

Roles

Arrangements Committee

The arrangements committee are collectively the Clerks, Elders, Overseers, Entertainments and BGFC's (but not BGFs).

People chosen need to attend three one day planning sessions prior to Senior Conference.

Clerks: Responsible for arranging meetings in advance of the event, booking meeting houses or other venues and contacting speakers. At the event they are responsible for writing the epistle at the end of the week and for clerking daily organisational meetings and sessions. The Clerks also give notices to distribute information about day-to-day timetabled activities which ensure the smooth running of the event.

- Book meeting houses for planning meetings
- Arrange speakers
- Agree timetable
- Run Business meeting & write Epistle
- Give Notices
- Run Org Meetings

Elders: Responsible for the spiritual well-being of the event as a whole and for organising daily Prologues, Epilogues and Meetings for Worship; arranging readings or special forms of worship. Responsible for physically arranging Meetings and conduct in them. (20+ acts as doorkeeper). They are also responsible for explaining and upholding the correct processes of Meeting for Worship for Business during the business meeting at the end of the week.

- 7 epilogues
- 5 prologues
- Meetings for Worship (Oxford; Saturday morning)

Overseers: Responsible for the well-being of conferees in a spiritual and emotional sense. Ensure that the rules and boundaries are upheld by all conferees and 20+s, and that the atmosphere is inclusive. They encourage participation by all conferees at every session. They should be open and approachable people who are confidential and understanding of the emotional needs of conferees. They are not expected to provide advice or psychological help but should offer a comforting and understanding opportunity to talk to someone in metered confidence about more personal or social problems and anxieties. Overseers should be especially well prepared to deal with breaches of the boundaries, disclosures and confidential issues.

- Camping (you're well ahead)
- Coach boundaries reiteration
- Newcomers introduction / site tour
- Results day events

- Noms Com
- Boundaries
- Inclusiveness
- Participant support

Socials/Entertainments: Responsible for the entertainment sessions (which predominantly happen during the evenings) which should seek to bring the conference together and encourage friendships and equality and most importantly be fun. Socials have traditionally consisted of a welcome evening at the start of the week which involves games and later on in the week, basegroup challenges/activities, a quiz, a disco, an open mic night and Entertainments on the last evening of Conference where basegroups and individuals opt to prepare something to do on stage.

The role is not to become entertainers for the week, but to plan and coordinate social events during the evenings which bring the conference together and encourage opportunities for new friendships to be made and for everyone to have fun as a community.

- Welcome games
- Dinner by...
- First night social
- Base Group Challenge
- Building social (trains, dens etc)
- Quiz / nightwalk
- Theme meal
- Theme Disco
- Open Mic night
- Ents night
- Guidelines for ents/disco music

BGFCs: (Base Group Facilitator Coordinators) Responsible for organising meetings of all the BGFs to ensure that consistent values are upheld in the smaller groups and to share ideas for activities and games. These meetings allow for the ten BGFs to discuss and share what has worked well or where things are not so good so that base groups are facilitated more easily and successfully. BGFCs also facilitate a Base Group, thus BGFCs are also BGFs.

BGFC's are responsible for compiling a 'pack' or folder of suggestion sheets for group activities, games, methods for getting a group to bond well and to some extent how to deal with different types of behaviour within groups. This should be done in advance of the event and will probably consist more of reviewing, editing and improving the pack used at the previous event than of writing up an entirely new pack. There are also Base Group Boxes, which contain things like string, scissors, pens, paper and treats. BGFCs responsible for Secret Friends.

- BGFs meeting (on Saturday, before Arrivals)
- Organise BGF boxes
- Organise BGF packs for second planning meeting
- Support BGFs

BGF: (Base Group Facilitator)

BGFs will facilitate, plan and take part in the games, discussions and activities in their base group sessions as well as oversee the well-being of these smaller familial groups.

