

Pod Group Norms

Pod Guidelines

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. Be aware of power differentials; be self-aware.
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. Keep in mind that we are all here to learn.
7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
9. 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. Take-away messages can be shared but not specific stories; ask if unsure where the line is.
10. Try summarizing the idea or the philosophy that is being discussed at the end of a comment or a discussion for clarity.

Pod Decision Making Process

Group consensus as long as everyone has an opportunity to express their views. When a critical decision needs to be made, each gets some time to express themselves. We make sure that each other's voices are heard.

Pod Member Roles

1. Schedule meetings (use when2meet, doodle, etc to make this easier!) - Pod leader
2. Take attendance (important for accountability) - Pod leader
3. Lead discussion - Rotating discussion leader (indicated on the pod spreadsheet)
4. Take notes as needed, especially in discussions of deliverables - Rotating recorders (indicated on the pod spreadsheet), but everyone should feel free to make edits/additions to ensure ideas correctly captured
5. Upload deliverables to the URGE website - Pod leader
6. Schedule meetings with organization/institution leadership (Week X) - Pod leader
7. 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.) - The discussion leader emails the entire pod to delegate reading.

8. Draft deliverables and share with pod for review/edits/discussion at the pod meetings.

- Discussion leader, consulting with the recorder as needed.

9. Check in every few weeks to see how the members are doing with their responsibilities. - Pod leader