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# Admin guide

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








File



**Shared-governance-and-working-in-circles-guide**  
File name: Shared-governance-and-working-in-circles-guide.pdf  
File size: 6 MB

File Description

Describe the uploaded file. For PDFs, add the text in plaintext format for search purposes.

**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

☒ Collaborative Leadership

☐ Economy

☐ Education

☐ Energy

☐ Food

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All Countries

Most Used

☐ Afghanistan

☐ Åland Islands

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1. Upload the PDF to <https://notegpt.io/pdf-to-markdown-converter>
2. Copy and paste the resulting text into the field
3. Read the text and do corrections as needed