

URGE Massachusetts Pod Guidelines

[These Guidelines are modified from the example provided by URGE]

1. Pod Ground Rules

Context: Our pod consists of 10 members from three different universities. Members are from all career stages from undergraduates to tenured full professors. All pod members have self-identified as white.

1. Listen actively -- respect others when they are talking.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
3. 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.
4. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
6. The goal is not to always agree -- it is to gain a deeper understanding.
7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
9. 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.

2. Making decisions as a group

Our pod will make every effort to make decisions by consensus. If when writing deliverables we can not reach consensus, we will use majority vote. In cases where we can't reach consensus and where appropriate, we will try to incorporate our divergent viewpoints into the document.

3. Pod member roles and responsibilities

The nominal pod leader will be the main point of contact with URGE and submit files to the URGE website, such as the sign up form, updates to pod membership, and deliverables.

We will distribute the leadership duties for each Session. We have established a Google Sheet for pod members to voluntarily sign up for leading and following up on tasks and deliverables for each Session. The recurring list of recurring tasks that need to be assigned to a group member are below. We may add additional tasks when a Session requires.

1. Schedule meetings (use when2meet, doodle, etc to make this easier!)
2. Take attendance (important for accountability)
3. Take notes as needed, especially in discussions of deliverables
4. Upload deliverables to the URGE website
5. Schedule meetings with organization/institution leadership (Week X)
6. Read supplemental 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.)
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings