

Pod Guidelines

Drafted 1/28/21

- I. **Members:** Chase Bergeson, Laura Dempsy, Zachary Robbins , Hayden Rudd, Haley Smith, Tina Mozelewski
- II. Check back in during the last meeting of the month on guidelines.
- III. **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. Being aware of your natural inclinations and or privilege and work to amplify voices that get less airtime. If you're someone who tends to not speak a lot, please move up into a role of speaking more. If you tend to speak a lot, please move up into a role of listening more. This is a twist on the more commonly heard "step up, step back." The "up/up" confirms that in both experiences, growth is happening. (You don't go "back" by learning to be a better listener.) Saying "move" instead of "step" recognizes that not everyone can step.
 5. Keeping time for silences to allow people time to speak out (ex. waiting 10 seconds).
 6. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
 7. The goal is not to always agree -- it is to gain a deeper understanding.
 8. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
 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.

III. Making decisions as a group

Consensus

IV. Pod member roles and responsibilities

Tina: Scheduling

Zachary: Note-taking

Chase- Organization, session leadership, uploading deliverables and communicating with URGE

Haley: Drafting and editing documents/deliverables- keeping them on track

Laura: Lead paper discussions