### BYRD POLAR AND CLIMATE RESEARCH CENTER / THE OHIO STATE UNIVERSITY

# **URGE POD GUIDELINES**

#### 29 JANUARY 2021

As more members join before the February 5 deadline, this document will be amended upon group discussions and decisions.

## **AGREEMENTS**

Be respectful of others and their opinions, both verbally and nonverbally Provide welcoming and equitable dialogue

Welcome diverse opinions and give equal representation in conversations

Maintain confidentiality - what we say stays in the room, what we learn leaves

Challenge ourselves to learn even when uncomfortable

#### **DECISION-MAKING**

As the BPCRC Pod expands, we will decide how best to handle disagreements as we approach our common goals.

#### **ROLES AND RESPONSIBILITIES**

As the group leader, Stacy Porter will be the main point of contact for the URGE development team and will upload/submit all deliverables to URGE.

Scheduling meetings and taking notes will be a shared responsibility among the pod.

All pod members are expected to keep up with readings and interviews provided by URGE.

All pod members are expected to contribute to the deliverables.

All deliverables will begin and be finalized as a shared document among all pod members before submission to URGE.