

XR NL - Role Mandates

This document provides an overview over role mandates that local and national circles can introduce. Please read [here the discussion on Discourse](https://base.extinctionrebellion.nl/t/more-roles-in-this-rebellion-proposal-for-introducing-new-clear-role-mandates/1001) about the reasoning and advantages of clear role mandates.

## What is a role?

A role is a set of responsibilities that a particular person holds within the movement. These responsibilities are defined more thoroughly in the role mandate. A role is not an action that someone can complete in a discrete period of time. This is a task. For instance, being a *photographer* is a role, *photographing an action* is a task.
Are you interested to learn more about the guidelines for roles and the use in our upcoming volunteer market? Please read [this document.](https://docs.google.com/document/d/1X2tz4gMrkU27xut6L1So1pJukPpwHhQWzxT9KdMHKDk/edit)

## Overview of role mandates

* [Circle Representative](#bookmark=id.87xnzcg31h5v)
* [Circle Coordinator (*formerly named facilitator*)](#bookmark=id.2q2tg7hsazmn)
* [Circle Integrator](#bookmark=id.5q48moxa35u9)
* [Secretary](#bookmark=id.iz51xf8k9li9)
* [Facilitator](#bookmark=id.2d1pomhmjl2i)
* [Local Group Link *(only national level)*](#bookmark=id.8t0pzx1tgulx)
* [International Link *(only national level)*](#bookmark=id.5m24jq9skecn)
* [Local Group Integrator *(only local level)*](#bookmark=id.ftp2b6u2ah73)
* [Communication Link](#bookmark=id.p5uo2ecee98q)
* [Regenerative Culture Link](#bookmark=id.seu3m6h9ivfp)
* [Radical Inclusivity Link](#bookmark=id.d2yq4f9mrl6u)
* [National representative](#bookmark=id.i6lfwrcczf7z)
* [National facilitator](#bookmark=id.i6lfwrcczf7z)
* [Regional Support Team - Accelerator](#bookmark=id.1idbj9up8elf)
* [Regional Support Team - Facilitator](https://docs.google.com/document/d/1KYau2qSltZUTjWH8EcyGhBNnJ_S8PbWR/edit)
* [Regional Support Team - Representative](#bookmark=id.jnmxxmxm1j1w)
* [Local Group Representative](#bookmark=id.rbp79qt3mcwg)
* [Local Group Facilitator](#bookmark=id.3k6l5eeghqkx)

## Circle representative

### *Description / Purpose*

The circle representative should ensure the circles concerns and needs are brought to the wider circle when they involve other circles or working groups, and cannot be resolved separately.

### *Responsibilities*

* Go to their circle’s or working group’s meetings they represent.
* Be concerned with what is discussed during the most recent circle or working group meeting(s) that is relevant to ensure the collaboration between the circle or working group they represent and the other circles (e.g. work that affects the mandates of other circles)
	+ Add any points relevant to their circle or working group that involve other circles to the agenda of the wider circle meeting.
* Give their availability of time and location for the wider circle meetings in a prompt manner.
* Go to and collaborate in the wider circle meetings.
* Finds a replacement to represent the team in the wider circle meeting if they can’t attend

### *Number of Representatives in a circle*

The intention is to have 1 Representative in a circle or working group.

### *How the Representative is chosen*

The Representative should be willing and chosen by the circle or working group they are a part of, preferably on basis of the sociocratic election process. This role may rotate over time.

If a Representative does not come to 3 wider circle meetings in a row, the wider circle will try to reach out, and if no contact can be made, may request the circle or working group select a new Representative.

### *Helpful links:*

(Please add)

## Internal Coordinator *(formerly named facilitator)*

### *Description / Purpose*

### The internal coordinator should ensure the circle can work regularly, autonomously, and ensure efficient collaboration with other circles when needed.

