



## **National Guild for Community Arts Education Unity Networks**

The National Guild for Community Arts Education's Unity Networks offer our members ongoing opportunities to connect and learn with peers who have similar job responsibilities/positionalities in the community arts education ecosystem. The Guild strives to provide a variety of leadership opportunities, one of which is to serve as a Unity Network Lead Facilitator. Each Unity Network will have two volunteer leaders who will serve as Lead facilitators of the group for one year, from January through December. Their roles and responsibilities are described below.

### **Roles & Responsibilities**

#### **Lead Facilitators**

Lead Facilitators play a critical role in fostering a vibrant and supportive environment within the National Guild for Community Arts Education's Unity Networks. They are responsible for guiding the activities, discussions, and growth of their respective communities, ensuring meaningful engagement and continuous learning among members.

- Collaborate with Guild staff and Unity Network members to plan content, determine topics, and gather resources for quarterly virtual meetings and in-person meetings at the Guild's bi-annual conference.
- Develop agendas for the calls with support from Guild staff.
- Moderate Unity Network calls and meetings.
- Monitor conversations, post content monthly, and encourage discussion on the Unity Network listserv.
- Work with Guild staff to plan annual activities and ensure the vitality of the group.

#### **Guild Staff**

- Provide thought partnership in developing agendas, content, topics, and overall planning for Unity Network calls.
- Support planning and scheduling of Unity Network calls.
- Provide logistical support for Unity Network in-person meetings at the Guild's bi-annual conference.
- Manage all administrative and operational functions for the Unity Network listserv.
- Edit and post call recordings, materials, and updates to the Unity Network webpage.
- Support Lead Facilitators in all activities of the Unity Networks.

#### **Expectations for Lead Facilitators**

##### **Bi-Monthly Unity Network Meetings:**



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- Organize and facilitate quarterly meetings for your Unity Network.
- Develop and share meeting agendas in advance, ensuring they address the needs and interests of the community.
- Identify and invite guest speakers or experts as needed.
- Encourage active participation and facilitate discussions during the meetings.
- Follow up with meeting notes, action items, and relevant resources.

## **Creating a Unity Network Learning Space at the 2026 Guild Conference:**

- Work with Guild staff to design and implement a dedicated Unity Network Learning Space at the 2026 Guild conference.
- Plan and coordinate sessions, workshops, and networking events that cater to the interests of Unity Network members.
- Promote the Unity Network Space to ensure robust participation.
- Gather feedback from participants to improve future conference experiences.

## **Advisory Role**

- Serve as an advisory group to the National Guild team, providing insights and recommendations based on the needs of the Unity Networks.
- Support the development of programming and initiatives that align with the needs and interests of Unity Network members.

**Estimated Hours Per Month:** 5-15 hours

**Compensation:** This is an unpaid, volunteer position. However, some perks with the position include:

- Free registration to the National Guild's Bi-Annual Conference
- Up to \$300 Travel and Housing Reimbursement for the Conference
- Free Individual Membership at the Guild for 2 years