Share and Tells

Workload of the function

Time Interval	Tasks	Workload	Work type
12 months prior to YM start	nil	n/a	n/a
6 months prior to YM start	Watching for rising issues that may be relevant. Decide the length of individual sessions within the overall structure – in consultation with the overall committee	Minimal	Being alert Consultation
3 months out	Remind RM/LM clerks & YM Cttees to canvass offers	Maybe 1 hour – or standard proforma	email
1 month prior to YM start	Check offers from registration data, group similar themes to avoid clashes	30 mins	Thinking
1 week prior to YM start	Produce sign-up sheets to date plus some blanks for late offers Allocate to time slots	20 mins?	Word processing or hand writing notices
First 2 days of YM	Encourage signing up; Announcements; Signs; Monitor noticeboards; receive late offers	10 mins per day	Notice in Ass Clerk's area, Chatting, observation
Around the 3rd day	Room & equipment allocation; Maybe cancel some through lack of interest	2-3 hours	Face-to-face with equipment co-ordinator
Post S&T day	Minute of record to YM Sec; Encourage feedback/reports from presenters (Meet together to debrief?) Collect & collate reports;	1 – 2 hours	
1 week after	Reports → DIR	1 hour	
1 month after YM	Option to write report for Australian Friend	1-2 hours	
Overall workload:	Quite low. Can be undertaken in conjunction with other roles.		
Skills required to undertake this function	Communication; organizing ability; neat handwriting or word processing		
This functions works most closely with:	Session room allocation; Equipment allocation; Notice boards/IT		

Interest Groups (This requires no preparation by the committee – just room & equipment allocation by the relevant allocators at YM)

Various informal interest groups will want to meet during YM: some meet over meals and want a table reserved; some need room allocations and equipment (projectors/videos, etc.) There may also be offers of local trips or other information. There is usually no control over who offers what. The Friend calling the group together is responsible for booking space and any equipment through the Help Desk.
Simplest organisation is via a designated section of a **notice board** (which could include an online notice board) rather than announcements.

Share & Tell

Share & Tell sessions are an opportunity for Friends to interest others in their personal interests and concerns. Sessions are less formal, short (45-90 minutes) and several are run concurrently in 4-8 venues of varying sizes. The coordinator of Share & Tell discerns which are viable, books equipment and allocates rooms for those sessions.
Time will be allocated in the Timetable. Share & Tell sessions have a checkered history: Maybe several slots on different days; maybe one long slot – allowing for group excursions in the host city at the same time. Timeslots of differing lengths may be useful – or allow half or double slots. Some years they have been held in the evening sessions.
The on-line registration form has a space for offers to 'Share & Tell', [including equipment requirements]. Invitations can also be extended via AF, RM clerks, and YM committees. Sharers may need screens, overhead projectors, videos, slide projectors, whiteboard, data projectors, butchers paper, appropriate pens, blu-tak or any other form of presentational equipment.
Depending on the timetable, Share and tell is an opportunity for **JYFs** to share something of their learning at AYM or to share a program that they want adults to know more about – for example, the 2013 JYF group was planning to do a Share and Tell about the Bush Heritage property Scottsdale. Worth booking a space, checking out the options with JYFs and then if necessary cancel. May need to be offered at another time
Usually all offers are accepted. Late offerings can be accepted at YM IF TIME AND SPACE ARE AVAILABLE.
The co-ordinator allocates time-slots to each and sign-up sheets are posted on a designated notice board. It is suggested that the co-ordinator avoid 'clashes' in the concurrent sessions - i.e. try not to put sessions likely to interest the same people on at the same time. The presentations could be assessed roughly as one of two types: inward looking or outward looking. Those in the inward category were about spirituality and/or Quakerism. Those in the outward category were about matters in the greater community.
At YM2005 the schedule was displayed on a table as two rows, one above the other, of A4 posters: one row of six for the earlier session and one row of seven for the later session. The vertical columns of two corresponded to the room assigned. This arrangement had the benefit of flexibility in that the posters could be (and were) rearranged as necessary to accommodate late requests.
Some hours before the session/s, announce cancellations (by reference to the noticeboard?). Post a couple of timetables in other places). Co-ordinator may also advise unsuccessful Sharers of possible ways forward for furthering their concerns (e.g. Lunch discussions, interest groups, reports in newsletters)
Consider a feedback/de-briefing session with the Sharers
Sharers may wish to prepare a report/s for *Documents in Retrospect*. "Somebody" needs to write a minute of record for the Presiding Clerk & Secretary.