities – Provides support services for the meeting and office spaces. Works with the General Council event coordinator, the Hospitality Coordinator and on-site staff to ensure the venue supports participants in engaging in the business of the Council.
- E. Care of Participants - -Provides participants with the necessary care to allow them to carry on the business of the General Council. It includes chaplain coverage, first aid, child care and accessibility by all participants.
- F. Volunteers/Stewards – Responsible to co-ordinate and organize sufficient volunteers in roles where their skills and interests are most needed. Some positions will require a designated volunteer for the duration in order to effectively support an area.

See Appendix C for more details on the roles and responsibilities of the LAC and sub-committees.

Appendix C: Local Arrangements Committee

Mandate

The Local Arrangements Committee (LAC) has responsibility for the day to day services and facility preparation required for the efficient functioning of the General Council meeting. Sub-committees will be established for the various requirements. The LAC chair will oversee the coordination of all sub-committees and is the liaison with the General Council Planning Committee. As there is much overlap between the work of the LAC and General Council staff positions, it is important to establish clear lines of communication, authority and responsibility between the GCPC, LAC and staff.

Membership

Members of the LAC are recruited by the host Regional Council and in addition to the LAC Chair, Treasurer and Secretary, includes the chairs of the following subcommittees:

- Welcoming
- Transportation
- Hospitality
- Facilities
- Care of Participants
- Volunteers/Stewards

Each sub-committee will require additional members, the number of which will vary with the mandate. These members are recruited by the LAC.

The following are ex-officio members:

- GCPC chair
- Regional Council Executive Minister (RCEM) – host region
- General Council **event** coordinator

Budget

Submission of a detailed budget for the LAC is required prior to the release of the majority of funds. A separate bank account needs to be established requiring 2 signatures for cheques. Alternatively, arrangements may be made with the host regional council office to process cheques for expenses of the committee. The treasurer will track and record all revenue and expenses. A summary report will be required to be submitted by November 15th of the General Council year to the General Council event coordinator.

The GCE will approve the budget of the LAC as part of the overall General Council budget. It will normally cover all costs related to facilitating the LAC meetings and incidental costs of the LAC and sub-committees. All major contracts, e.g., with facilities, major transportation, rentals of equipment, will be paid for directly by the General Council Office.

Mandate of Sub-Committees

Welcoming - On-site Registration and Information Desk

To ensure that all attendees receive friendly greetings and the information they need to orient themselves to the venue and surrounding area. This includes:

- arrival at the airport and transition to the venue,
- creation of registration packages and check-in of attendees;
- resource the Information Desk to provide information related to the meeting and the community/services.

This sub-committee will liaise with local destination arrival points (airport, bus station, train station) to determine what signage/table setup can be implemented as part of the Meet and Greet function.

On-site, volunteers will assist attendees in moving through the registration and check-in process. The actual process will be dependent on the venue and accommodations.

In an effort to be a green meeting, contents of registration packages will be limited to essential items such as name tag/meal pass, voting mechanism (electronic and/or paper) for those who are entitled to vote, any pieces approved by the GCPC.

Volunteers will need to be available at least one day prior to the start of General Council. Those volunteers assigned to the Registration Tables may be deployed to the Information Desk after the rise of General Council.

The Information Desk serves as the information hub for the General Council meeting site and the community – services, events/sites to enjoy, etc. Announcements to be made in the plenary are left at the information desk. Recommended shift would be 3 to 4 hours in pairs.

Transportation

Insure local transportation needs are met for the duration of the meeting. This includes:

- co-ordinating transport of attendees from arrival point(s) and departure points;
- transporting those with special needs to venues during the meeting,
- transportation for special events during the meeting, if required.

This committee will look at available transportation from local arrival/departure points to/from the venue. If rental vehicles – buses, vans, cars – are required, it will be the responsibility of this committee to negotiate contracts. Contracts will need to be reviewed by legal counsel as identified by GC staff. Costs for these items are part of the LAC budget but payment will be made directly by the GC offices.

Depending on the locale, there may need to be a driver designated to be available as a “taxi” service. Volunteers filling this role will need to provide a clean driving record, generally available from the Ministry of Transportation (or equivalent).

Hospitality

In partnership with the Hospitality Coordinator and working with the venue provider, ensure that accommodation and meal requirements are met. Information regarding special dietary requirements and accessibility requirements will be collected through the online registration process.

