📜 **Charter** | Campfire Working Group

Document Status: Agreement 🎉 ▾

Why this document

This is an alternative to the [S3 Delegation Canvas](#), which teams or projects may use to establish their domain of responsibility and accountability and other agreements essential to guiding effective work. See the **Charters** agreement that defines how we use charters to form teams.

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Delegator[1](s): **n/a**

What is the Campfire working group as of April 8?
- This is a group of 13 people
- Trying to figure out what they might do together and how we will work together

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[1] A **delegator** is defined as the individual or group delegating responsibility for this domain (team or role) to other(s), i.e. to the delegatee(s).

1. **Why does this working group exist?**

   Craft a succinct statement of purpose or key drivers which call for the creation of this unit or team.

   Purpose Statement (that is true now, even if it's doesn't feel settled or complete)

   We build, connect and support teams. Our teams deliver results while staying true to our values, principles and agreements. We find people (volunteers) who are doing good stuff and empowering them to do it well.

   Caring People Power — empowering caring people to have impact. We are identifying what needs to be done, and finding out how to do it. Stewarding the formation of an organization that is effective at empowering caring people.

   ## Values:

   - **Effective democracy**— do collective sense-making well, In a way that biases truth.

2. **Membership**
   - **What kinds of membership exist in and around your organization?**

       Currently, membership is uniform, all 13 participants have equal rights and privileges, and shared decision-making power. Where and when ready, we may create specific roles that some members may hold from time to time, which may confer different rights and or responsibilities. These will be managed using consensual, role description agreements.

   - **How is membership gained? How is it relinquished? How is it revoked?**

       Gained: We're not currently in a major growth mode so cautiously open to new members. A member may propose someone and must not receive any objections from any other members.

       Relinquished: Our aim is to create an environment in which no one wants to leave. However, when this does happen, we celebrate that a departing individual will carry a piece of our culture out into the world. We will systematically seek to understand the reasons for the individual's departure and take action within our teams if action is necessary.

       Revoked: Membership subject to valid objection by governing body (currently all participants), should the member consistently demonstrate anti-social behaviour, dishonouring agreements, a pattern of unfulfilled role obligations, and/or a lack of

openness towards collaborative resolution to understand and correct what's not working. Removal by governance decision is a last resort.

- **What do all members expect of one another?**

    Honour our agreements, including how and when to break them — Honoring our agreements means upholding our commitments with integrity and reliability. When circumstances require breaking an agreement, we do so transparently, with accountability, and in a way that minimizes harm.

    Work through conflict, not around it — actively addressing disagreements with openness, honesty, and a problem-solving mindset. Instead of avoiding tension, it involves direct communication, seeking resolution, and fostering mutual understanding.

    Practice humility & recognize the limits of one's knowledge. Acknowledging that: you don't know everything; some of what you believe might be wrong; other people, even those who disagree with you, may have valuable insights.

    Deliberate, Informed and considerate collaboration

    - **Acceptance that there are many avenues/pathways to an agreed upon desired outcome** (i.e. process, document etc.). It is expected that members embrace the opportunity to use new &/or different avenues/pathways than they prefer, or are accustomed to using, to complete/achieve the assigned work end product.

    - In the absence of reasonable evidence of harm (i.e. breaking of our foundational documents or agreements), a member cannot /will not be allowed to block the continued development and implementation of member agreed upon tasks (process, documents etc). Essentially identifying and preventing the "tyranny of one".

3. **What is our essential intent for the next <mark>30</mark> days?**

Describe your vision of what success for this team looks like in 30 days from the date of agreement.

- We have our first charter agreement
- At least two projects underway

4. **What Organizational/Ops/Gov Principles will guide us?**

Self Governance Principles:

Consent

We do things in the absence of reasons not to. Basically, if it's "good enough for now, safe enough to try", we'll go ahead and do it. There are no reasons not to, so why not just do it then. We may have different opinions about the details, but only reality will show us which was the right way to go. So, let's try and evaluate instead of talking for hours on end.

Transparency

We make all information accessible to everyone in an organisation, unless there is a reason for confidentiality. Full transparency is the default mode which we strive to live up to in everything we do and how we build systems for documentation. We only keep things hidden if there is a clearly motivated need for it. How else could we expect everyone to contribute fully to the solution?

Empiricism

Assumptions are the building blocks of decision making. We must simplify and assume things, otherwise we wouldn't function. But sometimes assumptions are wrong and misleading. So, we need to pay attention to them and assess whether they are in touch with reality: We test all assumptions through experiments, continuous revision and falsification. We revise, let go and build new ones.

Continuous Improvement

We change incrementally to accommodate steady empirical learning. This is the extension of empiricism – building a learning culture where we strive to learn, improve and become better over time. For this to happen, we need to document and share our learnings so that we can improve faster instead of repeating old patterns.

