

# Role Clusters

## Building the Container for a Leaderful Community

### Overview

Role clusters are teams of participants who all hold the same role (Coordinator, Facilitator, Community Care, Messenger). Role Clusters work together to support the whole training community by fulfilling their key function. In this doc you'll find

1. [Agendas](#) for each section labeled Role Clusters in the [Sprog MacroAgenda](#).
2. [Descriptions of each of the Four Core Roles](#), and lists of suggested Sprog week functions for each Cluster.

### Role Cluster Session Agendas

#### Sunday Agenda (45 min)

##### Big Group [10 min]

1. Introduce purpose of Role Clusters: This week belongs to all of us. Together we will work to build a community that lives together, eats together, learns together, and takes care of one another. Each of you will be part of a Role Cluster that helps take care of this community all week.
2. Introduce Four Core Roles: I will share a brief description of each of the four roles, and then let you know which role you've been assigned. Then we will breakout into our Clusters to say more about the role and what your Cluster will do together.
  - a. **Facilitators:** Facilitators support our community by making sure all voices are heard, our relationships are strong, and we keep our energy lively throughout the week. They will take point for facilitating energizers, watching vibes, and helping us uphold a group culture that matches our values.
  - b. **Community Care:** Community Caretakers support our community by managing logistics around transportation, food, space, and supplies. They will make sure we have what we need to feel comfortable and well equipped to learn and build together.
  - c. **Coordinators:** Coordinators support our community by keeping an eye on time, schedules, structure and commitments. They help bring groups together and keep us all on track to do what we said we would do.
  - d. **Messengers:** Messengers support our community by maintaining systems of communication and documentation. Messengers will help us with photos, notes, report-backs and other types of information communication.
3. Share who is in each role cluster
  - a. *This can be pre-determined in advance or chosen by asking people to count off 1-4.*

- b. Recommendation: if pre-determining Role Cluster assignments, we recommend assigning most or all cismale participants to Community Care Cluster, and telling the group at this time that this was an intentional choice in response to the reality that women and femmes are traditionally asked to play these roles without question. This is an invitation to cismale members of the group to gain practice holding these roles, and an opportunity for others in the group to have an opportunity to try on other sorts of roles they may not commonly be asked to play.*
4. Tell them who the Lead Trainer(s) are for their Cluster, where their breakout will be meeting, and for how long.

#### **Breakouts: in Clusters [30 min]**

1. Share overview of role [3 min]
  - a. Lead Trainer for Cluster shares the general role description with the Cluster.
2. Go-around [12 min]
  - a. Each member of cluster is invited to share:
    - i. Name & pronouns
    - ii. Answer to a simple intro question like: if you could have a super power what would it be? -or- which do you like better: pie or cake?
    - iii. What ideas or questions do you have related to our role?
3. Share the specific functions for your Cluster [10 min]
  - a. Ask for volunteers to bottomline each function
  - b. Ask group if they can think of any additional ideas for functions their role cluster could fill at Sprog to support the group. If additional ideas are generated, find volunteers to fill those roles.
4. Identify announcements [5 min]:

*Note: each day during Morning Circle, there will be time for each Cluster to share announcements.*

  - a. Ask Group: What do we need the whole group to know about us in this role? Who will report back?
  - b. Identify 1-2 people to announce these things to the WHOLE group. This person should NOT be Lead Trainer but another member of the Cluster.

#### **Monday Agenda [15 min]**

*Note: because Clusters will have met the night before, this Cluster check-in is strictly optional. A benefit of having it is getting into a morning rhythm of always checking in. However there is not much that would need to be discussed. Here is a sample agenda:*

- Review the roles they agreed to the night before.
- Check in on any questions
- Identify announcements to share with big group during Morning Circle.
- Come up with a name and team chant for your Role Cluster.

## Tuesday-Saturday Agenda [15 min]

*Here is a standard agenda for your Role Cluster check-in's throughout the week.*

- Check-in: how are we doing at fulfilling our role?
  - What have you seen members of this role cluster do that you want to celebrate?
  - Are there any gaps we need to fill? Any ideas for additional functions we could be fulfilling?