The contract for accommodations and meals is negotiated by the General Council coordinator. The Hospitality Coordinator is the primary contact onsite and the lead for communicating special needs of attendees in regard

to dietary concerns or accessibility requirements. Once the General Council has begun, the day-to-day operations of accommodations and meals is the function of the Hospitality co-ordinator and the LAC. Volunteers will be needed to direct people to dining area(s), to monitor they have meal privileges and assist those with needing assistance.

The role of this committee will be directly affected by the venue and what may or may not be provided as an outside service. This will impact the number of volunteers needed onsite as well as supports from the region at large. Specifically, if snacks are provided externally, volunteers will be needed to prepare, deliver and serve these items.

Facilities

To provide an environment that is conducive to conducting the business of the Council. This may include:

- rental of furniture and related items as may be determined by the venue;
- insure an appropriate recycling program is in place either through the venue or implemented by the committee.

This committee will connect with the General Council event co-ordinator, Projection co-ordinator, and the Convener of Hospitality co-ordinator in the course of this work. If the facility does not have a comprehensive recycling program, this committee will coordinate the elements necessary to deliver a green meeting. This will require more volunteers to be onsite throughout the meeting.

Appendix E identifies the specific requirements for the venue and equipment requirements.

Appendix F identifies the AV/Tech requirements (as of 2019)

Care of Participants

The role of this team is to provide participants with the necessary care to allow them to carry on the business of the General Council. It consists of four key components: Chaplains, First Aid, Accessibility and Equity and Child Care.

Chaplains – A Chief Chaplain is assigned to recruit, coordinate and orient a team of chaplains who provide pastoral care and support as needed to participants. One member of the team will need to be on-call overnight. The team will need to determine how they will be identified, where they will be located, how they will be reached both during the day and after hours. Generally a quiet room is assigned for chaplains to use to deliver services.

First Aid – The committee will need to determine the means by which first aid services are delivered and the protocol for responding to an emergency. It is important this committee connect with the venue to determine protocols that may be in place for contacting Emergency Services – 911.

Accessibility and Equity – This committee will insure that the General Council is accessible and attendees are treated equitably. This work will take many forms including providing assistance as may be identified onsite, providing necessary signage, identifying Equity Monitors and Friends in Council.

Children and Young Teens Program – This programming is intended for children/youth who may be attending but are not part of the Youth Forum Program. The format for this program is open to the LAC committee.

Previous programs have been structured similar to Vacation Bible School, arrangements with the local United Church camp and looking at options available within the community. Participants would pay a fee for this program.

Child Care – This service is intended to enable full participation of Commissioners in the business of the General Council meeting by providing care for children too young to participate in the Children and Young Teens program. In planning the provision of child care, local regulations regarding ratio of caregivers to children will be followed. Volunteers will need to meet screening requirements as determined by the committee. A budget should be determined which will determine a reasonable cost for this service. Those who may require child care will be required to indicate this at the time of online registration. It is suggested that one person from the committee be identified as the contact person to receive contact information for those requesting information and to make contact with those individuals. A template for registration is included for consideration.

Volunteers

To coordinate and organize sufficient volunteers where their skills and interests are most needed to meet the needs of Council. This committee will be responsible for recruiting volunteers. If the decision is made to recruit nationally, this would also be the responsibility of this committee. The posting would be co-ordinated through the General Council event co-ordinator.

The chair of the Volunteer sub-committee is the Lead Volunteer during the General Council meeting. They are the “go to” person for volunteers, handling questions, scheduling, insuring meals (as needed).

In addition to general volunteers, there is a need for volunteers with specific skill sets who are assigned to specific areas for the duration of the meeting. These volunteers have historically been referred to as Stewards and have a direct relationship with a staff person or the chair of a sub-committee of the GCPC. The following chart identifies these roles including the area assigned, specific skill sets and number of volunteer(s) required.

#	Role	Skills	Staff
1	Business Office	Administrative skills; think on their feet; not easily flustered	GC Event Co-ordinator
1	Business Table/ Pit Team	Calm, not easily flustered; understand church processes	Business Cttee Chair/Pit Crew Lead
1	Moderator Nominee/ Media Steward	Public relations, marketing, event coordinatio; People skills; thin on their feet Shared position	Prog Co-ord Member Engagement/Newsroom Lead
1	Worship Committee	Needs to be a local person who can acquire supplies for worship, particularly food items	Worship Cttee Chair
3	Tech table/ Charging stations	Comfortable with devices – laptops, tablets, cell phones – and related Apps; Able to assist people to troubleshoot	IT Lead

3	Book display	Retail experience, book knowledge	UCRD Contact
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In addition to the above, volunteers will be required for monitoring the display space area and the plenary area during meals.

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