

SEFS Pod Guidelines

Ground Rules:

1. Listen actively -- respect others when they are talking.
 - a. Listen with the intent to understand not the intent to reply.
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.
 - a. Show up to the meetings we are committing as a group to having.
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!)
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.
10. Share the space: Step up, step back when needed to make space for others to contribute.

Making decisions:

Agreement by conspectus: Any party member has the right to veto. However abstaining or taking a neutral stance, the group will move forward with the decision.

Roles and responsibilities:

- Pod leader (**Bryce**) is the main point 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).
- Schedule recurring meetings (**Sofi**)

The following roles will rotate based on the sign up in the group [spreadsheet](#).

- Take attendance (**note taker**)
- Take notes as needed, especially in discussions of deliverables (**note taker**)
- Creating agenda and facilitating (**session leader**)
- Schedule meetings with organization/institution leadership (Week X) (**TBD**)
- 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.) (**session leader and polisher**)
- Draft deliverables and share with pod for review/edits/discussion at the pod meetings (**polisher**)