Base Groups are small groups of 8-10 participants who meet throughout the week to play games, discuss the theme of the event and take part in speaker activities. Base Groups offer a space for young people to explore and discuss their spirituality and opinions on Quaker values. Most importantly they should attempt to be supportive, friendly and a place where conferees can be themselves. What is shared in a base group should be treated with confidentiality. [see [safeguarding](#) for exceptions to confidentiality and how disclosures should be approached.] Base groups are absolutely central to the successes of a good Conference. They provide a chance for participants to spend time with one another in small fixed groups where they can get to know one another, have fun and explore Quaker values through discussions, games and other activities.

A BGF is a person responsible for facilitating a basegroup, they are not however more important or *in charge* of what the group does. Their responsibilities lie with encouraging equality, introducing event and group boundaries and planning games and activities for the group to try in advance of each session. Sometimes it will not be necessary for much planning to be done, later on in the week for example, the group may have bonded well and each base group session may flow very naturally, although some BGFs may find planning each session in advance more effective or reassuring. A BGF should do what works for them, there is no correct approach to leading a good basegroup, but there are however safety and site related procedures which should be followed with consistency across the event.

It is important that a BGF is comfortable with groupwork and is a responsible and trustworthy conferee. BGFs should be familiar with the importance of safeguarding and know how to deal with disclosures safely and sensitively; the safeguarding session during the preparatory 24 hour period should prepare BGFs for this unlikely but important possibility.

BGFs are not considered part of the arrangements committee but will need to closely follow the more detailed workings of the event since they play such an important role in making it all happen. For these reasons, BGFs also attend the final planning meeting prior to the event in May/June, they are present for the preparatory 24 hour period of Conference and they attend the daily organisational meetings at the event.

Twenty-Two Pluses / 22+

Senior conference requires a team of adults responsible for the event, both to make sure that it can go ahead and that it is a safe event. They run workshops throughout the week and take on a variety of responsibilities essential to the running of a safe and worthwhile Conference.

It is not essential for a 22+ to be a Quaker, but they must have an empathy and understanding for Quaker values and be willing to uphold these while volunteering.

22+'s are referred to as such, rather than with the prefixes *staff* or *teacher*. They will sometimes be referred to as *responsible adults* but 22+ is often easier to say. 22 is chosen as the age at which someone may volunteer to help out so that if they attended conference as a young person, there will not be any overlap of who they attended with. This is important since it helps to make the event special for participants and reiterates the differences of volunteering as a responsible adult to those of being a participant.

Ex participants form an excellent pool of people from whom volunteers can be sought since they are usually familiar with the event and invariably have an enthusiasm for contributing back to it. 22+'s will often be sought from the pool of 20+'s volunteering at Summer School. It is expected that 19 year olds will not go directly from being a participant at Conference one year, to a volunteer at Summer School the following year, a gap is much healthier for the volunteer and the event.

Coordinators:

At present two people, usually 1 of each gender, are responsible for ensuring Conference goes ahead safely. They are the brains of conference who are responsible for (the arranging of) the training of the young-people's arrangements committee and who are also responsible for preparing and maintaining the collective knowledge of the 22+ team before and during the event. It is they who liaise with the school before and during the event and who undertake necessary administrative work.

If questions from the Clerks, young people, BGF's, 22+ team or arrangements committee arise during the week, the coordinators *should* have the answer, although they will hopefully not always be the first point of contact *for* the answer. The coordinators are responsible for the delegation of jobs and for communicating with their team of 22+'s the necessary and important information needed at the event for them to do their tasks effectively.

Event coordinators are appointed using the Quaker Business Method which may involve a recommendation from a nominations committee. Due to Conference currently being restructured in terms of the coordinators role, it is impossible at present to say what the role will become in future. It is possible that it will be shared by more than 2 people in future and that we will learn from changes Summer School have made in the past few years to their planning and coordinator structure. Careful differences will need to be observed however as differently to Summer School, the content of Conference (ie, speakers, theme, subject matter, areas of interest and special activities) are all arranged by the arrangements committee of young people and not the 22+ adult volunteers.

