# Circle roles for sociocratic circles

#### Leader

WHAT oversees operations in the circle carries information from the wider organization into the circle

hold people accountability to the aim and their roles think proactively about the agenda identify blockages and surface them so they can be addressed make time critical decisions and be transparent about it

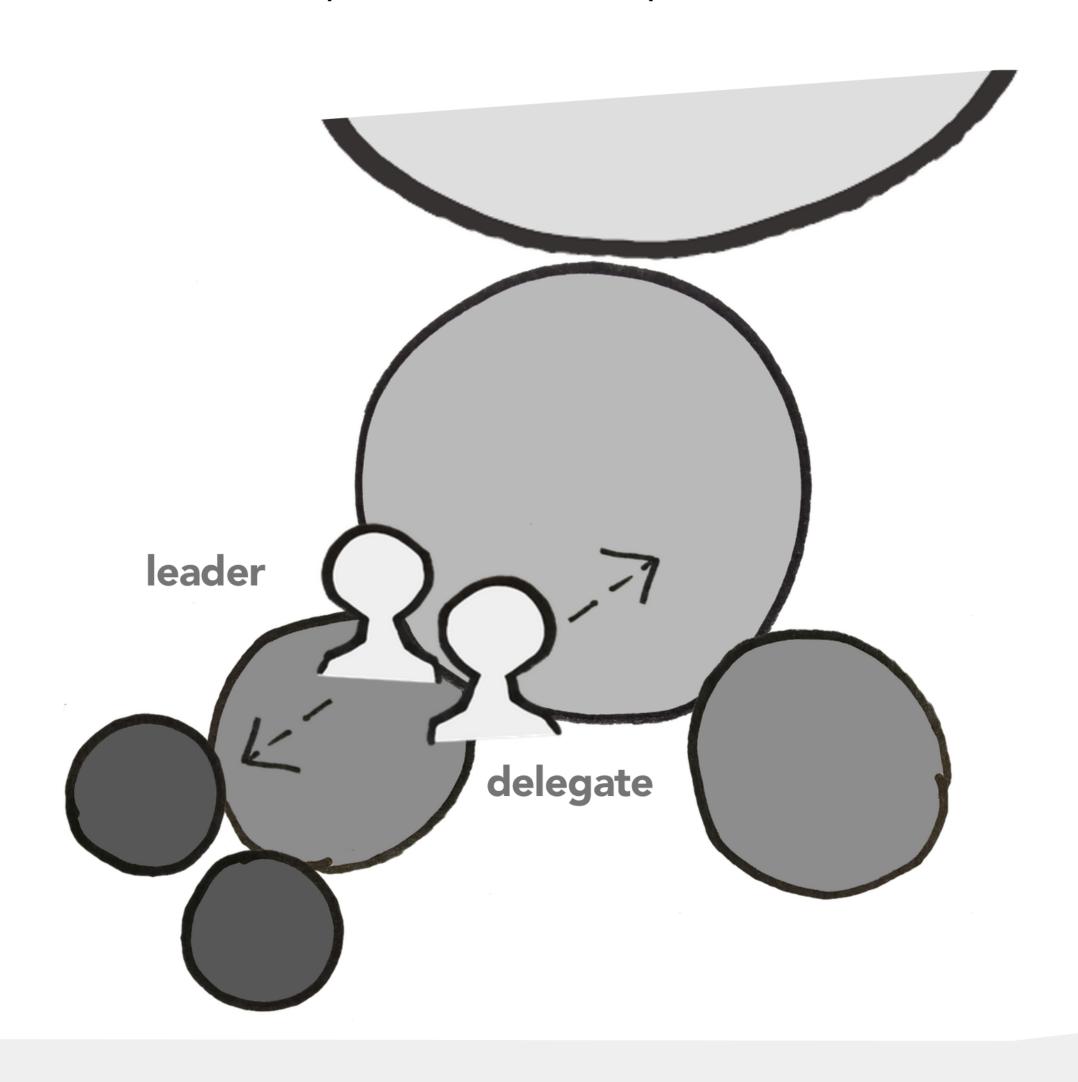
Roles can be combined someone can be delegate and secretary at once. There is only a double link if leader and delegate are held by separate people.



## Delegate

WHAT brings the voice of the circle to the wider organization by attending the parent circle

**HOW** pay attention to the wellbeing of the circle report to the parent circle - filter out small details but name and amplify essential patterns



#### Facilitator

WHAT facilitates the circle meetings

HOW hold space with rounds so everyone can be heard identify proposals and ask for consent to allow action reflect back, summarize, synthesize to support clarity

## Secretary

WHAT maintains the circle's written records

HOW takes and stores meeting minutes keeps the documents organized and accessible interprets the minutes and policies

Agenda preparation can be done by one role or a combination. Create your own agreement on which role is responsible.