Sustainability

We organize ourselves around and also aim to advance five Cs of sustainability: clean, community, culture, care, and corporate governance.

> See:https://projectnord.com/blogs/scandinavian-nordic-design-blog/charting_a_sustainabl e_future#:~:text=The%20%225%20C's%20of%20Sustainability,more%20sustainable%202 030%20and%20beyond

5. What are the roles required to do this work?

Roles aren't necessarily big jobs, and one person can certainly hold multiple roles.

These roles can scale based on group size and its needs, while ensuring any key functions are addressed.

1. **Group Coordinator** (and back-up buddy)
   a. **Purpose** — helps to ensure teamwork flows
   b. **Domain (scope)** — organizes and schedules meetings, assists in agenda prep, ensures all team members have access to team tools like chat, workflow management, docs etc.
   c. **Decision rights**: none for now
   d. **Commitment:** [duration of commitment to role]

2. **Meeting Facilitator**
   a. **Purpose** — holds space during meetings and keeping things on track.
   b. **Domain (scope)** — leads agenda prep
   c. **Decision rights**: — empowered, through participant consent, to artfully guide meeting according to agreements; including interrupting flow if necessary

3. **Info & Knowledge Champion**
   a. **Purpose** — ensures that we keep our documentation organized, accessible, relevant and current.
   b. **Domain (scope)** — Works with Tech Champion to ensure technology is in place
   c. **Decision rights**:— may make design/structure choices without consent of the team. Must keep the team informed of any changes to avoid confusion

4. **Tech Champion**
   a. **Purpose** — ensures we are using appropriate technology to support working group effectiveness; works with coordinator to ensure our tech is accessible for members.
   b. **Domain (scope)**: — lead for management and maintenance of group's tech 'stack'
   c. **Decision rights**: — none for now

5. **Experiments Champion**
   a. **Purpose** - supports members who want to pitch new experiments for teams and projects
   b. **Domain (scope)** - works with members to help members develop excellent pitches
   c. **Decision rights** - empowers members to bring forward pitches, but content agnostic

6. **Tuners**
   a. **Purpose** - tidy up documents when empowered by members
   b. **Domain** (scope) - work with members to clean up and clarify (but not delete) ideas in a document
   c. **Decision rights** - propose to members clarifications to documents

7. **Governance Champion**
   a. **Purpose** - support members' work on governance issues
   b. **Domain (scope)** - work with members to scan for governance issues, including any need to update this Charter
   c. **Decision rights** - none for now

Current role keepers:
   [**Name**], role & role
   [**Name**], role
   [**Name**], role

6. **What is our meeting rhythm?**

What kinds of meetings and in what order and with what frequency will help us progress.

Regular meetings (every 2 weeks)
- held once every 2 weeks (combination of discussion and working; culture buildings, team building, thinking and evolving our ideas)

Retrospective meetings (every 3 months)
- Periodic reflection on progress, taking stock of what happened, what held us back, what moved us forward, considerations for what we might do next time

Governance meetings (every 3 months)
- Primary decision-making meetings, held after retrospective meetings, to focus on defining and refining our agreements/guardrails

7. What tools will we use to communicate and coordinate?

Generally, our tools will allow for equitable participation. They must be easy enough to learn with help. We will be open to trying new technologies, but the following ideas work for now.

How we manage security and access
- **Authentication** — Google Authentication (Campfire Google Not-for-profit Workspace?)

How we communicate privately and publicly
- **Campfire organization and publication** - Decidim (assemblies)
- **General team chat** — Signal (or Telegram?)
- **Synchronous meetings** — Zoom (Campfire-owned Zoom or free open source alternative?); Teams
- CRM/Team Communication — Gmail (Not-for-profit Workspace?)

How we collaborate
- **Idea-boarding** — Miro or Mural
- **Private document collaboration** — Authentication-required Google docs — for collaborative document production
- **Public document collaboration** — Decidim (Participatory documents)

How we measure ourselves
- **Fundraising** —
- **Web analytics** — Unami/Plausible

8. How will we know if we're succeeding?

What stories do we want to hear that will indicate we are on the right track?

Here's the kind of feedback we will hear:

- We are good at holding ourselves accountable and taking action when our actions don't match our principles.
- Our team culture is way more in sync with our organization's purpose and values than it used to be—you guys are good!
- …
- …

9. When will we conduct a retrospective?

This refers to a meeting when we reflect on the efficacy of the current version of this charter, in preparation for strategic steering adjustments.

Once every 3 months, followed by a governance meeting

Expires	**In 3 months**
Agreement Type	**Charter**
Participants in agreement	Charlie, Catherine, John, Natalie, Michael, Robin, Kim, Dan, David
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