

**Timeline to Prepare for Forum Meeting**

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**Sample Forum Roles & Responsibilities**

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| **Role** | **Responsibilities** | **Term** | **Selection Process** |
| **Moderator** | Leads the Forum by preparing and distributing the agenda one week in advance, assigning roles, guiding discussions, and ensuring Forum administration runs smoothly. Leads by example. | One year | Election |
| **Moderator-Elect** | Supports the Moderator and facilitates meetings in their absence. Attends Moderator training and prepares to transition into the Moderator role. | One year | Election |
| **Retreat Planner(s)** | Plans and coordinates the Forum retreat. May delegate logistics to one person and content planning to another. | Variable | Volunteer |
| **Member** | Upholds the Forum’s constitution, confidentiality, and commitment standards. Actively participates, attends meetings, and presents at least once a year. | Ongoing (as long as compliant and contributing) | Group consensus |
| **Parking Lot Attendant** | Tracks and maintains a list of upcoming Deep Dive topics, records key themes from monthly 5% reflections, and keeps the Parking Lot discussion relevant. | One year | Volunteer |
| **Timekeeper** | Manages time during Forum meetings, provides warnings for time limits, and ensures discussions stay on track. | Variable | Volunteer |
| **Social Manager** | Organizes and oversees Forum social events, such as holiday gatherings, summer picnics, and other community-building activities. | Variable | Volunteer |
| **Representative** | Coordinated with RF, facilitates recruiting of new members, communicates relevant RF information with the Forum. | One year | Volunteer |