Circle roles FOR SOCIOCRATIC CIRCLES

Leader

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

HOW 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

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

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.

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

Ideally, these roles are refined, approved by consent and then filled using the sociocratic selection process.