Polar Podlet (LDEO) - Pod Guidelines (URGE Session 1 Deliverable)

Pod ground rules

1. Be prepared, kind, respectful, and engaged. Attend scheduled meetings, or notify the group if you are unable to attend.
2. Meet at Wednesday 4 pm each week for ca. 1 hour (unless otherwise specified).
3. Listen actively – respect others when they are talking.
4. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
5. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks. Focus on ideas and problems rather than people. Avoid confrontational language (e.g. use 'and' rather than 'but').
6. Participate to the fullest of your ability, but do not feel mandated to speak more often than you feel comfortable with. Be mindful of how often you are speaking. Avoid monopolizing the conversation.
7. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
8. We don't always have to agree. The goal is to gain a deeper understanding.
9. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
10. Maintain confidentiality. All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting.
11. Understand that the deliverables will be publicly visible, and each person has the right to not share something that is sensitive in the public-facing document.

Decision making method

Aim to use group discussion to build towards a consensus where possible (rather than taking formal votes). Respect differing opinions, the right to dissent, and understand we don't have to reach unanimity.

Division of work

1. Meetings will always be held in the same zoom room each week, which all members have access to.
2. Rotate leadership on a session-to-session basis. Each session will be led by two members of the pod.

3. All members to read articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.)
4. Pod leaders gather session materials and draft deliverables to share with pod (via the shared Google Drive) for review/edits/discussion at the pod meetings, and take any additional notes arising from the meeting.
5. One pod leader will be responsible each week for finalising deliverables and uploading to the URGE website.
6. As a group we will schedule meetings with division/institution-level leadership, and plan to engage with the wider Lamont group pod.