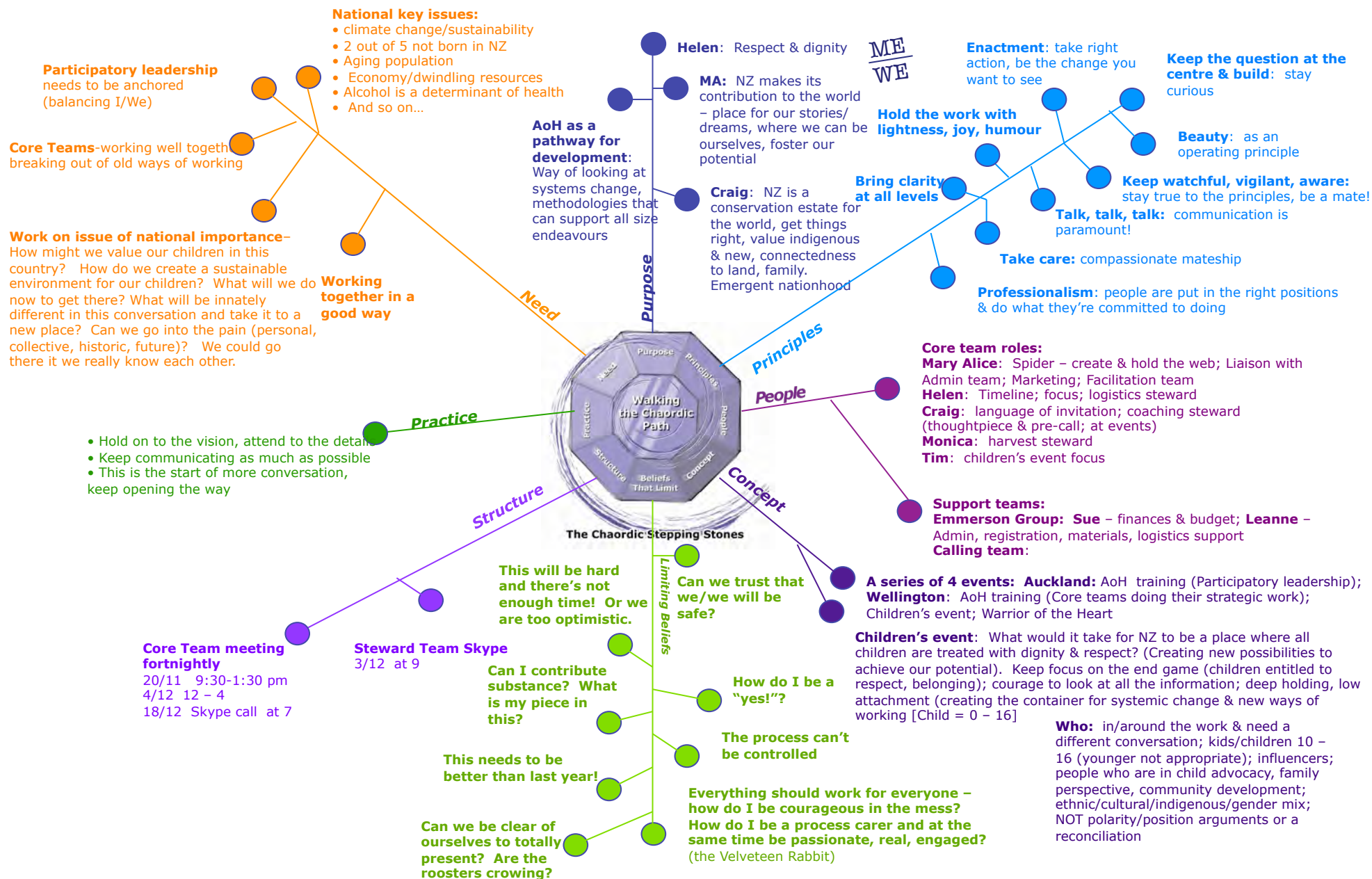


# Core Team meeting 6 November 2009

Mary Alice Arthur, Helen Emmerson, & Craig Smith



## People Matrix

Team	Hosting	Apprentice	Harvest	Coaching	Logistics
<b>Auckland</b>	Stewards + Core	Scott Nichols (DOC) John Adams (MCC)	Simon Young Marie Young Sam Fernando	Maggie Lawton David Hanna Richard Harmer	Morna Haist Penny Holden
<b>Wellington</b>	Stewards + Core	Hamish More (DOC) Kaja Jungersen (Barnardos)	Karen Clifford	Gael Surgenor	Kitty Marshall Carmen Payne
<b>Event</b>	Stewards + Core		Martin Challis?		
<b>Warrior of the Heart</b>	Toke & Bob		No specific team		
<b>Other</b>					

