

Role	Responsibilities	Term	Selection
Moderator	Lead the Forum to our stated vision. Observe the group dynamic. Prepare & distribute meeting agenda, ensure presenters selected, facilitate meetings, lead scheduling, ensure other roles filled and executed, lead by example, attend Moderator Training.	1 year	Election  <small>hessepartners.com 858.883.4489</small>
Moderator Elect/ Parking Lot Czar	Document and maintain Presentations Parking Lot, facilitate meeting if Moderator unable to, lead by example, attend Moderator Training.	1 year	Election
Mod. Elect/Elect Pipeline Czar	Document and maintain Topic Parking Lot, facilitate meeting if Moderators unable to, lead by example, support other Moderators as required.	1 year	Election
Secretary	Document meeting attendance and tardiness, group roster and contact info, and constitution. Keep minutes of housekeeping and logistic decisions.	1 year	Appoint/ volunteer
Treasurer	Document and collect fines and manage all funds for group, food, retreat and other group costs and cash calls.	1 year	Appoint/ volunteer
Retreat Planner(s)	Members (2) to coordinate date and logistics for annual retreat(s)- select location, develop agenda and work with moderator and facilitator on content.	1 year	Appoint/ volunteer
Timekeeper	Manage time and make audible/visible to members and moderator throughout the meeting.	1 meeting or 1 year	volunteer
Presenter	Willing to share the 'gift of vulnerability' by examining a unresolved, significant and emotionally complex situation in their lives with the forum.	1 meeting	volunteer
Coach	Support the presenter to find the struggle beneath their story and 'go deep' in exploring the complexities and assumptions keeping them 'stuck' .	1 meeting	volunteer
Gestalt Observer	Give notice and assistance when judgement and/or advice enters the forum to dig for the experience underneath the anxious 'problem solving' .	1 meeting or 1 year	volunteer
Technology	Set up and manage the technology for sharing documents, parking lot and messages for the forum. Often this is a member whose company uses a system such as Google Docs, Trello, Base Camp, Evernote or another system that allows for secure communication.	1 year +	volunteer
Member	Commit full attention to the content and agreed communication processes of forum; including gestalt, confidentiality, vulnerability and commitment. Each member will explore a presentation topic at least once per year and other topics as they emerge each year. Actively shows enthusiastic support for each and every member role in the Forum.	1 year	Personal commitment

MEMBER ROLES

Calendar/Schedule Coordinator	Assists all members by keeping the official calendar and works to ensure date work for each member.	1 year	volunteer
Social Chair	Coordinate social events for the Forum on a monthly, quarterly, or semi-annual basis. Could also include breakfast/lunch before or dinner after Forum. Arrange for social interaction things like a round table in a private room at a restaurant.	1 meeting or 1 year	volunteer
Logistics Chair	Arranges all logistics for Forum including meeting invites to all members, address of locations, reminders, etc.	1 year	volunteer
Meeting Host	Rotates by meeting to host at their office, home, or alternative space. Provides snacks and other comforts for Forum.	1 meeting	volunteer
Board Representative	Attends board meetings at least quarterly or monthly to ensure that a great pattern of communication between the board and the Forum. Could be an existing board member.	1 year	volunteer
New Member Liaison	Meet potential new members to give initial recommendation to Forum of potential fits for Forum. Maintains versions of constitution, Forum vision statement, Forum Alignment Triangle, and member bios including photos. Attends recruiting events from the chapter with all members of Forum. Attends Forum Launch Pad events to meet potential new members	1 year	volunteer

*Every group has their own roles – some formal and some informal.
Here are some suggestions that may help your group define their roles.*