

# GA Guide

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## GAs: What, Why and Who

### Terminology

In this document, we use the term “General Assembly” (GA) as a synonym for Local Committee Meeting (LCM). Some LCs choose to differentiate between the terms and use GAs as official meetings where the membership votes on certain issues, and LCMs as more informal meetings. Other LCs use the terms interchangeably.

### What makes a good GA?

#### Focused

- A GA must be focused on driving results along with members' personal development. Try not to cover too much in one GA, focus on what matters and communicate it clearly.

#### Themed

- A GA must be designed around one main theme, which must be made clear to the members. Identify the essence that they can take back from the meeting.

#### Purposeful

- The members must be clear on why they are attending the GA, why this is important for them, for their team and for their LC.

## Why do we hold GAs?

A GA is a checkpoint where LC and member development is a core focus, and where the entire membership can be given a specific direction.

Reasons to hold a GA:

- Foster engagement towards LC goals
- Increase productivity
- Deliver training (functional, skills based, organisational)
- Launch strategies or track their implementation progress
- Announce or track organisational structure changes
- Involve the membership in the making of decisions
- Host a LEAD space for the members

If you want to hold a GA for a different reason, we recommend you speak with your NST coach first, to make sure it is relevant and strategic.

## Who is involved in planning GAs?

GAs are not solely the responsibility of TM! Since GAs are about improving your LC as a whole, planning them is the responsibility of the whole EB. Get them involved by:

- Brainstorming together: what sessions would be most beneficial for the LC?
- Facilitating sessions: have a VP share their expert knowledge to improve member performance
- Ensuring attendance: the EB can make sure that their members attend as it is an expectation
- Implementing initiatives: every VP can make sure that their portfolio is sticking to the action items, campaigns and initiatives introduced at the GA

## How to Plan the GA

### When are GAs relevant? How often should they be held?

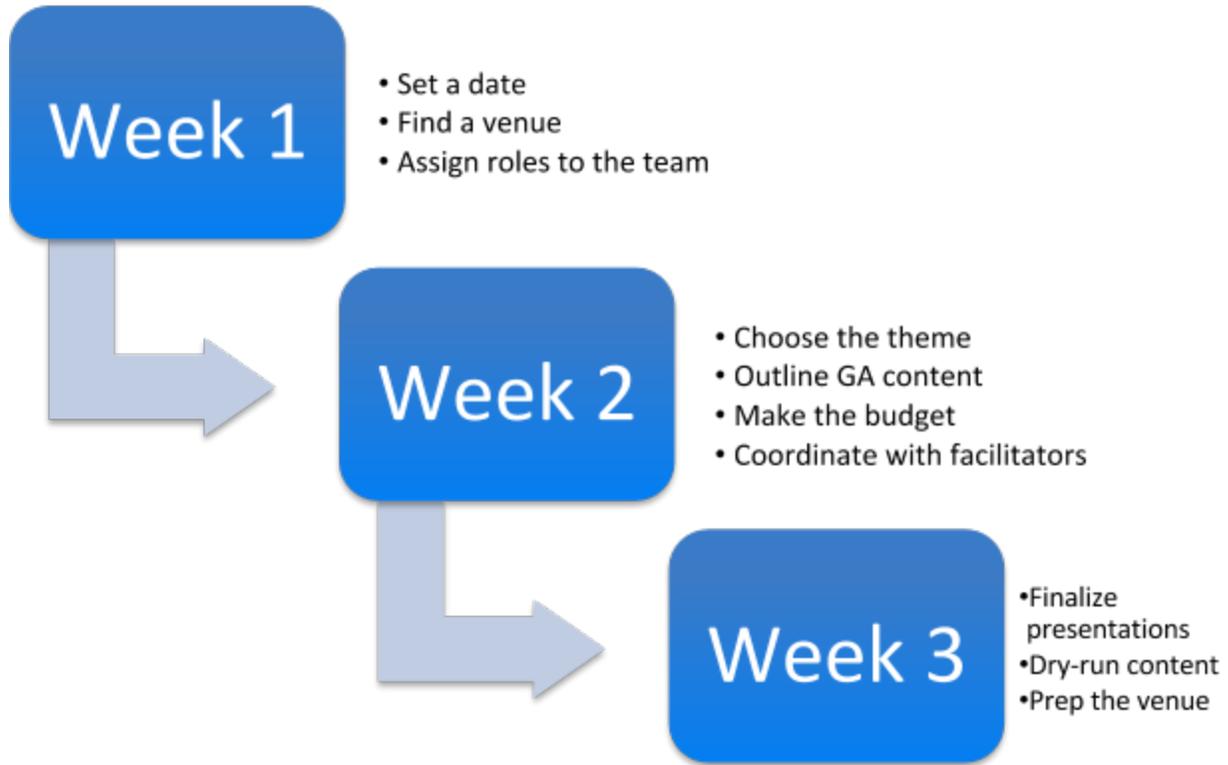
Ideally they should be held at least every month to ensure a regular touchpoint with the membership. An LC that is not reaching its monthly targets can have more frequent GAs to drive down knowledge and skills that are required to boost results. Be sure, however, not to make GAs appear less important by having them too often. Membership attendance is highly important.

### How do we plan successful GAs?

The purposeful content and high attendance rates are results of ample planning by TM. Create a timeline that works with your reality and needs to plan successful GAs.

