

## Gatherings Coordinator

The Gatherings Coordinator is the link between the Spring Gathering Planning Committee (called PC in this document) and other EMEYF role holders. They are responsible for keeping CC up to date with the progress and the needs of the PC, and the PC of the wishes and input of CC. When the PC meets in person, the Gatherings Coordinator can attend this meeting as well.

The Gatherings Coordinator provides the PC with continuity, having generally been involved with the preparation of previous gatherings, and therefore having more experience than the PC members have. They help the PC to start their planning, provide introductory documents, examples of how things were organized in previous years and help them to design their budget. The Gatherings Coordinator can also guide the PC in where they might like to ask for help for CC. The Gatherings Coordinator may choose to become a part of the Planning Committee, but this not a requirement. It is most important that they maintain the link between PC and CC.

The Gatherings Coordinator is also a part of Communications Committee, or CC for short. As part of this, the Gatherings Coordinator is involved in the online and in-person meetings that CC has about all of EMEYF's business. CC organizes the Annual Meetings, and it makes sense for the Gatherings Coordinator to have a key role in this. When Annual Meeting takes place in Brussels the planning happens in cooperation with the Secretary.

The Gatherings Coordinator has to be a good planner and communicator, keeping in touch with these various bodies and checking if preparations are following an appropriate schedule. The Gatherings Coordinator is concerned with keeping a balance: they should be able to tell when the PC is struggling and help them out or ask CC for help where needed without completely taking over.

*Last updated by Silja Pfeiffer 03/2018*