Admin Needs

- Nonprofit corporation compliance and filings
  - Filing SI-100 every two years
  - Filing RRF-1 every year
  - Renewing Oakland business license every year
  - Monitoring our lobbying?
  - Charitable donation registrations in other states?
- Office management
  - Our lease
  - Subleases
  - Communication with subtenants
  - Designating office steward
- HR
  - Hiring paperwork
  - Onboarding (move to Internal Resilience, if it's not already in IR?)
  - Peer review (IR)
  - Benefits management
  - Time off (IR)
  - Payroll service
  - Employment taxes, W2s, etc
- Budget and accounting (maybe this is a subcircle?)
  - Financial reports
  - 990 and 199
  - Financial transparency
  - Banking
- Insurance
  - Workers Comp
  - Malpractice and E&O
  - General Liability
- Managing contracts
  - Like money we are raising for other projects
  - Stipends we are administering
  - Independent contractor pay,
- Board of Directors compliance
  - Reports to Board
  - Meeting minutes
  - Resolutions
  - Provisions of documents to the Board, like conflict of interest policy
  - Ensuring Bylaws compliance

Core Roles

Lead Link:
- **Purpose**:
- **Domains**: Role assignments within the Circle!
- **Accountabilities**:
  - Structuring the Governance of the Circle to express its Purpose and enact its Accountabilities
  - Assigning Partners to the Circle's Roles;
    - monitoring the fit;
    - offering feedback to enhance fit;
    - and re-assigning Roles to other Partners when useful for enhancing fit
  - Allocating the Circle's resources across its various Projects and/or Roles
  - Establishing priorities and Strategies for the Circle
  - Defining metrics for the circle

Rep Link:
- **Purpose**: Tensions relevant to process in the Super-Circle channeled out and resolved.
- **Domains**: N/A
- **Accountabilities**:
  - Removing constraints within the broader Organization that limit the Sub-Circle
  - Seeking to understand Tensions conveyed by Sub-Circle Circle Members, and discerning those appropriate to process in the Super-Circle
  - Providing visibility to the Super-Circle into the health of the Sub-Circle, including reporting on any metrics or checklist items assigned to the whole Sub-Circle

Facilitator:
- **Purpose**: Circle governance and operational practices aligned with the Constitution.
- **Domains**: N/A
- **Accountabilities**:
  - Facilitating the Circle's constitutionally-required meetings
  - Auditing the meetings and records of Sub-Circles as-needed, and initiating the restorative process defined in the Constitution upon discovering a Process Breakdown

Secretary: Everyone/No one/Rotated
- **Purpose**: Steward and stabilize the Circle's formal records and record-keeping process.
- **Domains**: All constitutionally-required records of the Circle
- **Accountabilities**
  - Scheduling the Circle's required meetings, and notifying all Core Circle Members of scheduled times and locations
  - Capturing the outputs of the Circle's required meetings, and maintaining a compiled view of the Circle's current Governance, checklist items, and metrics

○ Interpreting Governance and the Constitution upon request

Defined Roles

Office Manager -

Purpose: Manage all office related contracts, agreements and operations

Domains: Office Lease, Rent Negotiations, contracts with subtenants

Accountabilities

- ○ Paying rent
- ○ Booking rooms + spaces
- ○ Negotiating office lease agreement
- ○ Negotiating subleases
- ○ Communication with subtenants
- ○ Designating office steward

Human Resources Coordinator-

Purpose: Coordinate the technical aspects of hiring

Domains: Hiring processes, Administering health insurance and benefits

Accountabilities

- ○ Hiring paperwork
- ○ Benefits management
- ○ Payroll service
- ○ Employment taxes, W2s, etc

Nonprofit Administrator -

Purpose: To maintain good standing for the nonprofit corporation
Domains:
Accountabilities:

