

# ROGUE FORUM

## Timeline to Prepare for Forum Meeting

**Ongoing:** Each member continuously reflects on potential 5% Reflection topics and Deep Dive subjects in preparation for upcoming meetings.

**7 Days Before Forum:** The moderator distributes the agenda to all members, ensuring they have time to prepare for the meeting.

**Forum Meeting:** Members come prepared to engage in deep, meaningful discussions based on their reflections and Deep Dive insights.

**10 Days Before Forum:** The coach and Deep Dive presenter meet to discuss and refine the Deep Dive topic. The coach confirms with the moderator that the coaching session has taken place.

**1 Day Before Forum:** All members finalize their 5% Reflections and gather any additional materials needed for the Forum meeting.

## Sample Forum Roles & Responsibilities

Role	Responsibilities	Term	Selection Process
<b>Moderator</b>	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
<b>Moderator-Elect</b>	Supports the Moderator and facilitates meetings in their absence. Attends Moderator training and prepares to transition into the Moderator role.	One year	Election
<b>Retreat Planner(s)</b>	Plans and coordinates the Forum retreat. May delegate logistics to one person and content planning to another.	Variable	Volunteer

<b>Member</b>	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
<b>Parking Lot Attendant</b>	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
<b>Timekeeper</b>	Manages time during Forum meetings, provides warnings for time limits, and ensures discussions stay on track.	Variable	Volunteer
<b>Social Manager</b>	Organizes and oversees Forum social events, such as holiday gatherings, summer picnics, and other community-building activities.	Variable	Volunteer
<b>Representative</b>	Coordinated with RF, facilitates recruiting of new members, communicates relevant RF information with the Forum.	One year	Volunteer