



Knowledge Circle Hosts - Roles and Responsibilities

The differing levels of responsibilities by host are listed below. All volunteers first serve in the role of “host” for at least 3 months’ time. Knowledge Circles are abbreviated below as KC.

Responsibilities			
	<i>Host</i>	<i>Senior Host</i>	<i>Master Host</i>
<i>Attends Monthly Host Call of Relevant KC</i>	✓	✓	✓
<i>Attends Monthly Call Gathering Hosts across all KC’s to provide content ideas to FPA for programming and resources</i>	Encouraged	Encouraged	Required
<i>Serves as liaison with FPA staff on KC issues</i>			✓
<i>Attends FPA BE Annual Conference and Corresponding KC Events held there</i>	✓	✓	✓
<i>Leads Knowledge Circle Events held at FPA BE</i>			✓
<i>Attends Retreat Conference and Leads Corresponding KC Events held there</i>			✓
<i>Attends Knowledge Circle calls (which could range between 4 – 12 per year)</i>	✓	✓	✓
<i>Leads Knowledge Circle calls (which could range between 4 – 12 per year)</i>			✓
<i>Fills out monthly sheet tracking own activities</i>	✓	✓	✓
<i>Scans for relevant community content within and outside FPA</i>	✓	✓	✓
<i>Uses that content to post conversation starter threads</i>	<i>1 time per month</i>	<i>2 times per month</i>	<i>As necessary</i>
<i>Responds to posted threads</i>	<i>2 times per month</i>	<i>4 times per month</i>	<i>4 times per month</i>
<i>Holds one-on-one conversations with community members and potential participants to learn about hot topics and spur engagement</i>	<i>At least 10 people per quarter</i>	<i>At least 10 people per quarter</i>	<i>At least 10 people per quarter</i>
<i>Invites people to join community</i>	<i>At least 5 people per quarter</i>	<i>At least 5 people per quarter</i>	<i>At least 10 people per quarter</i>
Recognition/Benefits			
	<i>Host</i>	<i>Senior Host</i>	<i>Master Host</i>
<i>On FPA Connect Profile, Signature Block, Knowledge Circle home page and in-person events, listed as:</i>			
<i>Complimentary Registration to FPA Annual Conference</i>	✓	✓	✓
<i>Complimentary Registration to Retreat</i>			✓
<i>Serves as Media Resource</i>	<i>Tertiary</i>	<i>Secondary</i>	<i>Primary</i>