### *Responsibilities*

* Adding new members to any communications platforms as required e.g. Mattermost/signal/trello etc (if Integrator role is not filled)
* Managing information flow within the team as needed
* Listening to feedback from team members and
* offering feedback to Role-fillers
* asking Role-fillers to leave a Role if they are not fulfilling their role’s mandates
* asking people to leave the team if they are:
* not doing any work in the team
* repeatedly violating XR’s Principles & Values or the Rebellion’s aims
* refusing to participate in XR’s conflict resilience process
* Representing the team in the wider circle if the external coordinator can’t
* Scheduling meetings if there’s no-one in the Secretary role
* Oversees progress of assigned action points if there’s no-one in the Secretary role

### *Number of of Internal Coordinators in a circle*

The intention is to have 1 Internal Coordinator in a circle or working group.

### *How the Internal Coordinators is chosen*

The Internal Coordinator should be willing and chosen by the circle or working group they are a part of. This role may rotate over time.

If a Internal Coordinator does not come to 3 Coordination Circle meetings in a row, the Coordination Circle will try to reach out, and if no contact can be made, may request the circle or working group select a new Representative.

### *Helpful links:*

* Read the description in the “XR Rebellion overview document” of [”Organisational Good Practices”](https://docs.google.com/document/d/1gN92NvQEAw4MJ5rNAf3kVIJtLcc3KDUJVVYHQjtB-9E/edit#heading=h.xrzv56cwj1k8), and specifically [”Facilitation & Meeting Structure”](https://docs.google.com/document/d/1gN92NvQEAw4MJ5rNAf3kVIJtLcc3KDUJVVYHQjtB-9E/edit#heading=h.2bec4y2ks45o)

(Please add)

## Circle Integrator

### *Description / Purpose*

### The circle integrator manages that new people find their ways into the circle and place of interest.

### *Responsibilities*

* Responsible that new rebels are integrated in circle (*does not need to integrate him/her/themselves but oversees integration process*)
* External point of contact to receive information about new rebels that are interested to join the circle
* Provide an integration document with an exact description of the circle and a list of tasks currently needed that new rebels could take on
* Emails that document to the interested people or send it to them on Mattermost
* Arranges a person who arrives 20 minutes before the circle meeting and explains to new rebels:
	+ Hand signals used during meetings
	+ Some of our Principles & Values
		- We welcome everyone
		- No blaming/ shaming
		- Non-violent communication
	+ Current working status of circle to ensure effectiveness of meeting
* Make sure that new rebels leave meetings with a task for the next meeting (to keep them engaged)
* Get the contact details of the rebels that joined a circle meeting for the first time to add them to the relevant communication channels (Mattermost, Signal, Trello, etc…)
* Local circle integrators ensure that circle is represented in local introduction meetings (integrator does not need toattend itself)
* Being the contact person for the [local group integrator](https://docs.google.com/document/d/1BZcQFv2kFbiHSr-nAowRQUOZ7KOrdPoc/edit) and national integration circle

### *Number of Circle Integrator in a circle*

The intention is to have 1 Circle Integrator in a circle or working group. However, this role can also be shared by multiple people.

### *How the Circle Integrator is chosen*

The Circle Integrator should be willing and chosen by the circle or working group they are a part of. This role may rotate over time.

### *Helpful links:*

* Read Integration Strategy (in progress)

(Please add)

## Secretary

### *Description / Purpose*

### The secretary is responsible for the effective preparation and follow-up of circle meetings.

### *Responsibilities*

* Scheduling the Circle’s required meetings, and notifying all members of scheduled times and locations
* Records action points and project updates in the minutes document and shares it with everyone in the meeting. Can be appointed at the start of every meeting or volunteer/or be elected for a specific period of time
* Capturing and publishing the outputs of the Circle’s required meetings as minutes, and maintaining a compiled briefing of the Circle’s current Governance (as a project board)
* Overseeing progress of assigned action points

### *Number of Secretaries in a circle*

The intention is to have 1 secretary in a circle or working group.

### *How the Secretary is chosen*

The Secretary should be willing and chosen by the circle or working group they are a part of.