They also liaise with summer school to ensure 14 year olds know about conference

Timetable & lists person

At the event, lists of who is sleeping in which dorm, doing what workshop, overseeing feedback forms and many other administrative lists need to be drawn up, we have not officially named anyone as a 'lists person' in the past, but it seems likely that this would be a helpful *pre-* and *at-*event administrative position to appoint. Clerks - lead the actual event by organisation and visible presence. They are supported by a 20+ Supporter and all the Planning team. They act as hosts to the speakers and are responsible for the Business Meeting and Epistle.

22+ Support:

22+s (usually 2) will be assigned members of the arrangements committee to support beforehand and throughout the event. Each of the Clerks, Elders, Overseers, Socials and BGFC's will have 2 supporting 22+s who help the arrangements committee to think through how they plan to do things and to provide technical support. (close attention should be paid to the role descriptions and lists of tasks associated with each role before and during the event. Not only for reference, but also so that the document can be updated and remain relevant over the years) It is unlikely that new members of staff will support roles within the arrangements committee without the other 22+ support having had prior experience in the same supporting role.

It seems to be most effective for the coordinators (when there are 2) to split their support across the Clerks and the BGFC's since this is the most direct route to effecting Conference and tend to be the most involved with the day-to-day running of the event. If in future the job of coordinator is split across 3 people instead of 2, it would probably make the most sense for one coordinator to support the Overseers, in addition to the other two supporting the Clerks and BGFCs.

It is absolutely vital to remember that the event is planned and organised by the young people's arrangements committee and that 22+'s are there to provide ideas and planning *only* when the committee of young people need them. It is a supporting role and should support what the young people want to do, unless it is unsafe or goes strongly against Quaker values. 22+'s should be cautious of taking charge and should make their role as a supporting one clear to the young people on the arrangements committee. The event is for the young people, 22+'s are there to help and encourage the arrangements committee achieve what they want to, and to make sure the event remains safe. It is helpful where possible for supporting members of staff to have experience and enthusiasm for the roles they are supporting; a good knowledge of Quaker values and procedure is essential.

Tasks that may fall to the 22+ team include:

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| Lock up Rota Time out Rota House 20's on duty Rota Base group photos Evening drinks rota School Map Food Liaison First Aid Room / cover and | Base group room allocation Workshop room allocation Visitors support Crafts table Arts & Crafts Name badges Cars coming to conference Treasure hunt activity Medical forms to all 20's | General info for conferees welcome meeting BGF session Sat am House allocation lists Supervision for bouncy castle Final arrangements for Oxford & contingency plans |
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| others with First Aid knowledge Book coaches Book bouncy castle Tuck Shop Cards and presents for school and birthdays Prepare feedback forms Final pack mailing Final attendance list and base group allocations | Bouncy Castle booking School equipment check Conferees arrivals Arrange buddies for newcomers Arrange buddies for planning team members Newcomers Meeting | Prepare cosy glows Smoking Corner checkers Tidy school rota for last night Quiet room supervision Rota preparation |
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Other roles:

First Aid:

Ideally we try to have two fully trained First Aiders, one for each gender who are known as first aiders to conferees. It is helpful if they can drive and have access to a car.

Safeguarding Liaison:

There will be a named person among the 22+ team each year who will deal with all safeguarding and disclosure matters. If a disclosure is made, or anyone at conference has questions or concerns about a disclosure, this person must be notified. It is their job to remain completely confidential about all disclosures and to inform the authorities if a young person has been harmed or is in danger. They will liaise with CCPAS for assistance where necessary.

The safeguarding liaison will lead a session on safeguarding for all 22+'s, BGF's and members of the planning committee in the first 24 hours of Conference. In future we may provide some safeguarding training in advance of the event at planning meetings, as is done with volunteers at Summer School.

Roles appointed by FSSE

Bookings Secretary:

Provides administrative support via email and telephone for all things to do with bookings, financial support and enquiries prior to the event. Is also responsible for sending out mailings.

Treasurer:

Deals with the money, costs and expenses of conference.

Trustees:

Are liable for damages sustained at FSSE events. They are ultimately the people legally responsible for what FSSE does and for what happens at the events that it runs.