

Suggestions for Assembly Chairs

Choosing the right Assembly Chairperson is a critical decision for any District gearing up to host an Assembly. Above all else, this role demands exceptional communication skills, as it forms the backbone of successful event planning.

Whether the Assembly Chair is handpicked by Host District Officers or elected by the Committee, the impact they have on the Assembly cannot be overstated. In some areas, it's a tradition for the Alternate District Committee Member Chair (Alternate DCMC) to step into this role.

Please Note: This document collects the shared experience of past Assembly Chairs. It is a supplement to, not a replacement of, the CNCA Assembly Guidelines.

As Assembly Chair, your responsibilities include:

- Scheduling and facilitating Assembly planning meetings. It is suggested that the Assembly Committee meet at least once-a-month and increase in frequency in the two months leading up to the Assembly.
- Recruit committee members to fill job descriptions and support them in their planning efforts.
- Help committee members recruit volunteers and create a complete roster of volunteers, including contact information.
- Act as a liaison between the Assembly Coordinator and the Assembly Committee.
- Coordinate the pick-up, transportation and storage of “pass-it-on” supplies at the end of the previous Assembly.
- Act as a secondary facility contact – the Assembly Coordinator being the primary contact for the facility.

1. SCHEDULE AND FACILITATE PLANNING MEETINGS

Organize and lead regular Assembly planning meetings to ensure progress and coordination across all committee roles.

- Meet at least once a month initially and increase the frequency of meetings to bi-weekly or weekly in the two months leading up to the Assembly.
- Prepare agendas to keep meetings focused and productive, and document action items for follow-up. A helpful tip is to leave discussion to

after reports. If an important decision needs to be made, consider addressing it before the reports.

- The Area Assembly Coordinator should be informed of upcoming planning meetings and will visit at least twice, once in the beginning of the process and closer to the end. It can be very helpful at an early meeting to hold a Q&A between your newly formed committee and the Assembly Coordinator.

2. RECRUIT AND SUPPORT COMMITTEE MEMBERS

Actively recruit members to fill key committee positions, providing support and oversight as needed. While the Assembly Chair is not the “boss,” they play a crucial role in tracking progress, ensuring tasks are completed, and assisting committee members who may be struggling to meet deadlines. Tasks include:

- Clearly communicate job descriptions and responsibilities to ensure committee members understand their roles. The Area Assembly Coordinator will provide you with service material such as a suggested committee structure and sample job descriptions.
- Support your team members by providing guidance, answering questions, and helping resolve challenges as needed. (And remember you can always talk to the Area Assembly Coordinator about any difficulties you are facing!)

3. SUPPORT VOLUNTEER RECRUITMENT

The Assembly Chair provides vital support to committee leads in their volunteer recruitment efforts.

Consider creating and maintaining a comprehensive roster of volunteers, including names and contact information, to help ensure smooth communication and coordination. This roster can also be a useful resource if a committee lead steps down unexpectedly.

As the Assembly approaches, monitor changing volunteer needs across committee leads. Some coordinators may have more volunteers than needed, while others may be short-handed. A centralized master list of volunteers can make it easier to reallocate resources and ensure every committee is adequately supported in the final weeks leading up to the Assembly.

4. ACT AS LIAISON WITH THE ASSEMBLY COORDINATOR

Maintain open communication with the Assembly Coordinator to align the committee's efforts with overall Assembly planning. This includes sharing minutes or updates from committee meetings and addressing any concerns or logistical needs.

The Assembly Coordinator will provide your committee with a draft floor plan because they will have a big-picture view of all the needs of the Area including attendee and officer seating, committee displays, technology equipment, etc.

They will also provide you with important information to create a day-of schedule for your volunteers. Never hesitate to reach out to the Assembly Coordinator! Remember you are doing a huge service to the Area and supporting your committee is their top responsibility.

5. MANAGE PASS-IT-ON SUPPLIES

You are responsible for coordinating the pick-up, transportation, and storage of "pass-it-on" supplies from the previous Assembly. These supplies should be collected at the end of the Assembly prior to your own, unless other arrangements have been made with the Chair of that host committee.

After pick-up, the supplies should be inventoried and stored securely for use at the upcoming Assembly. It is essential to communicate the inventory details to your committee members to avoid unnecessary purchases.

6. SERVE AS SECONDARY FACILITY CONTACT

The Area Assembly Coordinator serves as the primary contact for the facility once the bid is accepted. Only an area officer can sign contracts, and the Assembly Coordinator is responsible for carefully reviewing all contract details. As Assembly Chair, you play an important role as a secondary contact. Keep a copy of the contract and communicate key venue requirements to your committee members, such as permissible decorations, clean-up obligations, and other relevant details.

Your assistance in tracking insurance requirements and payment timelines will be valuable to the Assembly Coordinator. It's essential to stay aligned with the Assembly Coordinator on logistical arrangements, including facility access, set-up, and event troubleshooting.

On the day of the Assembly, attendees typically bring concerns to the Assembly Coordinator, who may ask you to address specific issues with members of your

committee. Ideally, the Assembly Coordinator will primarily communicate with you both in advance and during the event, ensuring smooth operations.

7. DELEGATE, DELEGATE, DELEGATE!

Share the workload, ask for help and delegate more immediate tasks so that you can keep your eye on the big picture. Trust your team to handle their responsibilities while providing support and guidance when needed. If you are feeling overwhelmed, talk to your District Committee Member Chair (DCMC) and see if there is anyone else at the District who can provide you support.