### *Helpful links:*

* Read the description in the “XR Rebellion overview document” of [”Organisational Good Practices”](https://docs.google.com/document/d/1gN92NvQEAw4MJ5rNAf3kVIJtLcc3KDUJVVYHQjtB-9E/edit#heading=h.xrzv56cwj1k8), and specifically [”Facilitation & Meeting Structure”](https://docs.google.com/document/d/1gN92NvQEAw4MJ5rNAf3kVIJtLcc3KDUJVVYHQjtB-9E/edit#heading=h.2bec4y2ks45o)
* [Helpful tips for minute taker](https://docs.google.com/document/d/1gN92NvQEAw4MJ5rNAf3kVIJtLcc3KDUJVVYHQjtB-9E/edit#heading=h.1595i09dczqx)
* [Video on how to take minutes (6 Min)](https://www.youtube.com/watch?v=HDFjOZUTTFI&t=2s)

 (Please add)

## Facilitator

### *Description / Purpose*

### This role facilitates the flow of the meeting, to make sure it runs smoothly and covers the main agenda items.

### *Responsibilities*

* Holds meetings on track with the agenda and structures decision making processes.
* During meetings, maintain the [principles of XR](https://rebellion.earth/who-we-are/) and the [”Ways of Working”](https://docs.google.com/document/d/1gN92NvQEAw4MJ5rNAf3kVIJtLcc3KDUJVVYHQjtB-9E/edit#heading=h.oqifq5x2nvib) that are derived from them. Specifically (but not exclusively):
	+ Committed to non-violence.
	+ Treating each other with respect.
	+ Ensuring the autonomy of working groups.
	+ these aspects during their own circle or working group’s meetings.

### *Number of Facilitators in a circle*

The intention is to have at least 1 Facilitator in a circle or working group.

### *How the Facilitator is chosen*

Can be appointed at the start of every meeting or volunteer/or be elected for a specific period of time.

### *Helpful links:*

* Read the description in the “XR Rebellion overview document” of [”Organisational Good Practices”](https://docs.google.com/document/d/1gN92NvQEAw4MJ5rNAf3kVIJtLcc3KDUJVVYHQjtB-9E/edit#heading=h.xrzv56cwj1k8), and specifically [”Facilitation & Meeting Structure”](https://docs.google.com/document/d/1gN92NvQEAw4MJ5rNAf3kVIJtLcc3KDUJVVYHQjtB-9E/edit#heading=h.2bec4y2ks45o)
* If possible, should be trained by another experienced facilitator, and as a Circle Meeting Moderator.

(Please add)

## Local Group Link (*Only national level*)

### *Description / Purpose*

### The Local Group Link is liaising with local XR initiatives to support, share learnings and good practice.

### *Responsibilities*

* Administrates communication channel with local working circles and ensures that questions by local working circles are responded to (*note: the local link does not need to respond to everything itself)*
* Ensures that regular meetups between local working circle representatives are organized to improve knowledge transfer (*note: the local link does not need to facilitate the meetups itself)*
* Ensures that important circle specific information is shared with the local working circles
* Informs local working circles about trainings that national circle offers

### *Number of Local Links in a circle*

The different tasks of the Local Link can be divided amongst multiple persons.

### *How the Local Link is chosen*

The Local Link should be willing and chosen by the circle or working group they are a part of. This role may rotate over time,

### *Helpful links:*

(Please add)

## International Link (*Only national level*)

### *Description / Purpose*

### The International Group Link is liaising with international XR initiatives to connect, share learnings and good practice.

### *Responsibilities*

* Joins circle specific channel on xrGlobal Mattermost team which is administered by the [International Support Team](https://app.glassfrog.com/organizations/17936/orgnav/roles/11813548/overview)
* Participates in international calls or finds replacement if not available
* Shares relevant information from the international circle with the national circle and if applicable with Local Link to ensure that also local working circle are connected with international level
* Oversees which local/national projects could have international relevance and shares them with international circle

### *Number of International Links in a circle*

The different tasks of the International Link can be divided amongst multiple persons.

### *How the International Link is chosen*

The International Link should be willing and chosen by the circle or working group they are a part of. This role may rotate over time.

### *Helpful links:*

(Please add)

## Local group integrator *(Only local level)*

### *Description / Purpose*

### The Local Group Integrator liaises with national integration circle and connects with circle integrators to effectively integrate new rebels. And has an eye for integration purposes which fall outside of the circle integrators mandate.

