

Deliberative Roles for Community Teams

California NIF Network
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<i>Role</i>	<i>Basic Description</i>
Framer	<ul style="list-style-type: none"> ▪ Community research ▪ Prepare a structure for public deliberation ▪ Success in naming the issue ▪ Understand the urgency & importance of the issue ▪ Identify limitations & constraints ▪ Gathering data ▪ Understanding community concerns ▪ Identify stakeholders & involve them in framing
Convener	<ul style="list-style-type: none"> ▪ Logistics support for deliberation ▪ Prepare the space for deliberation ▪ Facility is appropriate for size of group ▪ Time & date are convenient ▪ Advertising ▪ Sensitivity to location—no barriers to any voices ▪ ADA friendly ▪ Food ▪ Child care ▪ Near public transportation ▪ Makes sure TV-DVD & all other equipment is set up and ready ▪ Provides a neutral space—inclusive space
Public-Maker (Relationship development) (Populating the forum)	<ul style="list-style-type: none"> ▪ Research critical community voices ▪ Invite and welcome participants ▪ Link stakeholders from framing process to various constituencies ▪ Networking ▪ Relationship building ▪ Proper use of media & publicity ▪ Strive for inclusion of all voices ▪ Validates commitment to healthier communities ▪ ‘Call to deliberate’

<p>Moderator (Convener) (Facilitator) (Process guide) (Forum guide) (Group leader)</p>	<ul style="list-style-type: none"> ▪ Lead participants through deliberation ▪ Non-partisan & unbiased presence ▪ Remain focused & disciplined ▪ Goal—provide a uniform forum experience across all approaches ▪ Neutral & consistent ▪ Sets the climate throughout deliberation: <ul style="list-style-type: none"> ○ Inclusive ○ Safe ○ Friendly ○ Open ○ Non-partisan ○ Welcomes all voices ○ Provides balance ○ Draws our all participants ▪ Develops working relationship with recorder
<p>Recorder</p>	<ul style="list-style-type: none"> ▪ Create a visible map of where the group has been ▪ Captures trade-offs ▪ Track progress of the forum group ▪ Checks with group for accuracy & clarity ▪ Prior contract with moderator for role clarity ▪ Listens for values expressed within each approach ▪ Consistent & unbiased
<p>Observer</p>	<ul style="list-style-type: none"> ▪ Watches deliberation for interaction notes ▪ Looks for non-verbal cues ▪ Notes domination by participants or inadvertent bias by moderator ▪ Watches for setting influences on deliberation ▪ Transcribes pertinent quotes ▪ Identifies possible interviewees for after the forum ▪ Tracks the frequency of voices speaking ▪ After the forum—fill in the gaps in data with clarification and additional quotes
<p>Interviewer</p>	<ul style="list-style-type: none"> ▪ Conducts interviews after deliberation ▪ Good listener ▪ Follows the interview guide ▪ Sets the stage for successful interview: <ul style="list-style-type: none"> ○ Convenient setting and time ○ Friendly attitude...encourages participation ○ Time sensitivity—start & end as agreed ▪ Process field notes in timely fashion

Reporter	<ul style="list-style-type: none"> ▪ Gathers raw data & leads analysis process ▪ Writes appropriate reports for various purposes ▪ Organize data ▪ Identify trends & patterns ▪ Write in a succinct, clear and lucid manner ▪ Accurate ▪ Write for appropriate audience ▪ Format & outline make outcomes accessible ▪ Address issue that was framed—full circle
Interpreter	<ul style="list-style-type: none"> ▪ Pro-active in distributing public knowledge ▪ Interprets outcomes to various groups ▪ Personalizing data & outcomes ▪ Identify application & practice ▪ Provide examples of use ▪ Pragmatism ▪ Personal delivery ▪ Distribution plan ▪ Customized executive summary prepared
Evaluator	<ul style="list-style-type: none"> ▪ Evaluates total process ▪ Compares outcomes with research agenda ▪ Reviews all roles & effectiveness of structures ▪ Conducts exit interviews of major contributors
Coordinator (Snapper)	<ul style="list-style-type: none"> ▪ Creates master action plan for project ▪ Coordinates all roles into deliberative decisions ▪ Keeps folks focused, on task, according to strategy ▪ Understands all roles and maintains synergy of all ▪ Manages budget & resources