

Young Petrology + Geochemistry URGE Pod Guidelines

Deliverable week 1

Discussion 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.
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. Be accountable to yourself - Agree to check yourself by saying "oops" if you are violating one of these norms, let's be respectful - ouch - ties in to number 3
11. Be explicit. Try our best to not talk around things but go straight at it. Be respectful but be clear.
12. Step up and step back

Decision Making Guidelines:

We will make decisions as a consensus, and if needed, we can take a vote and go with majority rules.

Roles:

1. Schedule meetings - **Cailey** will set up when2meet for our bi-weekly meetings.
2. Post URGE materials to the Slack and our google drive - **Cailey** will post materials several days before

3. Take attendance - **Cailey** will put this in the weekly notes after meetings
4. Take notes as needed, especially in discussions of deliverables - I did this for this week. **Robert can take notes**
5. Upload deliverables to the URGE website - **Cailey** will do this a set amount of time after our meeting after the materials have been posted to our slack so everyone can weigh in on them, comment, be up to speed.
6. Schedule meetings with organization/institution leadership - TBD - maybe not something that will be directly the focus of *this* pod. We did discuss possibly reaching out to MSA or AGU VGP again.
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings - **Cailey** will do this and put notes/deliverables etc in the slack and on the drive.
8. Vice-Pod Leader - If for any reason Cailey (hi!) can't do these tasks as pod leader for a week or needs to rotate out, **Robert** has volunteered to act as Vice-Pod leader.