## Team Roles

**Mary Alice:** "Mother spider" create & tend the overall web; facilitation team; marketing; liaison with admin team

**Helen:** Timeline; focus; Logistics steward

**Craig:** Invitation language; Coaching co-steward

**Toke:** Coaching co-steward

**Monica:** Harvest steward

**Emmerson Group:** **Sue:** finance overview/budget; **Leanne:** registration, admin, logistics support, materials

## Roles

Role	Description	Deliverables	Steward
<b>Finance</b>	<p>Create, oversee and manage the finances for the cycle of Art of Hosting events 2010. Deliver completed accounts no later than 1 month following events.</p> <p>Create and maintain a clear and effective communications with participants and supporters on financial matters.</p>	<b>Finance &amp; budget</b> <ul style="list-style-type: none"> <li>• Working budget &amp; projections</li> <li>• Breakevens</li> <li>• Status updates at agreed times</li> <li>• Banking reconciliations</li> <li>• Invoicing of participants &amp; collection on invoices</li> <li>• Payment of accounts</li> <li>• Finalising of accounts at the end of event cycle</li> </ul>	Mary Alice
<b>Admin</b>	<p>Field information requests from potential participants, log these and direct them to the appropriate team member.</p> <p>Handle the registration of participants through collecting the Registration Form and initiating the invoicing process. Hold a log of participants for each event. Create a participant list for each event. Send out welcome letters at the agreed time prior to the events.</p> <p>Manage the materials and logistics needed prior to each event.</p>	<b>Queries &amp; Registration</b> <ul style="list-style-type: none"> <li>• Handling participant queries, pass on information requests to appropriate team member</li> <li>• Registration of participants</li> <li>• Keeping an accurate participant list for each event &amp; generating participant list for each event</li> <li>• Managing a FAQ page for participants</li> </ul> <b>Materials</b> <ul style="list-style-type: none"> <li>• Printing of workbooks</li> <li>• Collecting/collating materials needed, delivery to venue</li> </ul> <b>Logistics</b> <ul style="list-style-type: none"> <li>• Venue &amp; accommodation liaison if needed</li> <li>• Booking of vehicles if needed</li> </ul>	Mary Alice
<b>Logistics</b>	<p>Manage the logistics during the event, be the venue/event liaison.</p> <p>Create and maintain a wonderful environment for participation and learning.</p>	<b>At the venue</b> <ul style="list-style-type: none"> <li>• Be the liaison person between the venue and the event, create excellent relations between the participants and the venue</li> <li>• Be an active "Zen Team" during the event, encouraging the community to actively care for the environment with the Logistics Team, keep our environment spotless and clear for learning</li> <li>• Support the Hosting Team in whatever ways needed</li> </ul>	Helen
<b>Coaching</b>	<p>Support participants to gain the most out of their AoH experience by working with Core Teams prior to the event and teams and individuals during events to ensure focus and application.</p>	<b>Prior to events</b> <ul style="list-style-type: none"> <li>• Create a piece on how to get the most out of your AoH experience and liaise with teams</li> <li>• Create a coaching team for the first 3 events</li> <li>• Work with the team and participants and liaise with the Hosting Team during events</li> </ul>	Craig & Toke
<b>Harvesting</b>	<p>Record, capture and depict the AoH events so that the maximum learning happens during the event and engagement remains after the group work is over.</p>	<b>Prior to events</b> <p>Meet as a Harvesting Team to plan an approach to the event.</p> <b>During the event</b> <p>Work as a team to harvest, and seek to engage other participants. Liaise with the Hosting Team.</p>	Monica