Simplicity Matters Earth Institute

www.simplicity-matters.org

Thank you for being the Circle Coordinator!

We thank you for volunteering to be the Circle Coordinator for this circle. Your work is the key that will ensure its success.

Forms mentioned here are available electronically via the volunteers link www.simplicity-matters.org/volunteers ("circle coordinators" link on the left) and via the discussion guides link www.simplicity-matters.org/guides (choose the specific guide's page and find links to forms on the right-hand column).

Your tasks are to:

♦ Distribute to all members of the circle and to the mentor the finalized **Circle Contact List**, containing everybody's phone number and e-mail address.

♦ Complete the **Circle Schedule** form by the second session, and distribute it to all participants. (In rare cases Openers and Facilitators may be reluctant to commit this quickly. In this case distribute the form with blanks, and fill the blanks as soon as possible.)

♦ Communicate in advance the locations for future meetings if they are held in different people's homes. Send out a weekly reminder of chapter number, Opener, Facilitator, and meeting location.

♦ Serve as the contact point between circle members. Members should communicate to you if they're going to miss a session or be late for a session, so that the group doesn't wait for them.

♦ Start meetings on time, by asking the Opener to begin.

♦ Communicate the date and location of the final wrap-up session to the SMEI mentor as soon as possible. In rare cases the mentor will not be able to make that date, and we need to ensure that another mentor is available.

♦ A couple of weeks before the wrap-up session, send an e-mail to circle members, Cc. to the mentor, providing the date, time, address, and directions.

♦ Request advice from the mentor if any problems arise. *Please don't ever hesitate to do this.*

Mentor's name _____

Mentor's phone number(s) _____

Mentor's e-mail address_____