AMERICASPEAKS

Flint Town Meeting: Volunteers Needed for 300-500 Participants

1. **Theme Team**
   Supports the town meeting by reading comments as participants are entering them, quickly distilling the comments into a few main themes or key messages, and then presenting the themes to the group to prioritize
   8 Volunteers (2-3 from the Steering Committee)

2. **Facilitator Recruiter**
   The facilitator recruiter is responsible for ensuring that the town meeting is supported by an appropriate number of qualified, trained table facilitators. Identify recruitment target, training dates and compose recruitment message, send message to AS facilitator network, contact local facilitator networks, schools, etc. Track sign-ups for training dates.
   3-4 Volunteers

3. **Table Facilitators**
   Table facilitators will work with small groups of 8-10 people and lead them through each discussion item on the agenda. For most of the day, you will be the face of the Town Meeting for the participants at your table. The primary role is to help participants have a good and productive discussion by making sure everyone understands the task and the information presented and is participating. The table facilitator helps participants at the table achieve consensus and then accurately record this input into the computer in order to share with the larger audience.
   Approximately 35-50 Volunteers

4. **Ushers**
   Work with floor manager and area facilitators to provide onsite logistical support of the town meeting; direct participants to tables, assist with delivery of materials and lunches to tables, direct participants to services as needed (i.e. restrooms, childcare etc.)
   5-8 Volunteers

5. **Special Services**
   Provides logistical support for participants with special needs, i.e. translation, ADA, or dietary restrictions.
   2 Volunteers

6. **Issue Experts**
   Issue experts are those who are well-versed in the content of the program and can answer substantive questions about the content and material during the day. These experts can be staff, individuals outside of the sponsoring organizations, or a combination. Their primary duty is to circulate the room during specific parts of the program and quickly move to individual tables and answer questions as efficiently as possible.
   3-4 Volunteers