



## **Honouring our Voices – Murdered and Missing Healing Gathering** *Families of Murdered and Missing Loved Ones*

### **Volunteer Roles and Responsibilities**

#### **Registration Volunteer**

- Welcome attendees
- Maintain Registration
- Distribute Registration materials and travel packages
- Familiarize with schedules and guides
- Respond to questions and provide directions and room locations

#### **Key Note, Presenters and MC-Audio Visual Volunteer**

- Pick up and drop off Keynote speakers KNS at airport and take to accommodation
- Provide details and contact information
- Ensure that audio visual is set up and that hotel staff have checked and confirmed in working order
- Ensure that any supplies, materials and visuals are ready for KNS
- Confirm presentation times with KNS and ensure that they are ready and prepared
- Confer with MC for organization and delivery of agenda
- Support agenda in maintaining flow

#### **Hospitality Table and Travel Volunteers**

- Support information on gathering schedule and agenda, special events, and activities
- Provide information to attendees on accommodations, meal times
- Maintain local travel packages

#### **Exhibitor Volunteer**

- Organize set up and tear down of agency display tables and exhibitors
- Provide support and information to assist agencies and exhibitors
- Provide information and encourage attendees on agency tables and exhibitors
- Ensure that agencies and exhibitors have sufficient refreshments

#### **Social Media Volunteer**

- Experienced tweeters – knowledgeable around tweeting protocol and best practices (use of hashtags, re-tweeting and attribution).
- Volunteers need to be on site throughout the duration of the gathering
- Tweeting and other social media messages to be organized through and collaborated upon by HOV



### **Décor and Table Assembly Volunteer and tear down**

- Ensure that tables are set up and taken down and moved to accommodate the needs of the gathering from theatre style to small group settings, general sessions and round dance.
- Ensures that tables are assembled with appropriate materials and centrepieces throughout
- Set up and tear down of event and décor in break out rooms

### **Healing Session Volunteer**

- Organizes note takers to document (per each group)
- Organizes table facilitators for leading discussions and providing directions (per each group)
- Supports Elders and organizes protocols
- Organizes floaters (identifies individuals who require more support and connect to private space and or trauma counsellors)

### **Elder Volunteer (as per number of Elders)**

- Provide support to a specific Elder throughout the duration of the gathering
- Ensure protocol and needs of Elder are met
- Maintain company and conversation and respond to questions
- Meet the needs of the Elder by supporting to bathroom, car, room, and/or obtaining food and refreshments

### **Childcare Volunteer**

- Provide care to children 0-6 years of age
- Care for children's needs – feeding, sleeping and changing
- Age appropriate play activities

### **Senior Volunteer**

- Be available to seniors who are not identified as Elders who are presenting, doing ceremony or engaged in the process of the gathering
- Provide support to seniors who require assistance
- Maintain and support the seniors' room
- Provide comfort and conversation
- Provide refreshments and beverages

### **Activity Volunteer**

- Assist with the activities in the breakout rooms
- Activities for Children 7-11 and Youth 12-18
- Organize and ensure set up and tear down are facilitated appropriately
- Distribution of supplies and materials
- Organization of schedule of activities and events in break out rooms



### **Round Dance Volunteers**

- Assist with the set and tear down of the round dance
- Provide lunches
- Ensure that all needs of MC and drummers are met

### **Emotional Support Volunteers**

- Provide support to those in emotional distress
- Guide and assist individuals to trauma therapists as needed
- Support trauma therapists with needs and space
- Provide support to those who may need to chat and do not require trauma therapists

### **Evaluation Volunteers**

- Provide and collect evaluations form attendees
- Take notes and include observations on sessions for qualitative evaluation