### *Responsibilities*

* Explaining the role of the (local) working [circle integrator](https://docs.google.com/document/d/1JNOmD8DKKIKcW1YXhUmKnmsW91p2xGSh/edit) to local circles (short presentation, video, meeting, etc.)
* Have an eye for, and actively reach out to, rebels who have not yet met their circle integrator. (f.i. welcome message to all new rebels on townsquare)
* Make sure every event has allocated and event integrator, who looks out for new faces.
* Make sure message responsiveness on groups level is good. Local group email, incoming FB messages, etc.
* Meeting with circle integrators to discuss the needs for a better integration, explain “[Integration Strategy](https://docs.google.com/document/d/1CgKrPDRM-Sk5i0J6n2J262IivXVrqwX5pNAYdnUVdQk/edit)” and “[Rebel Journey](https://docs.google.com/document/d/1A0uDia8dMV7B3IJzvdO90WaRaSk_j8tfFZRy4UlmVnc/edit)” (*to be finalized by national integration circle)*
* Reminding circle integrators for their tasks and ask for their feedback
* Connecting local circle integrators and national integration circle
* Meeting other local group integrators to exchange individual integration strategies (national integration circle or local integration meetings)
* Giving Integration Talks to local groups “How to integrate new rebels to XR effectively”

### *Number of Local Group Integrator in a circle*

The intention is to have 1 Local Group Integrator in a local group.

### *How the Local Group Integrator is chosen*

The Local Group Integrator should be willing and chosen by the Local Group the persons belongs to. This role may rotate over time.

### *Helpful links:*

(Please add)

## Communication Link

### *Description / Purpose*

### This role is responsible for managing the circle mailbox and exchange with the newsletter team.

### *Responsibilities*

* Checking the inbox of the working group’s email address and answer any incoming emails/forward them to relevant working group members
* Focal point for newsletter team to provide circle specific information for newsletter

### *Number of Communication Links in a circle*

The intention is to have at least 1 Communication Link in a circle or working group with at least another person as a back-up to ensure that all incoming mails are processed.

### *How the Communication Link is chosen*

The Communication Link should be willing and chosen by the circle or working group they are a part of. This role may rotate over time. Ideally (in due time), Facilitators are chosen by the Coordination Circle

### *Helpful links:*

(Please add)

## Regenerative Culture Link

### *Description / Purpose*

### This role makes sure that the circle internalizes regenerative culture.

### *Responsibilities*

* If someone is taking on a lot of work, reminding them that they could pass that work back to the working group
* Integrates regenerative practices in meeting
* Encouraging a regenerative cycle of work moving through the cycle from
* overview and integrate
* planting the seed (first thoughts) –
* setting intentions and getting to know the group –
* orientation and logistics –
* action/focus
* understanding/debrief –
* rest –
* reflect –
* back to start.
* Point of contact for local/national regenerative culture circle to receive/share information

### *Number of Regenerative Culture Link in a circle*

The different tasks of the International Link can be divided amongst multiple persons.

### *How the Regenerative Culture Link is chosen*

The Regenerative Culture Link should be willing and chosen by the circle or working group they are a part of. This role may rotate over time.

### *Helpful links:*

(Please add)

## Radical Inclusivity Link

### *Description / Purpose*

### This role liaises with the working group “Radical Inclusivity” to share outcomes with circle and provide feedback to working group.

### *Responsibilities*

* Point of contact for “Radical Inclusivity” working group
* Shares outcomes/information/proposals of working group with circle and provides feedback

### *Number of Radical Inclusivity Links in a circle*

The intention is to have 1 Radical Inclusivity Link in a circle or working group.

### *How the Radical Inclusivity Link is chosen*

The Radical Inclusivity Link should be willing and chosen by the circle or working group they are a part of. This role may rotate over time.

### *Helpful links:*

(Please add)

## National representative

### *Description / Purpose*

The national representative is responsible for liaising with XR in other countries, and to be aware of what is being planned.

