

Admin guide

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- Ensure there is a description of the text in the first field
- Ensure that all attribution is correct for written texts and we are entitled to host it (Creative commons, or original content uploaded by the Author)
- If there is no image find one and upload it
- Ensure that the image attribution is correct - Not doing so can cost quite a lot of money


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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.

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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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Process for generating the Markup for the plaintext version of PDF's

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

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