

## **Invite someone who is familiar with your PATH to be a Convenor**

- A Convenor collects the meeting sign-up sheets with the names, phone numbers and email addresses of everyone in attendance
- They invite folks in attendance to take on one of the tasks listed on your PATH
- They appoint someone to follow up with personal phone calls to see what additional support is needed for everyone to keep their commitments
- They stay in touch with the focus person, set the time, place and date of the next meeting
- They get the word out, send email announcements, updates and meeting reminders
- They open all meetings, welcome everyone in attendance, get the conversation started, and support the focus person to do any of these items as well.

**A Convenor brings people together**