

Planning Meetings

Handover meeting – October

The departing arrangements committee meet with the 22+'s and hand over their roles and any advice they can offer to the newly nominated arrangements committee who will take over the roles at the next Conference. A theme is decided for the event and ground work is done regarding considering and approaching possible speakers.

Friends Southern Summer Events AGM – usually November

Event coordinators and trustees need to attend this and arrangements committee members and adult volunteers are encouraged to attend wherever they can.

Appointments are considered as are changes to the structure of FSSE and the events that it runs. Items of business vary each year but this meeting ensures that there is time for all concerned to meet and decide upon appropriate and ideal courses of action externally to the events themselves.

FIRST Planning meeting – February/March 22+'s and the new arrangements committee.

Arrangements committee members meet with their 22+ support and begin to plan what they want to achieve at the event. The day also offers an ideal opportunity for potential 22+ volunteers to meet current volunteers, find out more about the event and be interviewed. Ideally recruitment for volunteers will have been done in advance of this meeting so that volunteers know what is going on well in advance of the event happening. The coordinators (and volunteer recruitment person) should aim to have the 22+ team >90% confirmed at this point.

BGFs are selected by the arrangements committee in liaison with the BGFCs and the event coordinators, as well as other items of business being decided upon such as the theme for the disco and any ideas the arrangements committee want to consider.

SECOND Planning meeting – May/June

Further support is given to arrangements committee pairs and details about the event are finalised, hopefully some speakers will have been confirmed by this point and the meeting will offer a chance for the arrangements committee to further bond. BGFs will have been confirmed since the first meeting and now attend this meeting in order to begin planning and training for the group work needed at the event. This second meeting provides a good chance to introduce some aspects of safeguarding and first aid training.

Senior Conference – Mid/Late August

1st 24 hours [at event]

The coordinators, 22+'s, Arrangements Committee and BGF's, all arrive at Conference on Friday Afternoon at around 2pm; 24 hours in advance of participants arriving on Saturday afternoon. During the first 24 hours rooms are set up, safeguarding training is given, arrangements committee members have a chance to meet with their supporting 22+'s and BGFs and BGFCs can meet and plan their first

few sessions. There are also a whole range of setting up tasks to be done that everyone works through together.

This is a key time for teams to bond and get geared up and excited for the event. It is important during this time to check that all equipment (things like hoovers and keys) have been provided and are in working order since the majority of school staff will be away until the Monday which can leave us without important things for two whole days. A group tour of the site is also essential.

Organisational Meeting: (org meeting) [at event]

This is a daily meeting held with the intention of creating a shared knowledge among 22+'s, arrangements committee and BGFs, of everything planned for the next 24 hours of the event.

It is a meeting where any issues are shared with the group and the next 24 hours are prepared for. It follows support meetings where supporting 22+'s meet with their allocated members of the arrangements committee and go over the finalised details of plans for the next 24 hours, at the org meeting, these details are shared with the rest of the arrangements committee and 22+'s so everyone knows what is going on and can help out.

This meeting is very important to a good conference and should only be missed in cases of illness, see [Time Off](#) for further details.

Nominations Committee: (noms com)

Throughout the week of Conference the Overseers will hold nominations committee meetings where a nominated person from each basegroup will meet and help to decide upon a team of people to put forward for the following years arrangements committee. It is not categorical, but usually the people put forward by the nominations committee will be 16 or 17, so at the event one year later they will be 17 or 18.

Senior Conference Business Meeting – At the event

The Clerks will hold a meeting for worship for business on the final full day of conference where the epistle will be considered as an item of business and the suggested nominations for the arrangements committee of the following year will be confirmed.

22+ ONLY Meeting

This meeting is primarily for the staff team to bond and make sure we're all ready for the event. It should probably take place over a weekend a few months before the event.