

## **SEAS Islands Alliance - URGE**

### **Ground Rules**

- Everyone's voice matters
- We are all learning and we all have something to contribute
- Listen to understand
- Assume positive intent
- Pay attention to who is talking and who is not
- What you put into this work is what you're going to get out of it
- Speak from your own experience instead of generalizing
- Seek to affirm and connect - use "yes, and" statements
- Be open to new ways of doing things
- There are a diversity of possible solutions for any given challenge
- Be present
- Have fun and be creative

### **Making Decisions as a Group**

We agree to consensus decision-making.

### **Pod Member Roles and Responsibilities**

1. Schedule meetings - *At our first meeting, we will select a day of the week/time to meet, and keep as a standing meeting for the program duration.*
2. Take attendance (important for accountability) - *Pod leader (Kristin) agrees to this.*
3. Take notes as needed, especially in discussions of deliverables - *Rotating responsibility among pod members.*
4. Upload deliverables to the URGE website - *Pod leader (Kristin) agrees to this.*
5. Schedule meetings with organization/institution leadership (Week X) - *Each pod member takes responsibility for this (multiple institutions represented).*
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.) - *All pod participants agree to this.*
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings *Rotating responsibility among pod members.*