

POD GUIDELINES

Developed by: Peter Peterson, Britnay Beaudry, Sarah Worden, Erica Emry, Celia Faiola
Last modified on January 29th, 2021

1.) Ground Rules

- a.) Listen actively -- respect others when they are talking.
- b.) Speak from your own experience instead of generalizing
- c.) Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks
- d.) Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
- e.) Don't invalidate somebody else's story with your own spin on their experience; focus on sharing your own story and experience.
- f.) The goal is not to always agree -- it is to gain a deeper understanding
- g.) Be conscious of body language and nonverbal responses -- they can be as disrespectful as words
- h.) Assume everyone's intentions are good, but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
- i.) Maintain confidentiality. 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.
- j.) Do not center white emotions in the discussion and be able to redirect the conversation if asked.
- k.) Recognizing that growth requires sitting in discomfort - If someone is feeling uncomfortable, they are allowed to ask for a pause for themselves and re-group.
- l.) Make space for everyone. Check in to see if anyone has something to contribute.
- m.) Use the chat and raise hand features if you don't feel comfortable interrupting. People with their hands raised will be acknowledged as soon as it makes sense to do so.

2.) Making Decisions

- a.) We will work to achieve consensus for all decisions

3.) Pod member roles and responsibilities

- a.) Meeting Facilitator - upload week's deliverable, organize and facilitate meeting
- b.) Meeting Notetaker - record attendance, take notes for internal distribution only
- c.) Everyone: come to meetings prepared, read articles/materials and watch the interview