

## **Royal Ontario Museum / University of Toronto URGE Pod Guidelines**

### **1. Ground Rules**

1. Respect your fellow pod members. This is intended to be a safe space for learning and growth and should be treated as such.
2. Listen actively and provide space for others to share their opinions.
3. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
4. 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.
5. Participate to the fullest of your ability. Community growth depends on the inclusion of every individual voice.
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 of the perspectives and experiences of others.
8. Be conscious of body language and nonverbal responses, as they can be as disrespectful as words (even over Zoom!)
9. Assume everyone has 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.
11. Take your commitment to this seriously. If you know you can't make a meeting or do your part of the deliverable for a session, please inform the group as early as possible so we can try to re-adjust meeting times, deliverable responsibilities, etc.
12. Any comments to the deliverables should be made before 12:00 PM ET on the deadline and final changes to the document should be made before 7:00 PM ET.
13. As a group, we should be accommodating of other people's circumstances. Don't be quick to judge.
14. Acknowledge that this is a working document: since this is a learning experience for all POD members, these ground rules and duties may be changed to reflect the needs and experiences of the group.

### **2. Decisions as a Group**

Group decisions will be made primarily through group consensus. However, where a consensus cannot be reached in a reasonable amount of time, a ranked ballot vote will take place.

### **3. Member Roles & Responsibilities**

Meetings will take place weekly at a set time (to be determined), but rescheduling may be completed as needed

#### Responsibilities of All Members

All pod members will be expected to:

- Follow the above ground rules
- Read and watch all materials
- Review and approve the deliverable before it is submitted/finalized
- Notify the group ASAP if they are unable to attend a meeting or otherwise meet obligations

#### Permanent Duties

Pod Leader: Ashley Reynolds, who will submit all deliverables and files to website

Role/Responsibility Coordinator: Sarah Steele, who will ensure duties are assigned

#### Rotating Duties

The member in charge of these responsibilities will rotate with each session, and will be decided no later than one week in advance of the first meeting for each session. The responsibilities are as follows:

- 1-2 member(s) will lead the discussion of each session's materials
  - If needed, additional members may be asked to read supplementary materials to reduce the workload on session leaders
- 1-2 member(s) will lead the completion of each session's deliverable
- 1 member will take notes and attendance at each meeting
- 1 member will schedule meetings with faculty and/or leadership on an *ad hoc* basis