### *Responsibilities*

* Ensure you are aware of what is happening and being planned in NL on a national level by reading CC minutes.
* Attend international XR calls. These tend to be weekly.
* Inform members of XRNL of updates on international plans and proposals. This can be done through posting to the “Town square” channel on mattermost (MM), or if relevant to the “Coordination Circle” channel .

### *Number of national representatives*

The intention is to have 1 national representative in a circle or working group.

### *How the national representative is chosen*

The national representative is sociocratically elected by the Coordination Circle.

### *Helpful links:*

(Please add)

## National facilitator

### *Description / Purpose*

The national facilitator is responsible for the smooth execution of CC meetings.

### *Responsibilities*

* Ensure a CC meeting is planned at a regular interval (once every week/every 2 weeks).
* Ensure that representatives (or their backups) attend.
* Inform members of XR of any upcoming CC meeting, and share the agenda and collect further agenda points. This can be done through the “Town Square” channel and public “Coordination Circle” channel on mattermost (MM).
* During the meeting, make sure someone is taking minutes
* Ensure that whoever takes the minutes, puts them in the right (google drive) folder and shares them on MM. Preferably: minute taker should explicitly state action points in MM and separately message them to CC reps in personal messages.
* Ensure representatives execute action points decided upon during the CC meeting. Remind them if necessary.

### *Number of national facilitator*

The intention is to have 1 national facilitator

### *How the national facilitator is chosen*

The national facilitator is sociocratically elected by the Coordination Circle.

### *Helpful links:*

* Read the description in the “XR Rebellion overview document” of [”Organisational Good Practices”](https://docs.google.com/document/d/1gN92NvQEAw4MJ5rNAf3kVIJtLcc3KDUJVVYHQjtB-9E/edit#heading=h.xrzv56cwj1k8), and specifically [”Facilitation & Meeting Structure”](https://docs.google.com/document/d/1gN92NvQEAw4MJ5rNAf3kVIJtLcc3KDUJVVYHQjtB-9E/edit#heading=h.2bec4y2ks45o)

(Please add)

Regional Support Team (RST) - Accelerator

*Description / Purpose*

The purpose of this role is to support the establishment and growth of new local groups in a specific region of XRNL.

*Responsibilities*

* Point of first contact for new local groups who need support in their early stage
* Actively sharing important materials & information that rebels need to set up a new local group (see helpful links below)
* Establishing link between new local group with circles on national level (e.g. to [Local Group Link](https://docs.google.com/document/d/1KYau2qSltZUTjWH8EcyGhBNnJ_S8PbWR/edit#bookmark=id.8t0pzx1tgulx)) to ensure effective knowledge transfer

 If possible, actively organizing events in cities without a local group to spread the seed of the rebellion:

*Number of RST accelerator in a region*

The intention is to have at least 1 RST accelerator in every XR NL region, preferably more.

*How the RST accelerator is chosen*

The RST accelerator should be willing and chosen by the RST. This role may rotate over time.

*Helpful links:*

· [Roadmap guide for XR groups](https://cloud.organise.earth/apps/onlyoffice/s/jGSWEoJ9PW65xLc)

· [XR NL overview over national/local circles](https://docs.google.com/document/d/1hWi-D_6A_z77RvupQWhKu2fBzpIBMmXRc1hJEtRGL08/edit)

· [XR NL Newsletter guide using Action Network](https://drive.google.com/file/d/1FjALwnc2xZsAWjO6XfmsnfgBbzG5-H_9/view?usp=drive_open)

· [Ways of working for XR organisers](https://docs.google.com/document/d/12CX5jq58101rpsBftYRNfbzaChbuPvdhWT2hvex0gqQ/edit)

(Please add)

 Regional Support Team (RST) - Facilitator

*Description / Purpose*

The purpose of this role is to actively facilitate the exchange between local groups on a regional level.

*Responsibilities*

* Maintaining an overview over (interim) representatives of local groups in a region
* Actively facilitating the regular exchange between local group representatives: organizing a physical/online meeting every XY weeks
* Administrating RST channel on Mattermost, if applicable also Signal/Whatsapp groupchat with local group representatives

*Number of RST Facilitator in a region*

The intention is to have 1 RST facilitator in every XR NL region.