**NOTE:** Planning in advance does NOT mean that the GA is your sole focus for the whole month. A GA is only relevant when it supports LC activity, not when it replaces it.

**NOTE #2:** The entire EB should be involved in preparing and delivering the content of the GA. It is TM's job to coordinate everything, but it is every function's job to make the agenda focused, themed and purposeful.



## The Content

<b>Activity</b>
<b>Intro &amp; Expectations</b>
<p><b>Organisational Topics</b></p> <ul style="list-style-type: none"> <li>• LC/portfolio updates</li> <li>• What goals have/haven't been reached?</li> <li>• Rewards and Recognition Update (LC or national campaigns, reward the highest contributing members, explain how others can catch up.)</li> <li>• National strategies and how to contribute</li> <li>• Bottlenecks to solve (include a brainstorm, a hack space, an open space or a consultancy space to address them)</li> </ul>
<p><b>IXP Showcasing</b></p> <ul style="list-style-type: none"> <li>• Bring in an EP or intern to showcase exchange</li> <li>• Present opportunities members can apply to</li> </ul>

<p><b>Functional Content</b></p> <ul style="list-style-type: none"><li>• What do members need to do in the next weeks</li><li>• Training space on weak area of operations</li><li>• Synergy spaces</li></ul>
<p><b>Development Space</b></p> <ul style="list-style-type: none"><li>• LEAD space (either a reflection space, group discussion or training on one of the leadership qualities of the Leadership Development Model);</li><li>• Skill-based training delivered by EB member, TL or alumni.</li></ul>
<p><b>Break</b></p>
<p><b>Action Space</b></p> <ul style="list-style-type: none"><li>• Mini-simulation of operations</li><li>• Calling session for leads and companies</li></ul>
<p><b>Feedback and Wrap Up</b></p> <ul style="list-style-type: none"><li>• What is the next step for everyone?</li><li>• What upcoming events or activities are happening soon?</li></ul>

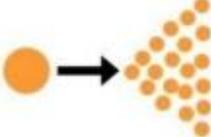
**NOTE:** This is a general outline of what a GA should look like. It's up to you to create and run sessions that will drive your LC!

### What is LEAD?

LEAD spaces are leadership development spaces focused on one of the Leadership Qualities of the Leadership Development Model (LDM):

 <b>SELF AWARE</b>	 <b>EMPOWERING OTHERS</b>	 <b>WORLD CITIZEN</b>	 <b>SOLUTION ORIENTED</b>
UNDERSTANDS AND LIVES PERSONAL VALUES  FOCUSES ON STRENGTHS OVER WEAKNESSES  EXPLORES ONE'S PASSIONS	COMMUNICATES EFFECTIVELY IN DIVERSE ENVIRONMENTS  DEVELOPS & EMPOWERS OTHER PEOPLE  ENGAGES WITH OTHERS TO ACHIEVE A BIGGER PURPOSE	BELIEVES IN THEIR ABILITY TO MAKE A DIFFERENCE IN THE WORLD  INTERESTED IN WORLD ISSUES  ENJOYS TAKING RESPONSIBILITY FOR IMPROVING THE WORLD	ADAPTS AND SHOWS RESILIENCE IN THE FACE OF CHALLENGES  TRANSMITS POSITIVITY TO MOVE FORWARD THROUGHOUT UNCERTAINTY  TAKES RISKS WHEN IT'S NEEDED

It should follow one of these formats:

 Individual discovery and reflection	 Team Experiences	 Learning Circles
 Conferences and Seminars	 Mentoring	 Virtual Spaces; forums, blogs and resource sharing

[Click here](#) to access examples of LEAD sessions! (The sessions on the website are catered to EPs, but use them as inspiration to design LEAD spaces for your members!)

**NOTE:** To learn how to facilitate LEAD spaces, attend a TtT seminar near you! Ask your LCP for the dates!

## Good Case Practices (GCPs)

*AIESEC Concordia* took national campaigns and translated them into local terms by running inter-portfolio competitions in which every member could participate. At every GA, portfolios' scores would be presented and activities that earned them points were clearly outlined. Members became very excited about beating other portfolios. In this way, GAs were used to **drive results**. (*NOTE*: be careful when you have portfolios of significantly different sizes. Portfolios with less members may find it difficult to get as many points as bigger portfolios.)

*AIESEC Waterloo* held LC discussions during GAs to brainstorm ideas for the organization, which the EB would later integrate in their planning. Members felt **involved in the development of the LC**, and also felt valued by the EB. In this way, the GA was also made interactive. (*NOTE*: Make sure that these discussions are designed in a way that is relevant for everyone, or in which everyone can participate. Also make sure to use time efficiently and not bore members with overly long and unfocused discussions.)

*AIESEC McGill* and *AIESEC Laurier* presented members with exchange opportunities during the GA. This was done to **promote IXP and boost exchange numbers**. This strategy was also coupled with sharing EP stories at GAs to get people motivated and make exchange a big part of the LC culture. (*NOTE*: After the GA, an opportunity page was set up on Facebook for interested members where cool opportunities were posted by the OGX portfolios.)

*AIESEC Guelph* followed portfolio updates with an update of how the LC was performing from a national perspective. This gave members an understanding of AIESEC's performance and the **bigger picture**. This was followed by a list of action items for each portfolio/role so that every member knew what they had to do as an individual **to improve productivity**. (*NOTE*: Make sure that the reality of the LC is presented in a way to inspire action rather than be discouraging.)