Pod Guidelines

NAGT GER Pod Ground rules
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!)
7. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
8. 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.
   a. Maintain confidentiality, but want to share outcomes/ideas from POD with GER division- set up Google Workspace (shared doc or shared folder) to share with GER Division leaders.
   b. Keeping who-said-what out of the notes (except tasks), but record general ideas
9. Use round-robin structures, consider pros and cons in turn
10. Everyone has a right to call a pause in the conversation
11. Consider transfer- we're recommending policy for GER, but we want to be thinking about how policy and theory play out in different contexts and spaces so we carry this forward to all the spaces in which we might operate.

Making decisions as a group

Our pod has decided that we will make decisions based on consensus of the pod members. The deliverables that our pod generates will be considered policy *recommendations* for the NAGT GER leaders (who are not part of the URGE pod) to consider during the meetings that we have scheduled with them as part of our pod agreement.

Pod member roles and responsibilities

Pod leaders are the main points of contact between URGE and the pods. Pod leaders submit files to the URGE website (e.g., sign up form, updates to pod membership, and deliverables). **It would work best if there is a designated person from the pod who submits files to URGE to avoid sending duplicate deliverables files.**

1. **Schedule meetings**-Kelsey has made the schedule and will host all zoom meetings via Elon
2. **Take attendance** (important for accountability); **take notes** as needed, especially in discussions of deliverables-This will be determined on a rotating basis. Individual pod members will sign up for these duties in the URGE scheduling spreadsheet.
3. **Upload deliverables** to the URGE website-Emily will do this as pod leader
4. **Schedule meetings** with organization/institution leadership (Week 5)-Tentatively scheduled for NAGT GER leadership meeting on Feb 24 (Emily)
5. **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.)-Pod leaders for the session can review the supplemental materials and suggest articles that will help with generating the deliverables.
6. **Draft deliverables and share with pod** for review/edits/discussion at the pod meetings-This will be done by the pod leader for the specific session