

Delegation Page Job Description

Each delegation is asked to provide two persons (one clergy and one laity) to serve as delegation pages for the duration of the conference session. These persons will be reimbursed on the same per diem as delegates and should be chosen from among your alternate delegates. These delegation pages will sit within the delegation, at the end of a row for easy movement. Delegations are asked to think about diversity of age, gender, and ethnicity when recruiting delegation pages. If necessary, the delegation pages can fulfill their duties while also filling in for a delegate.

Attributes and Abilities

As you consider persons to serve in these roles, please consider these attributes and abilities. Delegation pages should be:

1. Able to think quickly, make decisions, move easily, and remain in good humor.
2. Primarily works for the delegation to assist in voting, communication, and organization.
3. Able to receive guidance and follow directions of Head Tellers and Secretarial Staff.
4. Available Tuesday, July 12, 9:30 a.m. for mandatory training.
5. Present at all business and worship sessions. Delegation pages will need to be on duty 30-60 minutes before and after each session.
6. Familiar with members of the delegation so that work can happen quickly and easily.

Primary Duties and Tasks

One Delegation Page will:

1. Pick up the voting devices at the beginning of each session and return to chief tellers at the end of each session.
2. Distribute the voting devices to members of the delegation under the supervision of the delegation head.
3. Assist the delegation head in exchanging voting devices when alternate delegates replace primary members.
4. Facilitate voting on paper as needed within the delegation, for write-in candidates or malfunctioning equipment.
5. Distribute business materials and messages to delegation members as directed (not during balloting).

The second Delegation Page will be responsible for ensuring that electronic devices (tablets, phones, laptops, etc.) are in airplane mode during all voting sessions. These persons will also assist ushers in checking for electronic devices in visitor seating.

Delegation Heads are asked to send names and email addresses for the Delegation Pages to secretary@sejumc.org by December 1.