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Admin guide

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








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B **I** **H**         

CIRCLE MEMBERS
To ensure an efficient workspace, a Circle should have a facilitator and a secretary for its meetings.
A FACILITATOR

- Elected through the consent process.
- Ensures compliance with governance rules and operational processes adopted by the organisation.
- Prepares the meeting with the secretary; opens and closes the meeting.
- Keeps discussions on track and ensures adherence to process.
- Sets the meeting rhythm, ensures smooth exchanges, and allows everyone a chance to speak.
- Refocuses discussions and maintains awareness of purpose and present context.
- Avoids off-topic discussions.
- Maintains a neutral and diplomatic stance.

A SECRETARY

lines: 171 words: 1191 1:1

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