

District GA Coordinator Schedule for GA to be held in Charlotte, June 2011

January, Year 2010

Join Planning Committee for lunch, conversation and site tour at meeting at 2011 site

April, Year 2010

Attend Planning and Volunteer Committee meeting at 2011 site.

May, Year 2010

Plan exhibit booth for GA 2010 to promote site for 2011.

June, Year 2010

- Before GA: Request list from GA Office of UUs from next host district registered for GA. Send invitations to reception during GA, planned in conjunction with the GAPC.
- At GA: Set up exhibit booth. Assist current year District Coordinator as needed. Attend daily GAPC and VC meetings. Make final arrangements for reception for UUs from next year's host district.

Summer, 2010

- Publicize GA at any summer events in the host district and nearby districts. Contact church and district leaders to request recommendations for members of the Volunteer Committee.

September, 2010

- Attend GAPC meeting in Boston. GAPC will determine definite structure of VC.

September - December, 2010

- Recruit members of Volunteer Committee. Publicize GA volunteering in district newsletter, church newsletters, meetings and worship services. Keep list of all interested in volunteering.
- Confer with the GA Planning Committee, the Service Project Coordinator, and others in the district about possible choices for the service project
- Contact potential service organizations. If particular UU congregations have major on-going support relationships with these organizations, they will be considered only if no other appropriate organizations can be identified,

December, 2010

- Conduct one-day meeting of VC on site. Set up bank account.

January, 2011

- Attend Planning Committee meeting at 2012 site.
- Recommend the Service Project to the Planning Committee by early January, so they can review it at their January meeting.
- Make arrangements or have the Ambiance Coordinator make arrangements for a local group to make 30+ banner poles which they will bring to GA and sell for \$10 each. The group keeps any profit.
- Complete GA Registration/Housing arrangements

February - June, 2011

- Keep in touch as needed with members of the Volunteer Committee.

April, 2011

- Attend GAPC meeting on site; conduct VC one-day meeting on Saturday.

May, 2011

- Keep in touch with members of the VC
- Review VC spending to date and anticipated expenses with Administrative Assistant.

June, 2011

- Pay GA travel advances to VC members.
- Make checklist for GA work

GA, 2011

- Attend GAPC meetings during GA.
- Conduct daily VC meetings.
- Maintain occasional contact with VC members during the day.
- Survive and enjoy.

After GA

- Write thank you letters.
- Submit Coordinator report to the Director GACS.
- Close bank account.
- Take a vacation.