



AMERICAN
mensa
LTD.

Annual Gathering Chair

Overview:

Chair of the Committee which puts on a specific American Mensa Annual Gathering

Appointment:

Appointed by AMC. Appointment starts when the AG bid is accepted and continues through the AG and submission of reports after the AG.

Experience/Training needed:

Experience in conference planning is required.

Experience in Mensa Gatherings and attendance at AML Annual Gatherings in highly recommended.

Experience in leading a large committee or work group or project management is very helpful.

Ability to delegate duties.

Ability to set and enforce timelines.

Ability to juggle (people, flames, buzz saws)

Ability to maintain a calm, rational voice.

Ability to herd cats.

Willingness to work with/trust experts.

Exceptionally thick skin.

An understanding family and/or personal support network.

A large supply of Xanax or valium.

Five pints of autologous blood donation supplies in storage.

A few extra (people) right arms and left arms.

The patience of a Saint.

The willingness to be personally dissected and to have every decision dissected (including what color your undies are on any particular day) -- by the same 15-20 non-productive people -- and retain the ability to smile and continue on with business.

The willingness to LISTEN with an open mind when a good suggestion is made.

The ability to tell the difference (between the last two.)

General Responsibilities:

Submit a bid to AMC to request selection as the host for an American Mensa Annual Gathering, preferably three years before the event.

Report to AMC before each meeting and monthly for the final year.

Build and coordinate an AG committee.

Lead communication before the event.

Coordinate others during the event.

Lead the group to analyze and report after the event, including suggestions for future AG Committees.

Specific Responsibilities:

Get local group board approval before submitting AG Bid.

Working with the local group(s) (if any), coordinate a bid package and submit it to AMC by the due date for the AMC meeting where approval is requested.

While not absolutely required, coordination with the Site Selection Committee, Corporate Counsel, and National Office staff while preparing the bid is beneficial.

Obtain signatures from the local group(s) and AML on the host and hotel contract.

Seek key committee members.

With them, seek additional volunteers.

Build a method of communication for the committee.

Arrange Annual Gathering Committee meetings.

Set up and publicize financial policies and procedures for volunteers.

Oversee ongoing publicity for the event.

Work closely with the hotel liaison re: space for functions and other hotel arrangements.

Work with the NO staff to coordinate AML and MERF functions at the AG.

Work with the AG Leadership Development Coordinator to coordinate the LD track.

Act as triage manager during the Annual Gathering.

Lead and coordinate reporting to the AMC.

Note: Detailed reports and timelines from recent AGs are available.

Time and space required:

10-50 hours are usually necessary to complete an AG bid.

Time spent in early stages is moderate.

Time increases as the AG nears, especially in the final year before the event. 40 hours/week can be necessary in the final months.

A substantial amount of space such as a home office is very helpful.

Travel and Meetings:

There is no AML funding provided for this position. Necessary travel is usually funded from the account for the Annual Gathering. Seed money is available from AML if necessary, by request.

Attendance at AGs before the bid and after being appointed as a future AG host are highly recommended.

Budget:

No funds are included in the AML budget. Each Annual Gathering pays expenses out of revenue, according to procedures set by that AG committee.

Subcommittees or appointees:

Multiple persons needed for the following:

Programs

Workshops, tours, entertainment, Kids' Trek, publications, logistics, Mensa Boutique

Hospitality

Food, beverages, storage (pre-AG and on-site), shipping, acquisition and purchasing

Registration

Acceptance and acknowledgement, gift bags/procurement, equipment, publications

Single person need for each of the following:

Hotel liaison

Treasurer

AMC Liaison:

Appointed by the Chair of AML. Often someone on the AG committee or the RVC for the region.

National Office Liaison:

Staff member at National Office.