- ○ Filing SI-100/ RRF-1 and any other corporate documents/forms (but not the 990 or 199)
- ○ Renewing Oakland business license every year
- ○ Monitoring our lobbying (temporarily)
- ○ Charitable donation registrations in other states
- ○ Insurance
    - ■ Workers Comp
    - ■ Malpractice and E&O (Janelle and Cameron can do this, but we can be accountable to this Role)
    - ■ General Liability

Board of Directors Compliance Coordinator -

Purpose: Keep all board paperwork in order
Domains: Board paperwork
Accountabilities:

- ○ Reports to Board

- ○ Meeting minutes
- ○ Resolutions
- ○ Provisions of documents to the Board, like conflict of interest policy
- ○ Ensuring Bylaws compliance

Helpful Holacracy Hints

This provides a short overview around what it means when we say Circles, Roles, Accountabilities, and Projects. These were taken from the Holacracy Constitution online. There's also a quickstart guide that you can read, a governance meeting simulation to watch, the Holacracy Inc.'s organizational overview, and an entire wiki on Holacracy here.

Definitions:

Circle: A Circle is a Role authorized to break itself down into sub-Roles, so multiple people can work together to express the Circle's overall Purpose and Accountabilities.
- The Roles of a Circle can only be defined through the governance process detailed in Article III.
- Any Role within a Circle can generally impact the Circle's Domain *without* explicit permission, unless the Domain was delegated to another Role within the Circle.
- A Circle can delegate part or all of its Domain to a Role within the Circle, in which case that Role then controls that part of the Domain. One caveat: that Role still cannot spend resources in the Domain or give away control of the Domain, unless explicitly authorized to do so.

Role: A "Role" is an organizational entity with a "Purpose" to express, "Domains" to control, and "Accountabilities" to perform.
- When filling a Role, a Partner accepts the following responsibilities:
  - ○ A Partner is responsible for sensing "Tensions" for that Role and processing them. A Tension is a gap between what is, and what could be better.
  - ○ A Partner is responsible for breaking down their Role's Accountabilities into Projects and Next-Actions to move them forward. A Project is an outcome to achieve, and a Next-Action is a concrete, physical action that could be executed immediately if time allowed.
  - ○ A Partner is responsible for breaking down all of their Projects into Next-Actions.
  - ○ A Partner is responsible for tracking their Projects and Next-Actions in a tangible system outside their mind (database, list…), and keeping this system up to date.
  - ○ A Partner is responsible for consciously and continually choosing which Projects and Next-Actions to work on or to spend resources towards, among all available options.
- When filling a Role with a Domain, a Partner has the authority to control (authorize or restrict) how other Roles can impact this Domain, or to establish ongoing authorizations or restrictions via Policies for this Domain.
- When filling a Role, a Partner can take any action to express the Role's Purpose or Accountabilities, as long as it doesn't impact the Domain of another Role without permission

- The Lead Link can assign any Partner of the Organization to fill a Role of the Circle, unless a Policy says otherwise.
- When a Role is unfilled, the Lead Link automatically fills it by default.
- A Role can be assigned to multiple people as long as it's clear who holds accountabilities and authorities for specific situations facing the Role. One way of making this clear is to assign a "Focus" to each person filling the Role.

Purpose: Ongoing outcome for the role to achieve.
- The Purpose grants the role the authority to take any action useful to express it, as long as such action doesn't violate the Domain of another circle or role.
- Clarifies the identity and intention of a Role or Circle.
- The Purpose orients the action of a Role even absent any other explicit Accountabilities, Policies, Strategies, Priorities, or resources.

Domains: A Domain is a "property" of the organization (e.g. asset, function, or process) given to a role or circle in order to give it exclusive control of that resource.
- A Domain centralizes control of a resource to a specific Role.
- A Role may impact its own Domain to achieve its Purpose, but may not impact another's Domain unless given permission.

Accountabilities: An accountability is an ongoing activity that the organizations can expect from a role.
- They are usually written with an "-ing" verb in order to convey ongoing activities (vs. one-time projects).
- Accountabilities can "only" be added to a circle or role via the governance process.