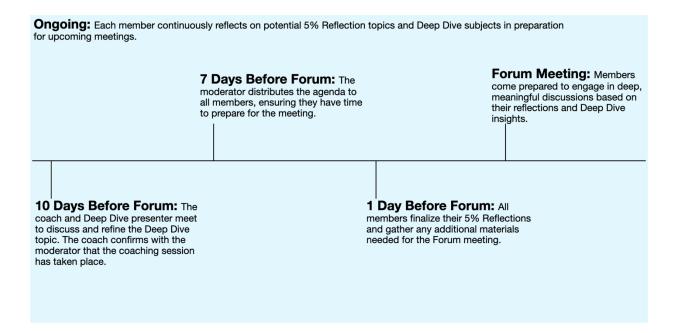


Timeline to Prepare for Forum Meeting



Sample Forum Roles & Responsibilities

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 communitybuilding activities.	Variable	Volunteer
Representative	Coordinated with RF, facilitates recruiting of new members, communicates relevant RF information with the Forum.	One year	Volunteer