*\*Note: during Saturday's breakout, make sure to review any close-out tasks that will be needed to clean, pack, and reach emotional closure before leaving on Sunday.\**

## Role Descriptions & Functions at Sprog

### COORDINATOR

**Role Description:** Coordinators support the community in convening on time, maintaining focus, staying on track with commitments and schedules. If we were to think of our Sprog community as a body, we might think of the Coordinators as the bones and cartilage, helping maintain structure, coherence, and order.

### Specific Retreat Functions:

- Write-up Agenda for Each Day: To help keep the group on time, and in the loop on what's ahead, coordinators will bottomline writing each day's agenda up on a flipchart and sharing it during Morning Circle.
- Timekeeping: 1-2 Coordinators per day take responsibility for keeping time, letting facilitators know when they have 60, 30, 10, and 5 minutes left, and checking in with the Lead Trainer from their Cluster if it looks like the agenda is getting off schedule.
- Wrangling: Coordinators take responsibility to help the group come back on time from breaks and meals, reminding folks of how much time is left, and using a song, clap or chant to bring people back several minutes before we are scheduled to start the next session.
- Convening Breakout Groups: Whenever breakout groups form, Coordinators support the community in helping people find and gather with their groups, stay on track and on time, and hold their commitments to one another.
- What else?: Your Cluster is invited to notice needs related to your Role and come up with ways to meet them.

### FACILITATOR

**Role Description:** Facilitators support the community by helping facilitate dialogue, decision making, energizers and other group processes. At Sprog, we lean on the

Facilitators Role Cluster to be the emotional heart of our community. Facilitators help the group maintain strong relationships, dynamic energy and emotional resilience.

### **Specific Retreat Functions:**

- Facilitate Energizers (or identify others to facilitate them): Facilitators are responsible for leading energizers, stretches or songs during scheduled times, or as needed if energy is low. Facilitators may also be asked to facilitate or support some of the week's Closing activities.
- Facilitating Dialogue: During training sessions and conversations, Facilitators may support the group in "keeping stack" (i.e. keeping track of the order of who wants to speak), flagging the Trainers attention if someone wants to speak, or speaking up if some voices are being overrepresented in group dialogues to make space for others to be heard.
- Support Group in Upholding Principles & Agreements: It is everyone's responsible to hold themselves accountable to the Agreements we set as a community. However we look to the Facilitators to pay particular attention to how our community is doing in following our agreements. During Role Cluster Check-ins, Facilitators will share observations on how the community is doing with agreements and make plans to revisit and/or renew commitments to our agreements as needed.
- What else?: Your Cluster is invited to notice needs related to your Role and come up with ways to meet them.

## **MESSENGER**

**General Function:** Messengers support the community by maintaining systems of communication and documentation. Messengers are the go-to ears, mouth and memory of our Sprog community, making sure that important information is shared and documented clearly and accessibly throughout the week and beyond.

### **Specific Retreat Functions:**

- Coordinate photography and sharing out of event. Make sure photos and video are taken throughout the retreat and collected in a shared destination for all to see. When appropriate, share photos and videos with posts via SSC's social media.
  - Note: it is important to check in with the full group to ask for consent before taking photos and videos. Make a plan together in your first meeting for how you would like to handle this.
- Coordinate notetaking & recordkeeping: Keep track of the information that people from the Community would like to have captured and shared (e.g. flipcharts,

training curriculum, handouts, contact info, next steps, etc.) and make sure they are documented. It is recommended that Messengers make a plan for how and where information will be documented, and communicate with the rest of the group how they can help in this process.

- Facilitate Announcements During Morning Circle & Throughout Week: Each morning after each Role Cluster check-in, there will be 15 minutes for announcements from each Cluster and a review of the day's agenda. Each day 1-2 Facilitators are invited to guide the group through this time. Throughout each day, if other announcements need to be made, Messengers are encouraged to get the group's attention through a clap or chant, and share the announcements with everyone.
- Communicate needs/ideas/questions: When needs, questions or ideas arise from the group, Messengers are encouraged to share these with Sprog Trainers, Cooks, or whomever can best respond. It is important that Messengers seek consent from anyone who has raised an idea or question before passing it on to anyone else.
- What else?: Your Cluster is invited to notice needs related to your Role and come up with ways to meet them.

