

Circle roles FOR SOCIOCRATIC CIRCLES

Leader

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

HOW hold people accountable 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.

