

Person specifications for workshop reporter, facilitator, plenary assistant and plenary chair

Background

We would like to build up a substantial pool of people who can be called on to be a workshop reporter, workshop facilitator, chair or co-chair of a plenary, or plenary assistant. This is so we can develop leadership talent within the party, make the task of finding volunteers less onerous and improve our diversity. This document will outline the qualities we are looking for in volunteers for these five roles.

Qualities needed

In general

- Punctual
- Reliable
- Willing and available to attend training events or at least watch recordings
- Able to be impartial
- Can follow guidelines
- Fluency in English
- Have not got into unconstructive arguments on Spaces

Workshop reporter

Mandatory

- Able to submit to SOC a concise report to be delivered by you at the relevant plenary (or on your behalf if you cannot attend)

Desirable

- Has previously attended a conference either online or in person
- Able to attend plenary(ies) where the motion(s) will be heard

Workshop facilitator

Mandatory

- Experience in using Zoom
- Has previously attended a conference either online or in person

Desirable

- Has previously been a workshop reporter and fulfilled their duties satisfactorily
- Confident with using Zoom
- Awareness of, or training in, accessibility and diversity issues
- Familiarity with standing orders for the conduct of conference
- Experience of chairing a formal meeting

Plenary assistants (the link people between online and in-person)

Mandatory

- Confidence in using Zoom
- Able to multi-task in a stressful environment
- Awareness of accessibility and diversity issues
- Has previously attended conference in person

Desirable

- Has previously been a workshop facilitator and fulfilled their duties satisfactorily
- High level of familiarity with standing orders for the conduct of conference
- Training in accessibility and diversity issues

Plenary co-chair

Mandatory

- Able to multi-task in a stressful environment
- Awareness of accessibility and diversity issues
- Has previously been a workshop facilitator and fulfilled their duties satisfactorily
- Self-confident; able to take charge in difficult situations
- High level of familiarity with standing orders for the conduct of conference

Desirable

- Has previously been a plenary assistant and fulfilled their duties satisfactorily
- Training in accessibility and diversity issues

Plenary chair

Mandatory

- Has previously been plenary co-chair and fulfilled their duties satisfactorily
- Mandatory and desirable qualities for co-chair as above