## COMMUNITY CARE

**General Function:** Community Caretakers support the community by making sure everyone's physical and material needs are met throughout the week. At Sprog, the Community Care Cluster serves as the hands and muscles of the community, noticing needs and supporting the group in finding ways to meet them for a smooth, warm and comfortable experience.

### Specific Retreat Functions:

- Coordinate Space Needs: Make sure group knows about and has access to the facilities of the space, and any rules associated with using the space. Identify needs and solutions for supplies, furniture, bedding, and other resources to make the space inviting, functional, comfortable and accessible.
- Coordinate support for cooks about meal preparation and kitchen clean-up: Check in with cooks about their needs around kitchen work and meal prep. Develop systems for supporting cooks with dishwashing and meal prep as needed. Involve other Sprogers in these activities.
- Coordinate space clean-up throughout week, and involve Sprogers in keeping the space clean. At end of week, make sure everyone understands and commits to tasks associated with closing out the space.
- Consulted about Travel: as travel needs arise, the Community Care cluster helps provide advice and coordination to help people get to and from Sprog.

- Set-up Warm & Fuzzies table (and/or other ways of sharing love and appreciation throughout the week): Warm and Fuzzies are kind of like friend-valentines written down and left in envelopes for other members of our Sprog community. Warm & Fuzzies are a Sprog tradition the Community Care Cluster coordinates for the community.

- What else?: Your Cluster is invited to notice needs related to your Role and come up with ways to meet them.

<p style="text-align: center;"><b>Messenger</b></p> <p>Communicates with other teams about needs and resources of their team.</p> <p>Suggested Responsibilities:</p> <ul style="list-style-type: none"> <li>• Point person for communication between teams</li> <li>• Documenting and sharing team learning and conclusions via meeting notes, visualizations, photos, etc.</li> <li>• Spokesperson at Assemblies</li> <li>• Onboards new team members; brings up to speed on current projects and helps them find a role.</li> <li>• Helps build community on team through games, songs, artistic and creative activities.</li> </ul>	<p style="text-align: center;"><b>Facilitator</b></p> <p>Facilitates team learning and dialogue. Listens for and seeks agreement among team members.</p> <p>Suggested Responsibilities:</p> <ul style="list-style-type: none"> <li>• Plans and facilitates meeting agendas</li> <li>• Facilitates training and learning processes for team</li> <li>• Designs team project timelines and processes</li> <li>• Creates space for sharing gratitude and appreciation for team and individual accomplishments</li> <li>• Serves as point person for conflict resolution on team.</li> <li>• Facilitates story sharing and resonance to build trust and culture of support.</li> </ul>
<p style="text-align: center;"><b>Community Care</b></p> <p>Offers support to meet team members' social, emotional, physical and material needs.</p> <p>Suggested Responsibilities:</p> <ul style="list-style-type: none"> <li>• Arranges space for meetings and other convenings.</li> <li>• Gathers needed materials (e.g. flipcharts, scratch paper, etc).</li> <li>• (as needed) Plans for team needs around food, transportation, and lodging for long gatherings.</li> <li>• Watches vibes and energy level during meetings and other convenings.</li> <li>• Offers ideas to help boost energy and/or work through tension</li> <li>• Plans community building activities for team (i.e. fun things not related to the campaign)</li> <li>• Point person for first aid and emergency response.</li> </ul>	<p style="text-align: center;"><b>Coordinator</b></p> <p>Convenes team and supports members in holding their commitments to one another.</p> <p>Suggested Responsibilities:</p> <ul style="list-style-type: none"> <li>• Acts as time keeper during meetings and actions</li> <li>• Makes sure each team member has a role and understands their responsibilities.</li> <li>• Documents action items and offers reminders to help group stay on track.</li> <li>• Keeps track and reminds group of key dates and deadlines.</li> <li>• Reviews Guiding Principles and supports team in upholding them with integrity.</li> <li>• Provide moral grounding and motivation for group</li> </ul>