*How the RST facilitator is chosen*

The RST facilitator should be willing and chosen by the RST. This role may rotate over time.

*Helpful links:*

· [Roadmap guide for XR groups](https://cloud.organise.earth/apps/onlyoffice/s/jGSWEoJ9PW65xLc)

· [XR NL overview over national/local circles](https://docs.google.com/document/d/1hWi-D_6A_z77RvupQWhKu2fBzpIBMmXRc1hJEtRGL08/edit)

· (Please add)

Regional Support Team (RST) - Representative

*Description / Purpose*

The purpose of this role is to represent the local groups on a regional level and establish a formal line with the national level.

*Responsibilities*

* Shared participation in national CC meeting: rotation with other RST representatives every week

(*if all 5 XR NL regions have a RST Representatives in place: responsibility to participate every 5 weeks)*

* Weekly exchange with other RST representatives to share updates and ensure that regional concerns are also brought to national CC in weeks without own participation
* If not able to participate in CC meetings, searching for a replacement
* Sharing national information with local group representatives in relevant channels to ensure close connection between local and national level

*Number of RST Representative in a region*

The intention is to have 1 RST Representative in every XR NL region.

*How the RST Representative is chosen*

The RST Representative should be willing and chosen by the RST. This role may rotate over time.

*Helpful links:*

· [XR NL overview over national/local circles](https://docs.google.com/document/d/1hWi-D_6A_z77RvupQWhKu2fBzpIBMmXRc1hJEtRGL08/edit)

(Please add)

 Local Group Representative

*Description / Purpose*

The purpose of this role is to represent the local group on the regional level and share regional/national information locally.

*Responsibilities*

* First point of contact for Regional Support Team, thereby establishing line to national level
* Participation in regional meetups to ensure connection with other local groups in the region
* If not able to participate in regional meetup, searching for replacement
* Sharing of local concerns that need regional or national support with RST
* Regular exchange with local facilitator to stay updated about local situation
* If possible, participating in local CC meetings

*Number of Local Group Representatives in a local group*

The intention is to have a Local Group Representative.

*How the Local Group Representative is chosen*

The Local Group Representative should be willing and chosen by the Local Group, preferably on basis of the sociocratic election process. This role should rotate over time.

*Helpful links:*

· [Roadmap guide for XR groups](https://cloud.organise.earth/apps/onlyoffice/s/jGSWEoJ9PW65xLc)

· [XR NL overview over national/local circles](https://docs.google.com/document/d/1hWi-D_6A_z77RvupQWhKu2fBzpIBMmXRc1hJEtRGL08/edit)

· [Ways of working for XR organisers](https://docs.google.com/document/d/12CX5jq58101rpsBftYRNfbzaChbuPvdhWT2hvex0gqQ/edit)

(Please add)

 Local Group Facilitator

*Description / Purpose*

The purpose of this role is to facilitate the regular exchange within a local group.

*Responsibilities*

* Organization of regular general meetings in a local group
* Setting of agenda for general meeting, actively asking for input
* Facilitates discussion during meetings, ensuring people use hand signals, keeping track of time
* Ensures that minutes are taking during and published timely after the meeting
* Facilitation of regular local CC meetings to ensure working circles are working towards one direction and overlap is prevented
* Regular exchange with Local Group Representative and forwarding of information that must be dealt on regional/national level

*Number of Local Group Facilitator in a local group*

The intention is to have a Local Group Facilitator.

*How the Local Group Representative is chosen*

The Local Group Facilitator should be willing and chosen by the Local Group, preferably on basis of the sociocratic election process. This role should rotate over time.

*Helpful links:*

· [Roadmap guide for XR groups](https://cloud.organise.earth/apps/onlyoffice/s/jGSWEoJ9PW65xLc)

· [XR NL overview over national/local circles](https://docs.google.com/document/d/1hWi-D_6A_z77RvupQWhKu2fBzpIBMmXRc1hJEtRGL08/edit)

· [Ways of working for XR organisers](https://docs.google.com/document/d/12CX5jq58101rpsBftYRNfbzaChbuPvdhWT2hvex0gqQ/edit)

(Please add)