

DISTRICT GA COORDINATOR JOB DESCRIPTION

- ◆ Serve as liaison between the Planning Committee and the host district.
- ◆ Educate the host district as planning for General Assembly commences; promote interest and enthusiasm within the host district for attending and participating in GA.
- ◆ Attend Planning Committee meetings (Tour the site and lunch with the GAPC at the January meeting and attend the April meeting-and GA the year preceding GA, and participate in all three meetings --September, January, April the year of the Assembly).
- ◆ Plan district exhibit booth for prior year GA. Obtain promotional materials from Convention and Visitors Bureau. Set up and staff with UUs from the host district.
- ◆ Recruit approximately six members of the Volunteer Committee. (The GA Planning Committee appoints the remaining members.) Include other members of the VC in the information loop.
- ◆ Assist the GA Planning Committee in identifying a Service Project for GA
- ◆ Conduct meetings of the VC prior to and during GA. Touch base each day with VC members who are not able to attend the daily VC meetings.
- ◆ Supervise Volunteer Committee members and assure that each individual is carrying out assignments. (The GAPC liaisons to the various positions can assist with this.)
- ◆ Monitor the Volunteer Committee budget and reimburse the Volunteer Committee members for expenses incurred during the year. The Administrative Assistant will manage the expenditures and accounting, with advice and assistance from the GACS office.
- ◆ Compile final reports from each VC member and return all VC materials to the GA Administrator.

The District Coordinator's work will be supported by a GAPC liaison and by the Director and staff of General Assembly and Conference Services office. Most members of the Volunteer Committee will also have their own liaison on the GAPC who will provide support and advice.