

TWW/Indivisible-Los Gatos Advisory Board Role and Expectations

The Advisory Board was formed to provide support and guidance to the TWW/Indivisible-Los Gatos leaders. The board helps inform their decisions, especially regarding group direction and mission. The Advisory Board role and expectations are documented here for the benefit of the current and future Advisory Board members and to inform the wider membership of TWW/Indivisible - Los Gatos.

Composition

- The Board will be composed of 10-13 members. We will plan for some turnover each year to increase the diversity of perspectives, bring new ideas and share leadership responsibility.
- Once a year, or more frequently as needed, the Board will examine its membership and make changes or additions.

Role

- Advise leaders on direction and on approaches to fulfill the Mission, Purpose, and Objectives of TWW/Indivisible-Los Gatos
- Communicate sentiment from the full TWW group to the leaders
- Provide a sounding board for the leaders to try out new ideas
- Provide guidance to the leaders when questions that are difficult to resolve arise.

Commitment

- Commit to 1 year, though membership can extend beyond a year
- Attend at least 3 out of 4 meetings for the year. Preferably in person
- Attend 50% of the TWW general meetings
- Come to meetings fully prepared having completed homework
- Complete assigned action items on time
- If consensus is needed, to provide your input within 10 days of the missed meeting
- Bring ideas and background information that could help the leaders and the group
- Commit to following the meeting rules agreed to by the group
- Communicate in a timely fashion with Advisory Board members & leaders
- Assume one or more roles on the Advisory Board
- Assume one or more leadership roles for TWW/Indivisible - Los Gatos

Meeting structure

- Meetings are usually 6:00 or 6:30 pm – 9 pm on a Monday evening. 6:00 for in person meetings where the first hour we will be sharing a potluck meal. 6:30 for a full zoom meeting where the first 30 minutes is for socializing and eating. All meetings start at 7:00.
- Meeting dates for 2026 on most Mondays are:

- Jan 20 (Tuesday)
- April 6
- June 29
- Sept 21

Ground Rules

- Start and stop on time.
- Come prepared.
- Stay on topic and stay focused.
- Share the airspace. (Step up/Step back)
- Be respectful.
- One person speaks at a time.
- Listen for understanding to all viewpoints.
- Aim for 'Yes, AND' – Build on one another's ideas.
- When conflict arises, acknowledge it, listen for understanding, and determine steps to resolve.
- We do not always need to agree. Be open to differences. Unity does not have to be uniformity.
- Each step of the agenda, clarify objective(s), how decision will be made, and follow-up steps (who will do what by when).
- Record key decisions and follow-up steps.
- Selective confidentiality: When reporting/discussing our meetings/work, focus on the content not on the person(s).
- For all decisions, you must be in attendance to vote.
- We will use the Parking Lot to note future agenda topics/ideas.
- Take care of yourself.
- Assume best intentions.

TWW Advisory Board Roles

- Note taking
- Time keeping
- Plan Advisory Board meetings
- Facilitate Advisory Board meetings
- Host/organize logistics for Advisory Board meetings
- Recruit new Advisory Board members
- Media liaison
- Liaison coordinator
- Maintain the website's Advisory Board page - Sylvie